



575 Brawley School Road Mooresville, N.C. 28117
Church: (704) 664-3680 Fax: (704) 664-0939

Still have questions? For more information, please contact Susan Taylor at susantaylor@willchapumc.org

WEDDING POLICY

The clergy and staff of Williamson's Chapel United Methodist Church want to assist you in every way possible in the planning of your marriage service. These policies for weddings in this church grew out of our obligations and our experiences of many years. They will help us work together to make your service of marriage one of joy, beauty, and reverence.

Marriage in the church is a service of Christian worship and should be conducted as such. The purpose of a Christian wedding service is to honor God and ask God's blessing upon the marriage union. ***In all its parts and ordering, the planning and conduct of the wedding service is under the authority of the clergy of The Williamson's Chapel United Methodist Church who follow the dictates of the United Methodist Church.***

1. Arrangements

Weddings are coordinated through the Administrative Assistant to the Pastors, Susan Taylor. You can reach Susan during church office hours at (704) 664-3680 or by email at susantaylor@willchapumc.org. She will explain the details of all policies and procedures.

You may arrange with the wedding director to arrive prior to the service. (Exact times must be coordinated with the wedding director) and you are expected to leave within an hour and a half of the completion of the service. Weddings are not scheduled in the Sanctuary and the Chapel at the same time.

Members of Williamson's Chapel United Methodist Church may reserve church facilities as far in advance of the ceremony as they wish. For purposes of this policy, "member" means the bride or groom, parents or grandparents of the bride or groom, or children of the bride or groom.

Non-members, or members who have been members for less than one year at the time of scheduling, may not schedule their weddings more than six months prior to the ceremony.

No weddings or rehearsals, whether for members or non-members, may be scheduled on holidays. The following holidays are observed: New Year's Eve, New Year's Day, Holy Week, Memorial Day weekend, July 4, Labor Day weekend, Thanksgiving weekend, Christmas Eve and Christmas Day, or other scheduled church events are included i.e., Vacation Bible School. **We do not schedule weddings to be held during the month of December.**

Facility Capacities

Sanctuary - Capacity: 1100

Chapel - Capacity: 225

Reservations of facilities are not placed on the calendar until receipt of the attached Acceptance Form and receipt of the non-refundable Sanctuary fee for non-members.

2. Facilities

It is expected that all members of the wedding party and invited guests respect the church property, and refrain from any activity that would cause damage or disrepair. No alcoholic beverages may be brought to or consumed on church property. Smoking, or the use of any tobacco product, is not permitted in our facility.

The Fellowship Hall may be used for receptions and rehearsal dinners. Additional fees apply; please see our facility policy for fees.

3. The Clergy

In accordance with the Book of Discipline of The United Methodist Church, it is the policy of Williamson's Chapel United Methodist Church that our clergy will have charge of all weddings conducted in the church and a current member of the WCUMC pastoral staff is expected to be included in all wedding services. If it is desired to ask another ordained clergy person to assist in the marriage service, the clergy of this church must be consulted prior to such an invitation being extended. If approved, the invitation to another clergy person will be extended by our clergy who has final authority over the conduct of worship and the use of the building.

The clergy of Williamson's Chapel are under no obligation to perform a requested wedding ceremony. The discretion of conducting the ceremony is the sole prerogative of the clergy.

The intent to marry should be announced sufficiently in advance of the proposed service. All persons requesting to be married in this church or by our clergy should understand and be committed to the covenant of Christian marriage.

Any members of the wedding party who are determined by the clergy to be under the influence of alcohol or other substances at either the rehearsal or the wedding will not be allowed to participate in the ceremony.

Note: Premarital counseling by an approved clergy member of Williamson's Chapel is required.

4. Music

A church wedding is a service of worship; any music used in the service must reflect a Christian understanding of love and marriage or express the worship of God. Secular music, such as is commonly heard on the radio, may be appropriate at a wedding reception but may not be appropriate in a service of Christian worship.

Only WCUMC staff organists are permitted to play the church's organ or the Director of Traditional Music can approve another organist.

If the bride or groom asks a friend to sing at the wedding, a rehearsal time can be arranged with the Director of Music. If additional rehearsals are required, a fee will be negotiated. The soloist must have the music prepared before the rehearsal. The Director of Music will be happy to arrange for one of our excellent vocal soloists to sing, if desired by the bride or groom. Arrangements for any additional instrumentalists, if desired, must be approved by our Director of Music. Additional fees for vocalists and/or instrumentalists may apply.

All music to be used in the marriage service must be approved by the church's Director of Music.

It is the responsibility of the bride/groom to submit all proposed music to the church's Director of Music no later than two months prior to the wedding service. The Director of Music or an Assistant will play for the wedding ceremony.

Since Williamson's Chapel is blessed to have accomplished musicians in both Traditional and Contemporary music, it is expected that all Processional and Recessional music will be performed with "live" music.

The Wedding Director will secure an Audio Technician. An approved Audio Technician is required for any service in the Sanctuary and for any Chapel service where soloists or instrumentalists need to be amplified.

Music for Weddings

This following list of wedding music includes several standard pieces. If you have other titles you would like to have included, please forward them to the Director of Music for approval. You will need to supply a copy of the printed music for the Director of Music if you choose titles not in the church's music library. Your wedding ceremony is a highly sacred event. Your music selections help create the mood and add significance to your vows.

Prelude and Seating of the Parents...

- "Air from Water Music" – George Fredrick Handel
- "Air on a G String" – Johann Sebastian Bach
- "Aria" – Emma Lou Diemer
- "Aria" – Flor Peeters
- "Arioso" – Johann Sebastian Bach
- "Arioso" - Paul Manz
- "Ave Maria" – Franz Schubert
- "Ave Maria" - Gounod/Bach
- "Jesu, Joy of Man's Desiring" – Johann Sebastian Bach
- "Now Thank We All Our God" Johann Sebastian Bach
- "Now Thank We All Our God" – Sigfried Karg-Elert
- "Psalm XIX" - Benedetto Marcello
- "Rondeau" from "Sinfonie de Fanfares" – Jean-Joseph Mouret
- "Sheep May Safely Graze" – Johann Sebastian Bach

Processional and Recessional...

- "Canon in D" - Pachelbel
- "Bridal Chorus" – Richard Wagner (Wedding March from Lohengrin)
- "Hornpipe" from "Water Music" – George Fredrick Handel
- "Joyful, Joyful, We Adore Thee" – Gordon Young
- "Prince of Denmark's March" - Jeremiah Clarke
- "Psalm 19" – Bendetto Marcello
- "Trumpet Tune in D" - Henry Purcell
- "Wedding March" - F. Mendelssohn

Solos ... {These can be during lighting of Unity Candle, after Scripture or prayer, or during the *Prelude time*}

- "A Wedding Blessing" - Mark Hayes
- "All I Ask of You" - Andrew Lloyd Webber (from Phantom of the Opera)
- "And On This Day" - Tina English
- "Angels Among Us" - Hobbs/Goodman

"As Man and Woman We Were Made" - Brian Wren (traditional hymn)
"Bridal Prayer" - Roger Copeland
"From This Moment On" - Shania Twain
"Gift of Love" - arr.by Hal Hopson
"Lord's Prayer" - Mallotte
"O Perfect Love" - Gurney/Barnby (traditional hymn)
"On Eagle's Wings" - Michael Joncas
"One Hand, One Heart" - Leonard Bernstein (from West Side Story)
"Surely the Presence" - Lanni Wolfe
"Wedding Song: There Is Love" - Paul Stookey

5. **The Wedding Liaison**

Susan Taylor is the main contact at the church office for all weddings. She may be contacted at (704) 664-3680, ext 220 or at susantaylor@willchapumc.org.

6. **The Wedding Director**

All wedding parties must utilize a wedding director assigned by the church. The director will supply basic procedural direction at the wedding rehearsal and service. The wedding director will work with the clergy to protect the policy and facilities of the church.

7. **Photography and Video** (*The wedding party is expected to explain these policies to the photographer and all family members, which will be reinforced by the wedding director*)

- a. Flash pictures **shall not** be taken at any time during the service, as this is disruptive of the service and does not honor the sacredness of the event.
- b. Cameras and video equipment are not allowed in the chancel area or the choir loft.
- c. Videotaping is permitted using a stationary tripod at the back of the sanctuary or the balcony.
- d. Following the service, the wedding party may return to the sanctuary for photographs.
- e. Photographers or videographers who do not follow the church's policy will not be allowed to photograph in the future.

8. **The Rehearsal**

Wedding Rehearsals will be held at 5:00 PM on the evening before the wedding.

A wedding rehearsal is a preparation for an act of worship and will be conducted in a dignified and reverent manner. All participants in the rehearsal are expected to be at the rehearsal promptly on time. The clergy of the church will conduct the rehearsal. The wedding director will assist in the placement and direction of the wedding party. All activities during the ceremony itself will be directed by the clergy.

All rehearsals are projected to last one hour and will end by 6:00 PM provided all members of the wedding party are prompt. This will help in rehearsal dinner preparations.

9. **The Decorations**

The decorations in the church and the dress of the wedding party must be appropriate to Christian worship. In these matters, simple is preferable to the elaborate.

Wedding banners are available for use if desired.

The furniture and symbols found in the sanctuary are not to be removed or altered. Florists/decorators must ensure that the furniture, floor, and carpets are protected against damage from moisture and candle wax. It is the responsibility of the florist/decorator to remove all wedding decorations within the hour after

the service. If flowers are left for the church to use during Sunday services, the wedding party is responsible for removing them following the last service. The building must be left in the same condition in which it was found.

10. **Personal Property**

Williamson's Chapel United Methodist Church and its staff cannot be responsible for any valuables, such as jewelry or silver, brought to the church for the wedding service or reception. Members of the wedding party must ensure that valuables are locked up or otherwise secured at all times. Any clothing or other items belonging to the wedding party must be removed from the building following the marriage service and before the reception, if it is to be held at another place, since the church buildings will be locked once the service has concluded.

11. **Cancellations Due to Weather, Unforeseen Problems, Etc.**

In case of bad weather, an unforeseen problem, etc., Williamson's Chapel United Methodist Church may determine that it is unsafe to carry out a scheduled event of a wedding. If the scheduled contracted party insists on the event taking place, the contracted party will be responsible for any and all costs of preparation (ex: snow removal for parking lot, etc.), clean-up, manpower, and labor of possible outside companies needed and of WCUMC employees and personnel. The contracted party also assumes all responsibility of injury to anyone and everyone preparing, involved, and attending the event.

12. **The Wedding Fees**

- a. **Facilities**: There is no charge to members for the use of the facilities.

For purposes of this policy, "member" means the bride or groom, parents or grandparents of the bride or groom, or children of the bride or groom.

Non-members, or members who have been members for less than one year at the time of scheduling, will be charged the following non-refundable fee.

Non-members will be charged a non-refundable fee of \$150.00 for the use of the Chapel.

Non-members will be charged a non-refundable fee of \$450.00 for the use of the Sanctuary.

The fee is made payable to the Williamson's Chapel United Methodist Church and is due at the time of reserving the facilities.

Please see the Facility Use brochure or website link for details on the use of additional facilities.

- b. **Wedding Director**: Members and Non-members.

The fee for the Wedding Director is \$200.00. If additional services are requested beyond the rehearsal and wedding, additional fees may be negotiated with the coordinator. The fee is to be made payable to the Wedding Director.

- c. **Accompanist**: Members and Non-members.

The fee for the Accompanist is \$200.00. Usually the fee includes one consultation, one rehearsal, and playing for the wedding service. If additional rehearsals are required (with vocalists or instrumentalists, for example) an additional fee may be negotiated. Members and non-members are expected to pay for the organist's services. The fee is to be made payable to the Director of Music.

- d. Audio Technician: Members and Non-members.
Applies to weddings held in the Sanctuary and Chapel (if, in the Chapel, it is deemed necessary.) Fee is \$150.00 (Includes rehearsal and wedding) made payable to the Audio Technician.
- e. Custodian: Members and Non-members
Members and Non-members are expected to pay the custodial fees for clean-up following the wedding. Please consult the Facilities Use brochure or link for details.
Chapel - \$100, Sanctuary - \$150 made payable to Custodian.
- f. Clergy: Members and Non-members
The fee for the WCUMC clergy performing the premarital counseling sessions and who conducts the wedding service is a minimum of \$200.00. The fee for a WCUMC clergy who participates in the service but not in the premarital counseling is a minimum of \$100.00. Fees for all non-WCUMC clergy involved in the service will be negotiated and paid by the wedding party. Fees for WCUMC clergy will be made to the individual participating clergy.

Fees due when scheduling: Facility fees are necessary for non-members.

An itemized invoice with amounts and payees will be mailed to you approximately 60 days prior to your wedding.

All other fees due 30 days prior to wedding date for both members and non-members.

All checks are to be mailed to:

**Williamson's Chapel United Methodist Church
575 Brawley School Road
Mooresville, NC 28117
Attention: Susan Taylor**



WEDDING FEES CHECKLIST

For assistance, please contact Susan Taylor at susantaylor@willchapumc.org.

Wedding of: _____

Date and Time of ceremony: _____

a. _____ **Facilities** (*Facilities Fees are only charged for non-members or members who have been so for less than one year at the time of scheduling.*)

Sanctuary - \$450.00 or Chapel - \$150.00

Make check payable to **WCUMC** at the time of reserving the facilities/signing contract.

b. _____ **Wedding Director - \$200.00**

Make check payable to _____ 30 days prior to wedding date.

c. _____ **Accompanist - \$200.00**

Make check payable to _____ 30 days prior to wedding date.

d. _____ **Audio Technician - \$150.00** (*Sanctuary and in the Chapel if deemed necessary*)

Make check payable to _____ 30 days prior to wedding date.

e. _____ **Custodian – Sanctuary - \$150.00 or Chapel - \$100.00**

Make check payable to _____ 30 days prior to wedding date.

f. _____ **Officiating Clergy** (who performs premarital counseling) - **\$200.00** minimum

Make check payable to _____ 30 days prior to wedding date.

g. _____ **Other WCUMC Clergy if officiating minister is visiting clergy** (if applicable) - **\$100.00** minimum

Make check payable to _____ 30 days prior to wedding date.

i. _____ **Other fees** (Fellowship Hall, Kitchen, vocalists, instrumentalists, etc.)

Make check(s) payable to the following 30 days prior to wedding date:

_____	\$ _____
_____	\$ _____
_____	\$ _____

Facility fees are due when scheduling (mailed/delivered with signed contract) for nonmembers and those who have been members less than one year at the time of scheduling.

An itemized invoice with amounts and payees will be mailed to you approximately 60 days prior to your wedding.

All other fees due 30 days prior to wedding date for both members and non-members.

Please mail **all** checks to:

**Williamson's Chapel United Methodist Church
575 Brawley School Road
Mooresville, NC 28117
Attention: Susan Taylor**



Still have questions? Feel free to contact Susan Taylor at susantaylor@willchapumc.org

YOU MUST SPEAK WITH A WCUMC CLERGY MEMBER BEFORE SENDING THIS FORM INTO THE CHURCH OFFICE.

Acceptance of Terms and Waiver of Liability

I, _____, do hereby acknowledge that I have read and understand the Church Wedding Policy and accept all of the terms and conditions. I have read and understand the fees checklist. I have spoken with Rev. _____ and would like to schedule my marriage on _____ (date) at _____ (time) and am enclosing the appropriate non-refundable Facility Fee checked below. ***(Fee is only applicable if you have been a WCUMC member less than one year or are a non-member.)*** I am requesting the following facilities and services be reserved:

- _____ **Chapel** (\$150.00)
- _____ **Sanctuary** (\$450.00) *(Audio Technician Required, additional fees apply)*
- _____ **Fellowship Hall** *(Please contact Susan Taylor for applicable fee.)*

I further recognize that the Williamson's Chapel United Methodist Church is not responsible in the case of accident or injury to me or any guests during use of these facilities.

I would like to leave my alter flowers for use during Sunday services (optional).

Signed: _____

Date: _____

Contact Person:

Bride's Name (if not the contact person)

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Email: _____

Email: _____

Fiancé's Name: _____

Approved: _____

Officiating Clergy

Wedding Director

Wedding Liaison

Director of Music