

Haygood United Methodist Church

4713 Haygood Road

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Haygood United Methodist Church desires to be as helpful as possible in making your wedding a success. This pamphlet is provided as a guide to help you plan your church wedding.

THE NATURE OF A CHURCH WEDDING

A wedding in the church indicates the desire of a couple to establish a Christian Home. The ceremony is a worship service. Its deepest meaning is found when the Christian aspects of marriage are understood and accepted by the bride and groom. The church and its ministers have a particular responsibility to see that the service is carried out in a reverent, dignified manner, in harmony with God who instituted marriage. It is your wedding, but not yours alone. You are honored by the presence of your guests and eager that they share in this, the holiest and happiest moment of your life. This is the time when you, as bride and groom, exchange your vows of love and faithfulness, and when those in attendance can also renew their vows and give thanks in marriage. This means active participation of all those present. Couples should not be married in the church unless they maintain an active relationship in some church or intend to establish such a relationship. If the couple has a secular concept of marriage, it is appropriate that they be married by a Justice of the Peace.

THE MINISTER

Arrangements for all weddings will be made with the minister who shall officiate at all marriages in the church. Under all circumstances, the minister shall solely determine any participation in the wedding service by any other minister. It is expected that the minister will be given ample notice of your intentions to be married.

THE WEDDING MUSIC

In view of the fact that the wedding is a service of worship, only sacred music (songs which are in praise of God and based on scriptural text) appropriate for a worship service, will be used — no popular music or “Show tunes” If secular or “pop” love songs are desired these selections may be used at the rehearsal party or reception. The pianist will be glad to assist in the

selection of appropriate music. The family should contact the church pianist to play for the wedding. If he/she is not available, the minister will supply the names of qualified pianists, the must be cleared through the minister and the regular church pianist. The pianists should start playing 20 minutes prior to the hour, or as soon as the guests start arriving. If a wedding involves the use of a soloist there must be a rehearsal with the pianists prior to the date of the wedding. All music for such solos must be provided by the requesting party.

WEDDING COORDINATOR

Due to the size and nature of some weddings, and after consultation with the minister, it will be necessary to use the wedding coordinator. The wedding coordinator is a trained, paid person within the Church who is familiar with the wedding guidelines the building and its furnishings. She will direct your wedding and assist with the planning of the use of the church and its facilities for the rehearsal, ceremony, and reception. She should be contacted as soon as possible after the Wedding date has been set. The name of the wedding coordinator is found on the first page of this booklet. It is the policy that those having a wedding at Haygood UMC must use our wedding coordinator.

THE REHEARSAL

A rehearsal is necessary for all weddings where there are more than five major participants (i.e. bride, groom, best man/maid/matron of honor and minister.) The rehearsal is usually held on the evening before the wedding and should be confined to one hour. The officiating minister shall be in charge of the wedding rehearsal. The time for the rehearsal should be set at the time of scheduling the wedding.

PROMPTNESS ON THE PART OF THE WEDDING PARTY AT THE REHEARSAL IS REQUESTED.

FLORIST AND DECORATIONS

The church atmosphere must be maintained at all times. Any decorations must be used only in that manner and quality which enhances the atmosphere of worship in the sanctuary. The church will provide white paraments for the altar, pulpit, and

lectern. All candles used in the sanctuary must be supplied by the church with the exception of the unity (wedding) candle. This includes window candles, candelabra, and two candles for lighting the unity candle. Unity candles must be dripless quality

and must be approved by the Wedding Coordinator or Worship Chair. Prices for the candles may be obtained by contacting the Administrative Assistant or through the Wedding Coordinator.

- 7 inch candles are used in the candelabra

- 12 inch candles used to light the unity candles

- 15 inc candles are used in the windows

Candelabra is provided by the church. Consult with the wedding coordinator.

Florists should have the church completely decorated at least one hour before the time of the wedding. Florists will be responsible. No decorations are to be placed so as to interfere with the participants of the wedding ceremony and afford a clear view of the wedding party. No church furniture or musical equipment is to be removed and none moved except by permission of the minister. No decorations are to be placed on the altar table other than the regular altar ornaments: the cross, the candles, Bible and altar flowers. Bouquets and boutonnieres, if fresh may be kept in the Church refrigerator. They should be labeled (i.e. Bride's Mother, Best Man, Favorite Aunt (by Name) Kindly note that only silk flower petals are to be used in the flower girls' baskets. Fresh petals are not permitted. (they stain the carpet)

Please note that if your wedding is scheduled during a liturgical season such as Advent, Christmas, Lent, Easter, or Pentecost, the seasonal decorations in our worship spaces will remain in place as part of the church's observance. We appreciate your understanding and hope these expressions of the season will add to the beauty of your celebration.

PICTURES, VIDEOS AND PHOTOGRAPHERS

Immediately after the wedding, the wedding party and family may return to the sanctuary/chapel to pose for pictures. If desired, the minister will pose with the wedding party after the ceremony. It is helpful to inform the pastor ahead of time. Video equipment may be used, but not in the chancel area, and it must be previewed at the rehearsal. Movement up and down the aisle during the service, with video equipment or cameras, is not permitted. The minister or church wedding coordinator has the right to refuse usage of video devices if it is disruptive to the worship ceremony.

PHOTOGRAPHERS AND PERSONS BRINGING CAMERAS ARE TO REFRAIN FROM TAKING PICTURES IN THE SANCTUARY/CHAPEL FROM THE TIME THE MINISTER BEGINS THE CEREMONY UNTIL THE WEDDING PARTY IS DEPARTING.

Ushers are to watch for persons bringing cameras and are to inform them of this regulation. The Church considers any violation of this request as a breach of good taste. The person planning the wedding photographs is asked not to request any modification of this regulation.

EXPENSES

There is no charge for the use of the church or chapel for church members. Non-members are asked to reimburse the church as follows:

Use of sanctuary \$500.00

Use of chapel \$300.00

Use of social hall \$200.00

(The bride or groom must be a church member at the time of initial contact with the church or the non-member fees apply.)

For the wedding (members or non-members) honorarium amounts are:

Pianist \$150

Wedding Ceremony: \$150

Wedding Rehearsal: \$100

Extra rehearsal with soloists/other musicians: \$75

Solo/other musicians (per person)

Wedding Ceremony: \$125

Wedding Rehearsal: \$75

Extra rehearsal with pianist/other musicians: \$50

If the sheet music is needed, the wedding party needs to purchase it or pay for it, including tax, shipping, and handling.

The custodian's honorarium for cleaning for the weddings is \$75.00. When the wedding reception is held in the Social Hall of the church, an additional fee of \$50.00 is charged for setting up and cleaning the Social Hall.

There is an additional fee of \$35.00 if the globes and candelabra are used.

The pastor's honorarium is \$300.00 for non-member weddings.

The wedding coordinator's fee is \$300.00. This includes a pre-rehearsal meeting, rehearsal and wedding.

An additional fee of \$200.00 for a wedding reception.

A Sound systems operator is necessary for all weddings in the Sanctuary. The fee is for one rehearsal and the wedding \$100.00

ALL FEES SHOULD BE PAID TO THE OFFICE AT LEAST ONE WEEK BEFORE THE WEDDING.

There is much excitement on the day of the wedding, it is difficult to remember to do this. The pastor WILL NOT collect any fees due.

FOR NON-MEMBERS use of the church and social hall, a non-refundable deposit check in the amount of \$200.00 is required before a wedding will be placed on the

church calendar. The church will use this deposit to reimburse the pastor, pianists, coordinator, and custodian for their respective fees. Full payment is due one week before the wedding ceremony and payable at the church office. Pay with one check to cover all expenses.

MAKE CHECKS PAYABLE TO: HAYGOOD UNITED METHODIST CHURCH

AT THE WEDDING

Members of the wedding party should arrive at the church one and one half hours before the wedding if dressing at the church. If dressing at home, one hour before the scheduled time for the wedding is sufficient. Rooms used for dressing must be clean before leaving the church. The Bride and Groom should designate individuals to ensure all item and trash are removed. No alcoholic beverages are permitted in any area of the building. Ushers should be present at least 45 minutes prior to the beginning of the ceremony. Ushers or acolytes should light candles at least 20 minutes before the hour. Ushers should seat all ladies from the center aisle. Ushers offer ladies their right arm.

WEDDING PARTY PROCESSIONAL:

THE GROOM'S MOTHER should be seated in the SECOND PEW RIGHT SIDE.
(SANCTUARY)/FRONT PEW TO THE RIGHT SIDE (CHAPEL)

THE BRIDE'S MOTHER should be seated on the hour or when the wedding party is ready to proceed. This is the signal to everyone that the wedding is about to begin. Any guests arriving

after the brides's mother has been seated may seat themselves from the side aisle. The bride's mother is not to be seated until the minister or wedding coordinator has given the "go ahead."

The minister is the first to enter, followed by the groom and the best man, ushers, bridesmaid, the maid/matron of honor, and the bride on her father's right arm.

After the father gives the bride away, the bride will pass her bouquet to the maid of honor, the maid of honor will pass her bouquet to the nearest bridesmaid.

When the wedding ceremony is over, the bride turns to the maid of honor who returns her bouquet. The bride turn back to her husband with her flowers in her right hand, takes his right arm with her left.

When the bride and groom are at the end of the aisle, the maid of honor and the best man follow as a couple. The rest of wedding party will go out as couples.

The ushers return to escort the Mother of the Bride/Father of the Bride. then the Groom's mother and Grooms Father, then the grandparents, if any are present. The minister will stand in place until the parents and grandmothers have left. While the congregation is leaving, the bridal party may return to the sanctuary/chapel for photographs.

NO RICE IS TO BE THROWN INSIDE OR OUTSIDE THE CHURCH BUILDING—INSURANCE REQUIREMENTS

RECEPTION

If the reception is at the church, it may begin immediately after the wedding while the wedding party is involved in picture taking. Guests may then greet the members of the wedding party at their convenience during the reception. This avoids the awkward waiting period while pictures are being taken and the long wait to go through the receiving line. Wedding party entrance into the reception is coordinated by the Wedding Coordinator with the DJ and Photographer.

The NAME OF THE CHURCH

In the wedding invitations and news releases, the full name of the Church should be used: "Haygood United Methodist Church."

MARRIAGE LICENSE AND CERTIFICATES

The marriage license should be left with the minister or the church's Administrative Assistant no later than Thursday morning before the wedding. After the wedding, the bride and groom will be presented with the signed marriage license and the certificate that accompanies it. Arrangements should be made to have someone receive the document for safekeeping. The minister will be happy to discuss the addition to the ritual of Scriptures, congregational hymns, communion and other aids to worship with couples who desire to emphasize the worship aspect of their wedding.

Suggested Scripture readings which may be used in the wedding include:

Genesis 2:15-18, 21-24

1 Corinthians 13

Ruth 1:15-18

Ephesians 5:22-23

John 15:9-17

1 John 4:7-21, 19-21

If you have any questions or concerns, please do not hesitate to contact the Minister, Wedding Coordinator or Administrative Assistant.