



*Sudley United
Methodist
Church
Wedding
Policies*

*Sudley United Methodist Church
5308 Sudley Road, Manassas, VA 20109
PO Box 96, Catharpin, VA 20143
703-754-4380 — www.Sudley-Methodist.org
SudleyUnitedMethodistChurch@gmail.com*

OUR BELIEF

Sudley United Methodist Church considers a sanctuary wedding to be a faith experience in worship. This service should honor God and, in a spirit of celebration, acknowledge the love and the responsible commitment between the bride and the groom, and their families. Everything about the service is designed to witness that this is a Christian marriage. Because we see the church and our Christian faith as playing a special part in this important time in life, the wedding in a church acknowledges the responsible commitment between the couple and the faith believers in a church.

Therefore, a wedding is not wholly personal. A wedding is also public. Your wedding is a testimony by which the couple publicly states that Christ will be a part of their marriage, as they become husband and wife, joining in the marriage covenant. For this reason, we encourage our members to avail themselves of the church facilities in celebrating their marriage.

GUIDELINES

These pages are issued to establish a regular practice with regard to Sanctuary Weddings and to inform bridal parties as to accepted customs of this Church.

COMMENT: The introductory comments for "Services of Christian Marriage" in The United Methodist Book of Worship reads:

"The decision to perform the ceremony is the right and responsibility of the pastor, in accordance with the laws of the state and The United Methodist Church. The Pastor should approve all plans. The Pastor's "due counsel with the parties involved" prior to marriage, mandated by The Book of Discipline, should include, in addition to premarital counseling, discussing and planning the service with them and informing them of policies or guidelines established by the congregation, such matters as decorations, photography, and audio or video recording. Any leadership roles taken by other clergy should be at the invitation of the Pastor of the church where the service is held. The organist or person in charge of the music should be consulted and work with the couple in all decisions on music selection."

CHURCH CALENDAR: Procure and thoroughly read "Sudley United Methodist Church Wedding Policies." Complete a "Wedding Reservation Form" and return to it to the church office accompanied by a check payable to Sudley United Methodist Church for the non-refundable deposit of \$50.00 (non-members only) to request a

reservation. All requests will be given prompt handling so you will know if you may use the church on the day requested. All dates will be approved if the facility is available and the date does not conflict with any church-wide event. Dates are approved on a first requested basis. Members will receive first priority on requests for a given date received up to twelve (12) months in advance. Non-members may reserve a date within six (6) months of the desired wedding date. Members and non-members alike will have their reservation request treated equally. Because of other scheduling on the church calendar, members should request scheduling of a wedding at your earliest possible convenience to insure obtaining the date you desire.

SCHEDULE: Be sure to consult with the pastor before announcing the date of your wedding. In view of the sacredness of the event, he/she will schedule several sessions to meet with the couple prior to the ceremony. If you desire to have the minister of another church perform or participate in your wedding, it is proper that you first consult with Sudley's pastor. Please supply in writing the minister's name, address and telephone number, and let Sudley's pastor issue the invitation for the guest minister to come and perform or participate in your wedding. This may be done by letter or by phone.

REHEARSAL: The pastor is glad to give ample time for the rehearsal. However, it is requested that all members of the wedding party be in the sanctuary promptly at the hour designated since the pastor often will have other engagements the same evening. The pastor reserves the right to leave after a reasonable time if the wedding party is not present. Normally the rehearsal should require not more than one and one half-hours. The marriage license should be presented to the pastor at the rehearsal.

REHEARSAL DINNER: If you requested, the rehearsal may be held in the church building. It is expected that no alcoholic beverages will be served or consumed in the building or anywhere on the church property. Use of the kitchen by family or caterer must be scheduled by our Kitchen Coordinator. You may contact the church office at 703-754-4380 to make arrangements. The Kitchen Coordinator will be present to assist the family or caterer. Care should be taken to prevent damage to the walls or any of the furnishings in the kitchen or fellowship hall. No tacks, nails or screws shall be put in the walls, doors or any of the furnishings. Spills should be cleaned up promptly for the safety of all.

ORGANIST/PIANIST: The Church organist should play for all weddings in the sanctuary and have first right of refusal. By arrangement with him/her, another competent organist may be called in to play. The bride is expected to make her own arrangements with the organist. The church organist is willing to assist you in planning meaningful music that is appropriate for a worship service. The church organist should be contacted as soon as your wedding is placed on the church calendar. Sudley's organist is presently Eugene Iosilovech. He can be reached at 315-489-3846 or emiosile@yahoo.com.

RECEPTION: The wedding reception may be held in the church building. It is expected that no alcoholic beverages will be served or consumed in the building or anywhere on the church property. Use of the kitchen by family or caterer must be scheduled by our Kitchen Coordinator. You may contact the church office at 703-754-4380 to make arrangements. The Kitchen Coordinator will be present to assist the family or caterer. Care should be taken to prevent damage to the walls or any of the furnishings in the kitchen or fellowship hall. No tacks, nails or screws shall be put in the walls, doors or any of the furnishings. Spills should be cleaned up promptly for the safety of all.

PHOTOGRAPHS: The pastor desires to work with you in order that you may get the memorable pictures of your wedding that you so desire. The photographer must arrive prior to the ceremony, early enough for consultation with the pastor. As this is a service of worship, the official photographer should be the only person designated to take pictures during the ceremony. The pastor reserves the right to inform wedding guests of this policy during the ceremony if others persist in taking pictures.

If close-ups at the altar are desired, the bridal party may return to the sanctuary immediately after the ceremony. Video taping of the service is permitted from the balcony or the overflow section at the front of the church only, without being intrusive to the ceremony.

FLOWERS/CANDLES: The bride may arrange with the florist of her choice for floral decoration of the sanctuary appropriate to worship setting. The paraments and worship aids in the sanctuary should not be changed. The flowers may be left for use on Sunday. Two 7-candle candelabras are available at the church. They require special candles that should be furnished by the family or the florist. No nails, tacks or screws should be put in walls, furniture or pews. Care should be taken to prevent scratching or marring of the facilities. The carpet and church furnishings should be protected from tallow drippings. Protective coverings must be placed under all candles. Following the ceremony all decorations must be removed and debris removed from floors and pews.

USE OF THE BUILDING: The building is entrusted to this congregation for worship and to provide ministry to the community. It is not "rented" to you. There will be no smoking in the building and no alcoholic beverages nor illegal use of drugs on the property. No rice or confetti should be thrown in the building or on the church property.

Please instruct your family and friends before the wedding on these rules. Any damages to the church property during the rehearsal, ceremony and reception will be the responsibility of the wedding party. Any breakage should be reported immediately to the pastor. The church accepts no responsibility for equipment or personal items brought into the building for the ceremony/reception.

CHURCH WEDDING COORDINATOR: The church wedding coordinator assists with all the details concerning the church for all weddings held at the church. The coordinator will be present for the rehearsal and the wedding ceremony. The coordinator will also make sure the church is unlocked/locked, cleaned up, and everything is put away. The coordinator assures that everything is placed back where it belongs. The church must be cleaned, and everything put away, before the next scheduled event.

CHILDCARE: In the event that you need to provide childcare for your guests/wedding party, please contact your wedding coordinator well in advance of the rehearsal/wedding. Our Safe Sanctuary policy requires a minimum of 2 attendants. The current rate for nursery attendants is: \$75 which covers 1-6 children with two approved attendants for one hour.

FEE SCHEDULE: The following fees are expected for use of the building, heat, lights, air conditioning, materials, etc.

<u>PLACE</u>	<u>NON-MEMBERS</u>	<u>MEMBERS</u>
Reservation Deposit	\$50.00	No Charge
Sanctuary*	\$150.00	\$50.00
Fellowship Hall*	\$175.00	\$50.00
Kitchen	\$75.00	\$50.00
Wedding Coordinator	\$150.00	\$150.00
Nursery Attendants (2 approved attendants per hour)	\$75.00	\$75.00
Organist/Pianist (Playing for ceremony and preparation of music)	\$175.00	\$175.00
Pastor	\$200.00	Honorarium

(*2-hour maximum for non-members, \$50.00 for each additional hour. For Members there is a maximum charge of \$100 for use of Sanctuary, Fellowship Hall and Kitchen)

CEREMONY: The pastor and the organist reserve the right to leave and cancel the ceremony if the wedding party is not present and ready to begin the ceremony within a reasonable length of time after the stated hour (1/2-hour grace period for extreme circumstances only).

Family and friends need to be informed of this policy before the date of the wedding and take Northern Virginia traffic delays into consideration before leaving home.

PLEASE NOTE: The person making the initial reservation and paying the fees will be responsible for any damages incurred, including damages from florists and other contracted service companies. Make sure all companies you hire receive a copy of the policy as it relates to their area.

SUDLEY CHURCH WEDDING RESERVATION FORM

5308 Sudley Rd, Manassas, VA 20109, 703-754-4380
PO Box 96, Catharpin, VA 20143
Email: SudleyUnitedMethodistChurch@gmail.com

Bride's Name _____

Address _____

Phone Number (W) _____ (H/C) _____

Email _____

Groom's Name _____

Address _____

Phone Number (W) _____ (H/C) _____

Email _____

Rehearsal Date _____ Time _____

Wedding Date _____ Time _____

- Wedding (155 people seated) Sanctuary
- Rehearsal Dinner Fellowship Hall
- Reception Fellowship Hall

(Fellowship Hall: 96 people @ tables, 115 @ classroom style, 120 standing/sitting)

Please return this form to the church office (with a deposit of \$50.00 for non-members) to request a reservation. The request will be reviewed in the church office to see if the requested date can be placed on the church calendar. For non-members, a reservation form will not be considered until a period within six (6) months of the wedding date. The Pastor or Church Office Manager will contact you by phone after this request is reviewed. The deposit is not refundable once the request has been accepted and the date has been placed on the calendar. All other fees **must be paid** a week before the wedding date by separate checks.

I have read and agree to abide by the Wedding Policies of Sudley United Methodist church.

Bride's Signature/Date

Groom's Signature/Date

Updated: 9 May 2022