

## **Wedding Policy (effective 10/19/15)**

Bellaire Community United Methodist Church  
401 N. Bridge St., PO Box 235, Bellaire, MI 49615  
Church Phone: 231-533-8133 E-mail: office.bcumc@gmail.com  
Eric Falker, Pastor

We are glad to be sharing in your wedding and wish you God's blessing. We would like to make your wedding as meaningful as possible, and with that purpose in mind, we offer these policies for the use of the church facilities. It should be remembered that the Christian wedding is a service of worship in which we are asking God to bless your relationship. All arrangements should be made with this in mind.

### **Making Plans for the Wedding in the Church**

1. Because the success of marriages matters, the pastor requires all couples married at our church have the benefit of pre-marital counseling. For couples within a commutable distance, the couples will meet with the pastor at the church in Bellaire. Couples who are outside a commutable distance will need to secure pre-marital counseling in their area, and provide a letter of completion from the counselor to the pastor.
2. Only the pastor appointed to this church shall officiate at weddings unless he invites another licensed or ordained pastor to assist or serve in his place. In accordance with United Methodist policy, our pastor holds final authority over all services performed in our church.
3. Smoking and the consumption of alcoholic beverages or any other intoxicating substances are not permitted at any time on church property. Failure to comply could result in exclusion from the wedding party and/or cancellation of the wedding, in which case all fees are forfeited. The couple is responsible for supervision of guests, including children.
4. Our sanctuary is equipped with central air-conditioning, so your summer wedding can be comfortable, whatever the weather.

### **The Service Itself**

1. It is the wish of our pastor that the service be as personal as possible. If you have any materials you would like to use in the service, this can be discussed with you.
2. This is a service of Christian Celebration. We desire that couples wishing to be married in this church share in the common commitment to Jesus Christ as Lord. The Christian marriage ceremony is based on the comparison of Christ and His love for the Church. All the elements of the service should reflect this faith.
3. The pastor and organist will work with you in considering what music is fitting for the wedding ceremony.
4. The pastor acts on the church's behalf to ensure that all worship services are consistent with church policy and doctrine. Therefore it is expected that the pastor will approve all final decisions concerning the ceremony before the rehearsal.

### **Calendar**

1. The rehearsal and wedding day will not be put on the church calendar until the Wedding Information Form is returned with a **\$50 deposit** and the pastor has been consulted. Weddings are scheduled on a "first come, first served" basis. It is advisable to reserve your wedding day as far in advance as possible.

2. The bride and groom must coordinate meetings with the pastor to discuss their marriage, expectations, and plans for the wedding. Contact the pastor as soon as the form is submitted to the church office, in order to ensure an appropriate amount of time for meetings, counseling, and planning. A minimum of four meetings with the pastor will be needed. It is not possible to schedule a wedding with less than two months lead time!

### **Sound/Video Technician**

We have found it necessary to have someone familiar with our church sound system available during the rehearsal and wedding service. If you plan to have pre-recorded music, use microphones or other sound enhancements during your wedding, a sound/video technician will be required.

**Please Note:** If you are planning to use pre-recorded music for your ceremony, please provide **a single audio CD** with the songs recorded in the correct order for your service. It adds a professional touch to have the music move seamlessly from one selection to the next. If you plan to use a CD, it **must be submitted 7 days prior to your rehearsal.** (The music must be in CD-audio format; not MP3.) Our tech will check your material on our equipment prior to the rehearsal, to ensure it will be useable. We reserve the right to refuse items not submitted within this time frame.

The church has video projection available with PowerPoint software. You may create a program to be shown before the ceremony. It must be submitted seven (7) days prior to your rehearsal. We will review the content and reserve the right to edit out slides to ensure a wholesome program.

### **Photography:**

The photographer/videographer(s) must speak with the pastor prior to the day of the wedding. All portions of the wedding service may be reenacted for photographs after the service. **No flash pictures are permitted during the service**, but the photographer may take non-flash pictures from the rear of the sanctuary. Flash pictures may be taken during the processional and at the kiss. We ask that the photographer or videographer remain in one place and refrain from causing any distractions.

### **Building Policy**

1. The building will be open **2 hours prior** to the service and **1 hour** after the service.
2. The capacity of the Sanctuary is about 160
3. The Sanctuary has a center aisle. A 50 foot aisle runner is sufficient.
4. Flower petals may be scattered or dropped on the aisle runner.
5. Two altar candles are provided by the church.
6. Candelabras are available (7 candles each)
7. Designated rooms will be available for the wedding party.
8. No tacks, pins, nails or screws are to be driven into the walls or furnishings.
9. Birdseed may be thrown outside of the church building. (Please do not use rice or confetti.)
10. The fellowship hall is available for receptions. The capacity is approximately 80.

### **Contributions for the Wedding**

**\$200 Use of the Sanctuary \*\*\***

*(BCUMC members – no set fee)*

*(Payable to Bellaire Community UMC)*

**\$200 (at Church) minimum suggested Pastor's Honorarium**

**\$250 (Off-Site)**

*(BCUMC members – no set fee)*

*(Payable to Pastor Eric Falker)*

**\$150 Organist**

*(Payable to: Musician to be determined)*

**\$50 Sound Technician**

*(Payable to: Technician to be determined)*

**\$50 Custodian +\$50 Additional if Reception is held in Fellowship Hall**

*(Payable to: Church Custodian to be determined)*

**All fees must be confirmed by the pastor as paid 7 days before the rehearsal.**

**OPTIONAL, only when these are used:**

Use of Candelabras: \$25

*(Candles are provided)*

Wedding Bulletins: \$25 per 100

Use of Fellowship Hall & Kitchen: \$75 \*\*\**(BCUMC members – no set fee)*

**\*\*\* There is no set contribution for the use of church facilities for members.**

**The \$50 DEPOSIT will secure your date on our calendar.**

*(will be deducted from any building use fees or donations)*

**All Balances must be received 7 days before the rehearsal.  
Wedding License is to be presented the day of rehearsal.**

**HOLIDAY AND HOLIDAY WEEK FEES 50% INCREASE** *(Christmas-New Year's Week, Easter Week, Memorial Day Weekend, Fourth of July week, Labor Day Weekend, Thanksgiving weekend)*

Bellaire Community United Methodist Church is pleased to host what will be one of the most memorable and spiritually fulfilling days of your life together. We want to work with you to ensure that all is done to offer a sincere, worshipful wedding service for all involved. Please do not hesitate to contact us with any questions or concerns before the wedding.

Growing In Jesus,

Bellaire Community United Methodist Church

Eric Falker – Pastor

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