

SCHEDULE OF FEES FOR WEDDINGS OR EVENTS

(Revised 8/6/09)

Please mark appropriate line(s)

Please make check payable to Pikeville United Methodist Church

	<u>MEMBERS</u>	<u>NON-MEMBERS</u>
<u>REGULAR ATTENDEES</u>		
<u>LOCATION OF CEREMONY</u>		
Sanctuary	No Charge	\$250.00 _____
<u>RECEPTION</u>		
Fellowship Hall	No Charge	\$150.00 _____
Power Building	No Charge	\$250.00 _____
<u>PASTOR'S HONORARIUM</u>	No Charge	\$200.00 _____
<u>PREMARITAL COUNSELING SURVEY</u>		
	\$35.00 _____	\$35.00 _____
<u>CHURCH COORDINATOR FOR WEDDINGS (Required)</u>	\$100.00 _____	\$200.00 _____
<u>CUSTODIAN (Required)</u>		
Sanctuary	\$50.00 _____	\$100.00 _____
Fellowship Hall	\$50.00 _____	\$100.00 _____
<u>AISLE CLOTH</u>	\$25.00 _____	\$25.00 _____
<u>PIANIST/ORGANIST</u>	\$150.00 _____	\$150.00 _____
<u>SOUND TECHNICIAN</u>	\$50.00 _____	\$50.00 _____
TOTAL	_____	_____

Date will be confirmed upon receipt of payment in full.

(For Office Use Only)

Entered on Calendar _____
Day Month Year

Fee Received by _____
(Signature) (Date)

Bride – Please Read, Sign and Return:

**IN ORDER TO AVOID LAST MINUTE MISUNDERSTANDINGS,
WE ASK YOU TO BE AWARE OF THE FOLLOWING
INFORMATION:**

- 1) A COPY OF THE GUIDELINES WILL BE SENT TO YOUR
FLORIST.**

- 2) A DEPOSIT OF \$50.00 WILL BE REQUIRED FROM YOUR
FLORIST, AT LEAST ONE WEEK PRIOR TO THE
WEDDING. IT WILL BE RETURNED IF ALL GUIDELINES
ARE MET.**

**PLEASE BE SURE THOSE PERSONS YOU EMPLOY FOR YOUR
WEDDING UNDERSTAND THE GUIDELINES AND THE \$50.00
DEPOSIT REQUIREMENT.**

Signature of the Bride

WEDDING INFORMATION AND GUIDELINES UNITED METHODIST CHURCH

The church looks upon your wedding as a sacred union performed within the church between people who are blessed of God. It is, therefore, considered an act of worship and is approached as such. The altar is a fitting place for the speaking of the vows of “those whom God has joined together.”

The Administrative Board and members of Pikeville United Methodist Church are happy to provide the church facilities to all church members and their families, to regular attendees, and to others in accordance with the guidelines of this church.

The following information is given to assist in planning this planning this important event.

I. PLANNING AHEAD

A. WEDDING CHURCH COORDINATOR will assist the family and the pastor in arrangements, rehearsal, and wedding. Her fee is listed on the Schedule of Fees.

B. SETTING THE DATE: Your date must be cleared with the pastor. Your date and time will be confirmed on the church calendar with receipt of a check for the fees payable for your wedding. This set of guidelines with the attached reservation forms for facilities and services, will be given or mailed to you by the Pastor’s Secretary as instructed by the pastor. The forms should be filled out as completely as possible and returned to the pastor’s secretary at your earliest opportunity. It is important to have **ALL** the information as soon as possible in order to make the proper arrangements. Information not available to you at the time of your initial reservation can be added as soon as it becomes available.

C. RESERVATIONS: Because of other church services and activities, there are times when it is not possible to schedule weddings. We DO NOT schedule formal weddings for Sunday (all day), Wednesday night, Holy Week and such special days as New Year's Day, Independence Day, Labor Day, Thanksgiving and Christmas. Weddings scheduled after 6 p.m. on Saturday must observe a 10:00 pm closing time for the building in order to make preparations for Sunday services. The return of the enclosed signed letter, wedding reservation sheet, fee schedule and fee will complete the confirmation of the wedding date.

D. PREMARITAL COUNSELING: It is required that the couple meet with the pastor for premarital counseling before the marriage occurs. There is no charge for counseling, however there is a charge for the required premarital counseling survey that is listed on the fees schedule. The number of counseling sessions will be determined by the pastor and the bride and groom. Final decision as to performing any ceremony is left to the pastor.

E. LICENSE: The wedding license must be obtained by the bride and groom from a county clerk within the state of Kentucky. The license must be in the hands of the Pastor by the time of the wedding rehearsal so that it can be properly completed and executed by the pastor before the wedding date.

F. COMMUNICATING WITH THE CHURCH STAFF: All arrangements for the wedding will be coordinated through the Church Wedding Coordinator.

G. REHEARSAL: In scheduling the rehearsal you may wish to consider the time any out-of-town participants will arrive and the rehearsal dinner (if one is planned). Confer with the pastor.

H. MUSIC: The music selected for use before and during your wedding should reflect and enhance the worship experience. Lyrics are to be approved by the attending pastor.

II. FACILITIES

A. GENERAL INFORMATION

1. THROWING OF RICE: NO rice or bird seed is to be used in the building or on the church premises because of safety and cleanup problems. Confetti and Silly String, etc. are likewise banned.

2. ALCOHOL AND TOBACCO: ALCOHOLIC BEVERAGES AND SMOKING will not be permitted on the premises.

3. FLOWERS: Wedding flowers cannot be used for Sunday morning worship service. Flowers may be left at the church to be used in another part of the building and/or to be delivered to shut-ins following the Sunday worship service.

4. CANDLES: Dripless candles must be used. Candles must be in metal candelabra which will catch and contain all drippings. The floor must be thoroughly protected with plastic.

5. PROPERTY DAMAGE: Any damage done rugs or church furnishings, including candle wax damage MUST BE CORRECTED at the expense of those responsible, to the satisfaction of the proper representative of the church.

B. WEDDINGS

1. SANCTUARY: Arrangements for the decoration of the sanctuary must be made by the bride or her representative under the direction of the Church Wedding Coordinator. In making plans please remember that decorations should be in accordance with the church furnishings and equipment. Simplified decorations which harmonize with the symbolism of the chancel area are most appropriate. Use of elaborate archways and decorations are discouraged due to the effect they may have upon other furnishings within the chancel area.

NOTE: NO tacks, nails, pins, wires, screws, gum or tape are to be used in fastening decorations to the floors, pews, or any other furnishing. Chenille wire (pipe cleaners) or rubber bands may be used. Care must be taken to assure that the floors and rugs are not disfigured and that dampness does not seep through. Any damage must be corrected at the expense of the those decorating the sanctuary to the satisfaction of the proper representative of the church. If there are any questions in regard to the use of the sanctuary, the Church Wedding Coordinator should be consulted.

2. **AISLE CLOTH:** An aisle cloth, 75 feet in length, is available for your use for a fee of \$25.00. The custodian is responsible for placing and securing the aisle cloth.

3. **DRESSING ROOMS:** A room will be provided to be used by the bride and her party and the groom and his party. These areas are available 2 hours before and 1 hour after the wedding. (NOTE: arrangements for additional time MUST be made in advance through the Church Wedding Coordinator.

C. RECEPTIONS

FELLOWSHIP HALL: This room is available for wedding receptions with a kitchen located immediately adjacent to it. Decorating will be limited and the use of nails, tacks, etc. are NOT permitted. Plans for setting up the Fellowship Hall for a reception must be communicated to the Church Wedding Coordinator at least one month in advance of the wedding. The custodian is responsible for setting up and cleaning up Fellowship Hall. Arrangements for the cleanup of the kitchen will be made by the bride's family under the direction of the Church Wedding Coordinator.

III. FACILITIES

A. **PASTOR:** For members of Pikeville United Methodist Church family, there is no charge for a pastor's service. If the groom wishes to provide an honorarium to the pastor, it is usually presented by the best man before or after the wedding. If another pastor, other than the appointed pastors of PUMC, he/she must be approved and invited by one of the appointed pastors of PUMC.

B. ORGANIST: It is the responsibility of the wedding party to contact the musicians. It is normal procedure for the organist to have one consultation with the wedding party. If another organist, other than PUMC's organist is used, he/she must be approved by PUMC's organist.

C. CUSTODIAN: The Church custodian MUST be used in order to make sure the facility is prepared for services which follow. The custodian is responsible for unlocking the church building 15 minutes prior to rehearsal and 2 hours prior to the wedding, locking the building after the rehearsal and wedding, and for cleaning up following the wedding. Arrangements MUST be made with the Church Wedding Coordinator regarding the arrival of time of the wedding party and the florist so that the custodian can be informed. Custodial fees are listed on the attached fee schedule.

D. SOUND TECHNICIANS: Arrangements may be made for the church staff to produce an audio tape of the wedding service for a fee of \$50 (includes the cost of the audio tapes). Audio taping is done through the sanctuary PA system. The tape will be available immediately following the service. If the church staff is not involved in the audio taping, the wedding party is responsible for providing all necessary equipment as well as tape and personnel.

E. PHOTOGRAPHER/VIDEOGRAPHER: Please advise your photographer/videographer to check with the pastor before service time. There are to be NO flash pictures taken during the ceremony and NO photographer/videographer is to be physically stationed in the chancel or the forward part of the sanctuary. The wedding is a worship service and the taking of pictures or videotaping (in the forward part of the sanctuary) distracts from the ceremony. Any pictures desired may be posed before or after the service. ALSO, no flash cameras are to be used by guests during the service. The balcony may be used for video or non-flash photographs.

NOTE: Please advise the Church Wedding Coordinator of the name, address, and phone number of the photographer/videographer at least 1 month prior to the wedding so a copy of these guidelines can be sent to them.

F. FLORIST: Elaborate decorations are unnecessary and even out of place in the Sanctuary. It has been carefully planned and furnished with symbols of our Christian faith so that it may be a place of reverent worship with a minimum of decoration. It is the responsibility of the bride's family to arrange with the florist for decorations and to see that ALL guidelines of the church are followed. The church will be open at the following times for the florist to deliver flowers 8:00 a.m. to 3:30 p.m., Monday through Friday (except holidays). FLORISTS MUST PICK UP THEIR EQUIPMENT WITHIN ONE HOUR AFTER THE WEDDING.

The florist needs to contact the church office ahead of time to arrange for access to the areas to be decorated. The responsibilities of the florist are listed in the following areas in these guidelines: Flowers, Candles, Property Damage, Sanctuary, Aisle Cloth and Receptions (if applicable).

A deposit of \$50 will be required by the florist at least one week prior to the wedding, to ensure the protection of our property, and will be returned if all guidelines are met.

NOTE: Please advise the Church Wedding Coordinator of the name, address and phone number of the florist at least 1 month prior to the wedding so a copy of these guidelines can be sent to them.

REQUEST FOR WEDDING RESERVATION

Pikeville United Methodist Church

107 Main Street

PO Box 311

Pikeville, Kentucky 41502

Phone: 606-437-7315

Fax: 606-437-7316

BRIDE

Name _____

Address _____

Home Phone _____

Office Phone _____

Church Affiliation _____

GROOM

Name _____

Address _____

Home Phone _____

Office Phone _____

Church Affiliation _____

PARENTS OF BRIDE

Name _____

Address _____

Home Phone _____

Office Phone _____

Church Affiliation _____

PARENTS OF GROOM

Name _____

Address _____

Home Phone _____

Office Phone _____

Church Affiliation _____

Date/Time of Wedding _____

Date/Time of Rehearsal _____

Pastor _____

Counseling Dates (to be arranged with minister)

_____ ; _____ ; _____

Number of Guests Expected _____

Location of Reception _____

Organist _____ Phone _____

Florist _____

Soloist _____

Photographer _____

Videographer _____

Wedding Attendants:

Maid or Matron of Honor _____ Flower Girl _____

Best Man _____ Ring Bearer _____

Bridesmaids _____

Ushers _____

Others _____

Mailing Address After The Wedding: _____

PLEASE FILL OUT COMPLETELY and return to the church office at your earliest convenience.

Your reservation can be confirmed only upon receipt of this information and your fees.