

CARLISLE UNITED METHODIST CHURCH

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WEDDING POLICIES AND PRACTICES

PASTORS

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**CARLISLE UNITED METHODIST CHURCH
45 SOUTH WEST STREET
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THE SERVICE OF CHRISTIAN MARRIAGE

We the Pastors of Carlisle Church share with you the following thoughts and guidelines as you consider being married in a Christian service at Carlisle Church. Our church is available for weddings of members of Carlisle Church (or at the pastor's discretion). Please contact us at (717) 249-1512 in regard to any questions you may have about the initial statements and guidelines. To gain clarification regarding the policies shared in the remainder of this document, please contact Carlisle Church Wedding Coordinator.

GUIDELINES

The service of Christian marriage is provided for couples that wish to solemnize their marriage in a service of Christian worship. While marriage services officiated by authorized clergy are recognized as legally binding agreements in the Commonwealth of Pennsylvania, the greater purpose of the wedding ceremony is to provide a man and a woman an entrance into the lifetime Christian covenant through the grace of Jesus Christ.

Christian marriage is sacramental in nature that means it is to be lived with self-giving love. It is to be a means of sharing God's grace with each other, the extended family, friends, community of faith and the world. To take vows in the name of God and to seek Christ's blessing is both a privilege and obligation. Thus, all preparation for the service is to lead toward the establishment of a Christian home and a way of living Christian discipleship.

Marriages require a great investment by both the husband and wife in order for the union to mature. The covenant of marriage is challenged in many ways today. Fifty percent of the present day marriages in these United States are experiencing separation/divorce with consequences of wounded persons, families and society. Thus, in order to build a more solid foundation for your marriage and to combat the potential challenges facing couples today the fulfillment of the following guidelines are expected of all couples:

1. The pastors of Carlisle United Methodist Church understand their role in working with pre-marital couples to be that of providing pre-marital counsel in regard to relationship issues. Persons who want to be married in Carlisle Church are requested to participate in an inventory that reveals strengths and growth areas in their relationship. The cost for this Prepare/Enrich online inventory is \$35.00. Following this, couples are expected to participate in several pre-marital conversations based on the inventory results and other matters pertinent to marriage.
2. The pastor's time with the couple also includes discussion and planning the marriage service. All aspects of the service need to be planned in concert with the pastor, organist and wedding coordinator. The entire service is to reflect the nature of the Christian faith.
3. In addition to pre-marital sessions all couples are expected to worship with the community of faith at Carlisle Church. We ask each couple who live in proximity to Carlisle Church to enter a covenant to participate in worship throughout the process leading to the wedding. We also ask each couple to continue their participation in worship after the wedding. Couples who do not live in proximity to Carlisle Church are expected to be consistent in the practice of worship in the area where they reside.
4. All couples are expected to plan and implement their wedding service in concert with the Carlisle Church wedding coordinator. They will meet with the wedding coordinator to review the wedding policies of Carlisle Church. The wedding coordinator will facilitate all aspects of the wedding regarding church personnel.

5. Paragraph 331.1.i of The Book of Discipline of The United Methodist Church states that a basic responsibility of a United Methodist pastor is: “To perform the marriage ceremony after due counsel with the parties involved. The decision to perform the ceremony shall be the right and responsibility of the pastor. Qualifications for performing marriage shall be in accordance with the laws of the state and The United Methodist Church.”

We, as Pastors, desire to enter a covenant with you in order to help you grow together in your relationship as a couple and in your faith relationship with Christ. Thus, we take the above statements and guidelines to be an important part of your preparation to become husband and wife in the name of Jesus Christ. We are here for you and look forward to sharing in this journey with you.

May the peace of Christ be with you.

Reverend Jim VanZandt
Reverend Mira Hewlett
Pastor Susan Stewart

POLICIES

1. SCHEDULING A WEDDING

Contact the pastor as early as possible. A 9-12 month notification is desired. The pastor will also notify the wedding coordinator at this time. Weddings will be scheduled on a first-come, first-served basis. No weddings will be scheduled after 4:00 p.m. on a Saturday.

Couples may request a specific pastor currently appointed to Carlisle Church to officiate at their wedding. However, the ultimate decision as to who shall preside at their service will be made by the pastors. This decision will be based on the pastors' calendars and other ministry responsibilities.

Other clergy persons who have some special relationship to the bride or groom may be invited through our pastor to assist in the service.

2. THE SERVICE AND WEDDING MUSIC

The Christian wedding service of worship and music are under the direction of the pastors. The service needs to reflect our Christian faith. Consultation with the pastors and the wedding coordinator is necessary as part of your preparations.

Music for weddings must be appropriate for worship and shall be chosen in consultation with the organist and/or pastors. The wedding music is to be sacred or classical in nature. It is recommended that secular selections be shared at the reception. Final decisions will be made by the pastors.

The church organist is available to play for weddings. The couple will contact the organist 3 months prior to the wedding and will meet with the organist no later than 6 weeks prior to the wedding date. The church organist, Connie Leitner, can be reached at 717-249-0727. If a couple prefers other music they may discuss this with the Wedding Coordinator.

3. PHOTOGRAPHS/VIDEOGRAPHS

Flash photographs may **NOT** be taken during a wedding. Time will be provided before and/or after the ceremony for photographs to be taken. Natural light photographs and/or videos may be taken during the wedding ceremony in a stationery position near the back of the church at the discretion of the pastors. Photographs with the pastor may be taken after the ceremony. The Chapel may also be used for photographs but must be returned to its original setup afterwards. The wedding coordinator will communicate with the photographer to insure the understanding of this policy and answer any questions. Printed in the wedding bulletin shall be the phrase, "The church and couple request no flash photos during ceremony".

Use of a videographer is permitted. This individual must remain at one station throughout the wedding. Couples must provide the video camera, video equipment, and videographer.

4. WEDDING WORSHIP FOLDERS

Worship folders may be used and are to be provided by the couple. The printing and/or duplication are the responsibility of the couple. Review and approval of content by the pastor is necessary two weeks prior to the wedding date. The wedding coordinator is available to assist you in this area. Worship folders must include phrases about "no flash photography" and "turn cell phones off".

5. **CANDLES**

Candles for sconces and pews are available for purchase from the church at \$21 per dozen. Three dozen are needed for aisle and wall sconces. Candelabra candles would include 18 driplless candles, ideally 15 or 16 inch in white or ivory color (available from your florist), and would be put in place by the florist. The unity and family candles and holders must be supplied by the couple. They are available from most florists, Servant's Heart book store on Hartzdale Drive in Camp Hill, or most craft stores.

6. **ATTACHMENTS & OTHER DECORATIONS**

The wedding coordinator will review acceptable methods of adhering adornments to the church property. Only pipe cleaners, ribbons, or rubber bands may be used. No taping, tacking, stapling, nailing, etc. is permitted for the attachment of temporary decorations on the pews, walls or of any area in the church. Any banners hanging in the sanctuary may be removed for the ceremony and then returned to the original location.

Altar flowers may be taken or left at the church. If taken, the church's plastic vases used as liners in the brass vases must remain at the church. If the flowers are left, the church bulletin on Sunday will read, "Flowers are in honor of the marriage of...".

7. **DRESSING AT THE CHURCH**

Women may dress in Room 3 on the lower level of the church. Men may dress in Room 12 on the lower level of the church. Restrooms are available near both rooms. Food and beverage are allowed in these rooms, but please remove all items after the wedding.

8. **THROWABLES IN OR NEAR CHURCH BUILDING ARE NOT PERMITTED**

Items to be tossed during or after the ceremony are not permitted. There are alternative suggestions the wedding coordinator can discuss with the couple if desired, such as bubbles, birds, etc. Nothing may be used inside the church, including dropping of rose petals.

9. **NO ALCOHOL, TOBACCO PRODUCTS, OR ILLEGAL SUBSTANCES**

It is the policy of Carlisle Church that alcohol, illegal substances, and smoking are **NOT** allowed in the church buildings or on church property. Evidence of alcohol or illegal substances by members of the wedding party before coming to the rehearsal or the wedding service may result in cancellation of the wedding service.

10. **ANIMALS**

No animals, with the exception of service animals, are allowed in the church building.

11. **RECEPTION**

The Multipurpose Room, Social Room and/or kitchen of the church may be available for receptions for weddings held in Carlisle Church. Couples interested in reserving these areas should make their request known to the wedding coordinator as soon as possible. The wedding coordinator will act as the "responsible party" designated by the Church and must be present during any use of the Multipurpose Room.

The capacity of the Multipurpose Room is 432 individuals, or 200 if allowing space for dancing. Thirty-two 72-inch round tables are available, each seating 8 people. Twenty-five 8-foot long rectangular tables are also available if preferred.

12. WEDDING LICENSE

The couple is responsible for obtaining a marriage license. They are asked to bring this license to the church office a few days prior to the ceremony, where it will be completed and given to the pastor prior to the wedding day.

WEDDING FEE STRUCTURE

	MEMBER	NON-MEMBER
Use of Sanctuary	No cost	\$300.00
Use of Chapel	No cost	\$150.00
Custodian for wedding:		
Chapel wedding	\$25.00	\$50.00
Sanctuary wedding without candles	\$100.00	\$150.00
Sanctuary wedding with candles	\$150.00	\$200.00
Wedding Coordinator		
Wedding Coordinator	\$100.00	\$150.00
Organist/Pianist		
Chapel wedding	\$ 50.00	\$75.00
Sanctuary wedding	\$150.00	\$175.00
Sanctuary wedding with soloist or instrumentalist	\$200.00	\$250.00
Sound Technician		
Sound Technician	\$ 60.00	\$60.00
Use of Nursery (couple provides caregivers)		
Use of Nursery (couple provides caregivers)	No Cost	\$20.00

Honorarium for Pastors – The honorarium is established at the pastor’s discretion. Such honorariums will be determined based on the counseling sessions, rehearsal, and participation in other facets of wedding events. This should be discussed directly with the officiating pastor upon confirmation of your wedding date.

Please Note:

All fees should be received in the church office via mail or in person at least two weeks prior to the wedding date. The wedding coordinator can disburse all payments to the appropriate parties if the couple desires.

SCHEDULING & PROCEDURAL REQUIREMENTS AND FEE STRUCTURE
FOR WEDDING RECEPTIONS IN MULTI-PURPOSE ROOM

1. Wedding receptions may be held in Carlisle U. M. Church only for weddings which take place in this church.
2. All persons seeking to use the Multi-Purpose Room shall first complete and submit an "Application for Use" to the Wedding Coordinator, along with any required fees in accordance with the Fee Schedule.
3. If the Application for Use is approved, the individual will be notified of the approval and scheduling details by the Wedding Coordinator.
4. The arrival and departure times indicated on the Application for Use are to include any time during which the facility will not be fully available for other uses. This includes room preparation before and clean up after the reception. All users are responsible to begin activities promptly as scheduled and to vacate the facility at the designated time. The Multi-Purpose Room will be available from 1:00 PM the day prior to the wedding day until 7:00 PM the day of the wedding.
5. The church reserves the right to immediately terminate the use of the facility if, in the sole determination of the Church, any provision of these guidelines has been violated.

INSURANCE & LEGAL

1. The Church shall not be held responsible for any injuries or accidents occurring in the facility or elsewhere on the premises, absent a binding determination of gross negligence or recklessness.
2. The person reserving the facility shall be responsible to pay for any damages which occur during the use, and for the replacement of any missing items.
3. The Church shall not be responsible for any lost, damaged, or stolen personal property of any person.
4. All users shall promptly report any damages, injuries, or accidents occurring in the facility or elsewhere on the premises in writing to the Church (using the Accident/Damage Report Form on the Facility Use/Clean-up Checklist).
5. The person applying for use of the facility shall be required to agree to a hold harmless and indemnification provision as part of the Application for Use.

USE AND CONDUCT

1. The Wedding Coordinator will act as the "responsible party" designated by the Church and must be present during any use of the Multi-Purpose Room.
2. Intoxicating beverages or substances, illegal drugs, flammable or explosive devices, or weapons are not permitted on Church premises.
3. The use of tobacco products is not permitted in any building or on property owned by the Church, including the Multi-Purpose Room.
4. Profanity or disorderly, immoral or illegal conduct is not permitted on Church premises.

5. Minors shall be under proper adult supervision at all times. Parents or legal guardians shall be directly responsible for the supervision of their children while on Church premises. No other area of the church property, including the Nursery, is to be utilized except as authorized by the Wedding Coordinator.
6. Activity likely to cause damage to the facility or the Church premises, or risk of injury to persons or property, is not permitted.
7. Activity constituting a nuisance to neighbors of the Church or violating any ordinances of the Borough of Carlisle is not permitted.
8. Users shall use only the areas of the Church premises for which approval has been granted.
9. Users will be responsible for providing consumable supplies for their activities and events.
10. Nothing may be attached to the floors, walls, ceilings, furniture, windows, doors, or other surfaces by means of screws, nails, tacks, transparent tape, duct tape, or other types of tape. Masking tape only may be used.
11. Furnishings or other items shall not be moved into or out of the facility or other areas and rooms within the Church premises.
12. General room lighting, climate controls, sports equipment, or other special equipment on the Church premises may not be used or adjusted except by the Wedding Coordinator.
13. Any use of the kitchen or kitchen appliances must be in accordance with the Church's "Kitchen Use Policy".
14. Audio-visual equipment, musical instruments, stage lighting, kitchen appliances, or other special equipment on the Church premises may not be used or adjusted except by properly trained persons as assigned by the Church at the User's expense in accordance with the Fee Schedule.

See attached "Wedding Reception Fee Structure" for fees.

**WEDDING RECEPTION FEE STRUCTURE
(For Members of Carlisle United Methodist Church)**

MULTI-PURPOSE ROOM

APPLICATION FEE & DEPOSIT \$100.00 = _____

MULTI-PURPOSE ROOM CHARGE & CUSTODIAL FEES (Includes set-up, tear down & clean up) Available from 1PM day before wedding until 7PM day of wedding \$1.50 per person = _____

SOUND/LIGHT SYSTEM OPERATOR \$20.00 per hour = _____

KITCHEN FEE \$20.00 plus \$20.00/hour per helper = _____

CATERER SERVICE FEE (Billed directly to Caterer) \$1.00 per person = _____

RECEPTION PLANNING SERVICES OF WEDDING COORDINATOR \$250.00 up to 14 hours; \$20.00 per hour thereafter = _____

TOTAL FEE = _____

SOCIAL ROOM

SOCIAL ROOM FEE \$50.00 flat fee

TOTAL FEE = _____

NOTE: All numbers and related fees are based on the count given in advance for set-up. All fees must be received in the church office via mail or in person at least two weeks prior to the wedding date.