



ASBURY UNITED METHODIST CHURCH WEDDING POLICY AND PROCEDURES

Asbury is honored that you are considering having your wedding here. It is a fitting place for taking the vows for “those whom God hath joined together”. As we embark on this consecrated journey together, we are pleased to be active participants. The following policies and procedures will allow your wedding to progress as smoothly as possible and make your wedding as beautiful and meaningful as it can be.

REQUIREMENTS FOR MARRIAGE AT ASBURY

1. Completion of premarital counseling with the Senior Pastor or other officiating Asbury pastor.
2. Presentation of properly executed marriage license at the rehearsal.
3. Worship attendance is encouraged of non-members to enable an understanding of our denomination and our church.

SCHEDULING THE WEDDING

Please contact the church office as soon as possible to check the availability of the date and venue you wish for your ceremony. Review the policies and procedures in its entirety, fill out the wedding application and submit required deposit to the Assistant to the Pastor. Upon approval, make an appointment with the Senior Pastor or the officiating Asbury pastor for pre-marital counseling and to discuss the order of worship for the wedding service.

VENUES

1. **Main Sanctuary:** Offers a traditional setting and can accommodate up to 1100 guests. It requires the services of the Asbury audio visual team. A videographer is available upon request. Organ and piano are available. Custodial fees are required.
2. **Williams Chapel:** Offers a smaller or more casual venue and can accommodate up to 350 guests. It requires the services of the Asbury audio visual team. A videographer is available upon request. A baby grand piano is available. Custodial fees are required.
3. **Prayer Garden:** Offers a private setting allowing for a more intimate wedding of at most 25 guests. Located just off the children's wing in a quaint courtyard, the Prayer Garden may be enhanced with flowers, but no electricity is available and candles are not permitted. Videographer available upon request. No custodial fees apply and the wedding party is responsible for set up/clean up.
4. **Prayer Mountain:** Offers a unique, natural setting and can hold at most 50 guests. It is located on the Doug Baker Boulevard side of the church, accessible by a driveway which must be traveled by foot. While there is an electrical outlet available, we do not offer any site prep or audio/visual capabilities at this venue. Videographer available upon request. No custodial fees apply, and the party is responsible for set up/clean up.

SENIOR PASTOR

All wedding ceremonies are under the supervision of our Senior Pastor. If the person requested to perform the wedding is an ordained minister other than Rev. Dr. Kip Laxson, then approval must be secured prior to issuing an invitation to the guest minister. A formal written invitation will be issued from the Senior Pastor once permission is granted.

The pastor is in charge of the service and must approve all elements of the wedding service. We follow the Services of Christian Marriage as found on page 864 of the United Methodist Hymnal. Also note, if Holy Communion is observed, it must be served to the entire congregation present, not only to the bride and groom or wedding party.

Premarital counseling with the Senior Pastor is required before marriage. Please call the church office to make an appointment. The bride and groom must be present for the consultation and for each session of counseling. If you receive premarital counseling from another pastor, please have him/her send a letter to the Assistant to the Senior Pastor verifying your completion at least two months prior to the wedding date.

MARRIAGE LICENSE

The pastor can only perform the wedding in full accordance with the law. Please do not overlook the necessity for careful compliance. The wedding cannot take place without a marriage license and the license is to be given to the Pastor at the rehearsal.

GENERAL RULES AND GUIDELINES

One wedding may be held each weekend. No weddings will be scheduled during Holy Week or the week before Christmas. No smoking in or around the building, no alcoholic beverages or drugs on church premises, and no pets are allowed inside unless necessary service animals. Damage to any church equipment/facilities must be reimbursed at replacement costs.

WEDDING DIRECTOR

A Wedding Director is assigned to each wedding as a liaison between the bride and the church and will attend the rehearsal and wedding ceremony. He/she will handle the following items:

- Be responsible for the details of the service and insure it is a reverent ceremony.
- Meet with the bride for a guideline overview once the wedding is on the church calendar.
- Meet again with the bride approximately one month before the wedding for details.
- Collect unpaid fees at the rehearsal and distribute them appropriately.
- Arrange childcare, if necessary.

CONTACT INFORMATION

Patricia Mazur, Assistant to the Sr Pastor	205-995-1700	pmazur@asburyonline.org
Nancy Beard, Director of Music	205-995-1700	nbeard@asburyonline.org
Jeremy Huddleston, AV Coordinator	205-995-1700	jhuddleston@asburyonline.org

FEES

Ceremony:

Sanctuary		
Member		NC
Non-member		\$2,000
Refundable Deposit		\$ 250
Williams Chapel		
Member		NC
Non-member		\$1,000
Refundable Deposit		\$ 250
Prayer Garden		
Member		NC
Non-member		\$ 300
Refundable Deposit		\$ 250
Prayer Mountain		
Member		NC
Non-member		\$ 500
Refundable Deposit		\$ 250
Wedding Director		\$ 350
Musician		TBD
Audio Technician		\$ 150
Video Technician		TBD
Altar Guild Fee (communion)		\$ 100
Custodian		\$ 200
Pastor's Honorarium (required for non-members & suggested for members)		\$ 300
Nursery Workers (if applicable)		TBD

Reception:

Gym		
Member		NC
Non-member		TBD
Custodian		\$ 350

Initial deposit for the venue should be given to the Assistant to the Senior Pastor with completed application. Please make checks payable to Asbury UMC.

All remaining fees should be made payable to those providing the above services and given to the Wedding Director at the rehearsal.

If childcare is needed, please fill out the **childcare request form** on asburyonline.org and turn into the Wedding Director at least two weeks prior to the wedding date. Two qualified Asbury UMC nursery workers are allowed to care for children during the wedding and this is an added expense to the family.

BRIDE/GROOM TIMELINE

Immediately:

- Check availability of venue and Senior Pastor for specific dates.
- Submit application for approval Assistant to the Senior Pastor
- Submit any fees for security deposit and building usage
- Make an appointment with the officiating minister for premarital counseling
- Make an appointment to meet with the Wedding Director for a guidelines overview

Three Months Out:

- Contact Director of Music

Two Months Out:

- Have completed premarital counseling or submit a letter verifying you have received premarital counseling from another minister, if applicable
- Return signed policy agreements from florist, photographer and videographer to Wedding Director

One Month Out:

- Make a second appointment with Wedding Director for final details

Two Weeks Out:

- Arrange florist delivery time with Wedding Director who will communicate time with custodian

Rehearsal:

- Starts promptly at 6:00 p.m.
- Pay remaining individual fees to the Wedding Director
- Provide marriage license to the Pastor

Wedding Day:

- Church available six hours prior to wedding for decorating; with photographs beginning four hours prior to Wedding
- Wedding Director arrives four hours prior to wedding.

DÉCOR

The sanctuary is a place of beauty and reflects all things holy. All the appointments have symbolic meaning and should be recognized as such. Any decorations should magnify the spirit of worship. The Altar table is to remain central to the chancel area and **no furnishings** are to be removed or obscured. Seasonal decorations will remain in place during weddings but the paraments will be changed to white. The Gathering Area will be cleared of all banners and easels before the wedding.

The following guidelines will assist you in your planning and apply to The Sanctuary and Williams Chapel:

- The church will be available for decorations six hours prior to the wedding.
- Live flowers and greenery are to be used.
- No artificial decorations are allowed except petals dropped by the Flower Girl.
- If you choose, flowers may be left at the church in honor of your wedding or in honor/memory of someone.
- If you choose one large floral arrangement it should be placed in the Gathering Area by your florist following the ceremony.
- If you choose two floral arrangements, they may be left on the plant stands on either side of the chancel in the sanctuary.
- The florist may use the church containers, but they may not leave the church premise.
- If the floral arrangements are not made in Asbury containers, the florist should arrange to pick up their containers after the wedding.
- Suitable material (non-flammable) must be used to protect floors and carpets from candle drippings even if drip-less candles are used.
- Tacks, glue, tape, screw, unwrapped wire or nails may not be used on any furniture or elsewhere in the church.
- Access from the pews to the aisles must remain open.
- Placing flowers, ferns, candles or anything decorative on the piano is strictly prohibited.
- It is the responsibility of the florist to remove any debris from the decorations prior to the wedding.

It is the Bride's responsibility to ensure that the florist understands and abides by these policies. Nonconformity or unwillingness to abide by these policies will necessitate a conference between the florist, bride and Wedding Director. **The failure of any florist to cooperate with these requirements will necessitate the church advising brides in any prospective wedding that such florist is not acceptable to Asbury UMC and may result in the forfeiture of security deposit.** Although the florist is hired and paid by the wedding party, he/she is subject to the direction of the Wedding Director.

Please give your florist the "Florist" Form, have him/her sign, make a copy for his/her records and return to the Assistant to the Senior Pastor at least six weeks prior to your wedding date or your wedding will be removed from the church calendar.

MUSIC

The wedding is a service of worship and all music played or sung during the wedding should be theologically appropriate. The Director of Music, Nancy Beard, coordinates and approves music for all weddings held at Asbury.

The following guidelines will assist you with planning your music:

- Prerecorded music is not allowed.
- Organist, pianist and soloist must be approved by the Director of Music.
- Arrangements can be made for guest musicians and soloists, if needed. Cost to be determined by the Director of Music.
- All musicians are required to attend the rehearsal.

PHOTOGRAPHY/VIDEOGRAPHY

All brides want a record and memory of their special day and Asbury welcomes photographers and videographers. We ask that you abide by the sacredness of this service.

The following guidelines will assist you with your record:

- The venue of the wedding will be available for pictures four hours prior to the wedding.
- The venue of the wedding must be cleared at least one hour before the wedding is to begin.
- No pictures may be made during the wedding ceremony except through the glass windows in the doors of the sanctuary or Williams Chapel.
- One picture may be taken (no flash) as the bride steps into the sanctuary and another (no flash) may be taken of the bride and groom as they reach the last pews and exit the double doors of the sanctuary or Williams Chapel.
- Videotaping of the service is permitted from outside the sanctuary or Williams Chapel or from the sound booth with no external lighting allowed.
- Asbury offers an in-house videographer, if needed.

It is your responsibility to ensure that the photographer understands and abides by these policies. Nonconformity or unwillingness to abide by these policies will necessitate a conference between the photographer, bride and wedding director. **The failure of any photographer to cooperate with these requirements will necessitate the church advising brides in any prospective wedding that such photographer is not acceptable to Asbury United Methodist Church and may result in the forfeiture of security deposit.** Although the photographer is hired and paid by the wedding party, he/she is subject to the direction of the Wedding Director.

Please give your photographer the "Photographer" Form, have him/her sign, make a copy for his/her records and return to the Assistant to the Senior Pastor at least six weeks prior to your wedding date or your wedding will be removed from the church calendar.