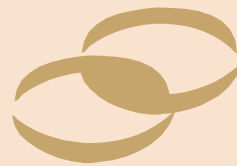


2012

Wedding Policy Guide

Ponte Vedra United Methodist Church

76 South Roscoe Boulevard, Ponte Vedra Beach, Florida 32082



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904 280-5141 FAX 904 280-0599 <http://www.pv-umc.org>

Office Hours: Tuesday-Friday 10:00 AM-2:00 PM

Congratulations! We at Ponte Vedra United Methodist Church are very excited for you as you plan your wedding. We will be praying for you at this important time in your lives together. Our desire is to assist you in making your wedding a beautiful and meaningful experience. Your choice of a church wedding indicates your belief that marriage is a sacred covenant reflecting Christ's covenant with the church. It is a happy occasion, and at PVUMC we celebrate each wedding as an act of Christian worship.

Ponte Vedra United Methodist Church is committed to providing a service of Christian marriage. A traditional service will be used, and the service will be under the supervision of lead pastor Rev. Jeff Bennett.

Our desire is to honor God through preserving the beauty, warmth and sanctity of this special occasion. We celebrate your decision to covenant with God through your wedding ceremony. We also seek to respect the general mission and ministry of this church. For this reason, the following guidelines and expectations have been established and approved by the pastor.



Ponte Vedra United Methodist Church
Staff Members Responsible for Weddings

Pastor	Jeff Bennett jeff.bennett@pv-umc.org	904 280-5141 x306
Administrative Assistant	Susan Bowler susan.bowler@pv-umc.org	904 280-5141 x301
Wedding Coordinator	Susan Gelb susan.gelb@pv-umc.org	904 894-1582
Keyboard Musician	Danny Booth danny.booth@pv-umc.org	904 993-5013
Wedding Custodian	Sheila Epperson sheila.epperson@pv-umc.org	904 465-2278
Nursery Coordinator	Kim Knopp kim.knopp@pv-umc.org	904 710-3502

Beginning Your Wedding Planning

Reserving Your Wedding Date

- You may reserve your wedding date by contacting the PVUMC wedding coordinator and submitting the *Request for Wedding Ceremony* form. Please confirm the date **within seven days** by returning the *Wedding Information* form with a \$100 deposit check made payable to Ponte Vedra United Methodist Church. Please include the names of the bride and groom and the wedding date in the check's memo. **Your deposit will be refunded at the wedding rehearsal.**
- Weddings may be scheduled at any time **except** for the following: Sundays, Easter weekend, Thanksgiving weekend, Christmas Eve or Christmas Day, New Year's Eve or New Year's Day; or any day after 8:00 PM.
- Please schedule as soon as possible but no more than one year – or less than six weeks - in advance.
- You are asked to immediately notify the wedding coordinator of any changes to the information included on your *Wedding Information* form

Meeting With the PVUMC Wedding Coordinator

- PVUMC has a wedding coordinator who has been approved by the Worship Planning Team and the pastor and is responsible for the coordination of the wedding rehearsal and wedding ceremony in the sanctuary. She will assist both the pastor and the wedding party and meet with you to discuss approved decorations, flowers, photography, video operation and other individual details unique to your service of Christian marriage. The coordinator will assist you in all aspects of your wedding that will take place at the church.
- Many brides also opt to have a private wedding consultant to assist with wedding preplanning, the rehearsal dinner and the reception. All private wedding consultants are welcomed and may assume coordination once all church activities have concluded.
- When you have submitted all necessary paperwork - *Request for Wedding Ceremony* and *Wedding Information* forms - **please contact the wedding coordinator* to set an appointment** to review the church guidelines, discuss personal ideas and wishes, clarify questions and tour the sanctuary and dressing rooms. At that time your wedding date and time will be confirmed on the church calendar. *Susan Gelb, 904 894-1582, susan.gelb@pv-umc.org

Meeting with Pastor Bennett

- Pastor Bennett will perform all weddings at the church. Any guest pastor must be approved and invited by him on behalf of the church. The guest pastor must meet with Pastor Bennett and participate in the wedding rehearsal.
- After the meeting with the PVUMC wedding coordinator and confirming your wedding date, **please contact the church's administrative assistant*** to set an appointment for both the bride and groom to meet with the pastor.

*Susan Bowler, 904 280-5141, susan.bowler@pv-umc.org

Meeting with the Keyboard Musician

- The PVUMC keyboard musician will play for wedding ceremonies. He will assist you in making musical selections that are compatible with the sacred nature of the wedding service. Secular or “pop” music should be saved for the rehearsal dinner or reception. Should a question arise concerning the appropriateness of requested music, the pastor will make a decision based on consultation with the couple. Any recorded music to be used during the service needs to be given to the wedding coordinator two weeks prior to the rehearsal. If the PVUMC keyboard musician is not available for the requested wedding date, another will be selected. If another private musician or accompanist is requested, the details must be approved by the PVUMC wedding coordinator.
- **Please make an appointment with the PVUMC keyboard musician to discuss and select your music.**

*Danny Booth, 904 993-5013, danny.booth@pv-umc.org

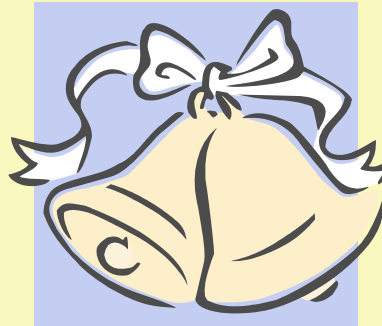
Premarital Counseling

- Premarital counseling sessions are an important part of a couple's preparation for marriage. **Mandatory** premarital counseling by a qualified counselor must be completed **at least two months before** the wedding. Pastor Bennett is willing to provide the required counseling for active church members if they can meet during his regular hours. There are other local counselors who can be contracted privately. Among those are the following:

Kathleen Patneau	904 318-6412	kpatneau@comcast.net
Vivian Bowlus	904 742-8487	bowlusv@bellsouth.net
- Upon completion of your counseling session, you will receive a certificate that you will present when you apply for your marriage license.

Marriage License

- Your marriage license must be given to the PVUMC wedding coordinator at the wedding rehearsal. It will be signed after the wedding ceremony by two witnesses, usually the best man and maid/matron of honor. You will receive a Certificate of Marriage from the church for your records.



Continuing Your Wedding Day Planning

Things You Need to Know and Do

Building and Grounds

- The sanctuary seats approximately 200 people as currently configured. Capacity can be expanded to 300 through the use of church-provided, padded folding chairs. Chairs can be easily reconfigured to create a center aisle, and the altar rail can be replaced with a series of small steps to allow the bride and groom to step into the chancel area from the center aisle.
- Ample dressing room spaced is available with adjoining rest room facilities. The wedding party may dress at the church. *Please confirm your wish to use the dressing room space with the wedding coordinator when you meet with her for the first time.*
- The parking lot can accommodate 150 cars.
- Rice, confetti and balloons may **not** be used in the church buildings or on church grounds.

Sound System

All sound needs will be handled through the church's sound technician who must be obtained at the fee published on the Fee Schedule. The necessity of his/her presence at the rehearsal will be determined by the complexity of need. **The sound tech is required for all weddings** due to the delicate nature of the equipment and the care required for its effective operation.

Photography

Pre-ceremony pictures of the wedding participants must be completed no later than 45 minutes prior to the time of the wedding.

Pictures may be taken at the beginning of the service, as the bride begins the processional, and at the end of the service as the bride and groom begin their recessional. **To preserve the sacredness of the wedding service, no flash pictures of any kind may be taken during the wedding service.** Pictures taken during the ceremony must be done from positions in which the photographer is not seen by the congregation or wedding party. It is the responsibility of the bride and groom to inform their relatives and friends of this policy and to **give the photographer a copy of the *Guideline for Wedding Photography and Video*** regarding the taking of pictures.

Pictures following the ceremony must be completed within one hour following the recessional.

Video Operation

A video recorder may be set on a tripod in the front of the sanctuary in the choir loft, using available light. No additional lighting for video equipment will be permitted during the service. Set-up is to be completed no later than one hour prior to the time of the wedding. The tape is to be turned on before the beginning of the service and turned off at the close of the service. The operator will not be permitted to remain in the front during the service. An additional video camera may be set up in the rear of the sanctuary and may be manned throughout the ceremony. It is the responsibility of the bride and groom to inform their relatives and friends of this policy and to **give the videographer a copy of the *Guidelines for Wedding Photography and Video***.

Decorations

Please keep in mind that the wedding ceremony is a worship service. Simple decorations enhance the beauty of the sanctuary and do not compete with the tone of the ceremony.

- Only “dripless” candles may be used and must be placed in candelabras that will catch and contain all drippings. Usually candelabras rented from florists or wedding suppliers come with the porcelain candle shells and wax candle inserts to avoid wax being sprayed or dripped.
- Additional greenery, specifically to cover the musical instruments on the right side of the chancel, may be used, as may additional candelabras.
- Furnishings may not be added, moved or removed from the chancel without permission from the wedding coordinator.

- The use of nails, tacks, any kind of tape, or any other item that may deface church property is prohibited.
- Decorations placed by the church in celebration of significant religious seasons, such as Christmas or Easter, may not be removed, obscured or altered
- Rental decorations may be delivered 2-3 hours prior to the ceremony. It is the couple's responsibility to notify the wedding coordinator of the delivery time.
- All rentals, decorations and personal furnishings are to be removed *immediately* after the photographer has finished taking pictures following the service.

Flowers

- Floral arrangements may be delivered 2-3 hours prior to the time of the wedding. It is the couple's responsibility to notify the wedding coordinator of the delivery time.
- No flowers are needed for the pastor, musician or coordinator.

Nursery

A nursery can be provided for an additional fee for small children who would be better served in a play space rather than in the sanctuary during the ceremony. Please notify the wedding coordinator if you wish to arrange for a nursery attendant at the time your wedding date is firmly established on the church calendar. The wedding coordinator will assist in making the arrangements with the PVUMC nursery coordinator.

Expectations for Personal Conduct

- It is the responsibility of the bride and groom to remind **all** participants in the wedding that the sanctuary at PVUMC is a holy place dedicated to the Christian worship of God. Your cooperation in conveying this message is greatly appreciated.
- Intoxicants of any kind are strictly prohibited in/on church property. No wedding rehearsal or ceremony will be conducted when any participant in the wedding is under the influence of alcohol or illegal drugs. The pastor will request anyone under the influence of intoxicants to leave the premises.
- No smoking is permitted in any part of the building or on church grounds.

Your Wedding Rehearsal

At PVUMC wedding rehearsals are scheduled for **5:00 – 6:00 PM the night before** the wedding. **All** members of the wedding party, including parents and grandparents and honored guests, are expected to attend. As a courtesy to all involved, please encourage your family and others to arrive by 4:45 so that the rehearsal can begin promptly. Your assistance is greatly appreciated.

The PVUMC wedding coordinator will guide the rehearsal so that all members of the wedding party, immediate family and honored guests are comfortable with the progression of the events from the processional to the recessional. Pastor Bennett, along with approved guest clergy, will guide the wedding party through the components of the religious service.

Your Wedding Day

On your wedding day, you may use the dressing rooms shown to you at the time of your tour of the church facilities. The rooms are equipped with multiple electrical outlets, mirrors and adequate lighting and are easily accessible to restrooms. The rooms will be open for your use prior to the ceremony, and you will discuss the exact length of time you feel is necessary with the PVUMC wedding coordinator at your first meeting. The groom and the groomsmen will have dressing facilities near the pastor's office, and the bride and her entourage will have access to the rooms at the end of the hall farthest from the church foyer. The nursery, should you opt to offer childcare services during the ceremony, adjoins the foyer and is easily accessible for guests as they enter the church.

The wedding coordinator will arrive at the church at least one hour before the ceremony to check details, supervise ushers, distribute flowers and be of assistance as needed. She will watch the time and guide the seating of special guests, grandparents, parents, and, finally, assemble the wedding party for the processional. She will remain at the church until the recessional and until everyone leaves the sanctuary.

The church will remain available for your use for one hour after the ceremony to take pictures, gather personal items and remove any special decorations or flowers. If you are married on a Saturday, you may opt to leave your flowers on the altar for Sunday services. Please indicate your wish to do so on the *Wedding Information Form*.

Forms and Fees



Request for Wedding Ceremony Form

Wedding Information Form

Fee Schedule for Active Church Members

Fee Schedule for Non-Church Members

Request for Wedding Ceremony Form

Please return to the PVUMC wedding coordinator, PVUMC, 76 S. Roscoe Blvd, Ponte Vedra, FL 32082

After reviewing the *Wedding Policy Guide* for Ponte Vedra United Methodist Church, we request a wedding ceremony

on _____ (Day- Month-Date-Year)

at _____ (Time)____AM____PM

with a rehearsal* on _____ (Day-Month-Date-Year))

BRIDE _____ Cell _____

Home Phone _____ Email _____

GROOM _____ Cell _____

Home Phone _____ Email _____

Bride Signature _____ **Date** _____

Groom Signature _____ **Date** _____

*Wedding rehearsals at PVUMC are traditionally held from 5:00-6:00 PM the night before the wedding.

Wedding Information Form

PLEASE PRINT

Bride's Full Name _____

Date of Birth _____

Address _____

Phone (H) (____) _____

Ponte Vedra UMC member yes no

Phone (C) (____) _____

Groom's Full Name _____

Date of Birth _____

Address _____

Phone (H) (____) _____

Ponte Vedra UMC member yes no

Phone (C) (____) _____

Rehearsal date _____

Time _____

Wedding date _____

Time _____

Maid/matron of honor _____

Relationship _____

Best man _____

Relationship _____

Bridesmaids _____ # Groomsmen _____

Ring Bearer yes no

Flower Girl yes no

Who will present the bride in marriage? _____

Relationship _____

Musician(s) _____

Soloist _____

Florist _____

Flower delivery time _____

Photographer _____

Phone (_____) _____

Video operator _____

Phone` (_____) _____

Place of reception _____

Address after wedding _____

*We have read and agree to abide by the terms of the wedding guidelines and policies of
Ponte Vedra United Methodist Church.*

Bride Signature _____

Date _____

Groom Signature _____

Date _____

Please return this form with a \$100 deposit check payable to Ponte Vedra United Methodist Church to the PVUMC wedding coordinator. Include your wedding date and the names of the bride and groom in the check's memo. Your deposit will be returned to you at your wedding rehearsal.

Fee Schedule for Active Church Members

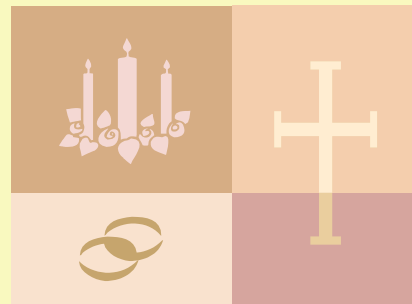
Sanctuary	No Fee
Pastor	\$175
Wedding Coordinator	\$225
Keyboard Musician	\$150
Extra Music Rehearsal (s)	\$30
Wedding Custodian	\$125
Sound Technician at Wedding	\$75
Sound Technician at Rehearsal (if needed)	\$50
Nursery (if requested) per hour per attendant*	\$20 (Minimum of two required for safety.)

- Active church members are those who regularly attend and participate in the general ministry of the church (i.e., worship services, Sunday School, Bible study, etc.) for at least three months prior to completing the *Request for Wedding Ceremony Form*.
- All fees are due at the wedding rehearsal. Checks need to be made payable to the individuals who serve.
- Vocalist/instrumentalist and pre-marital counseling fees are privately negotiated and paid.

Fee Schedule for Non-Church Members

Sanctuary	\$500
Pastor	\$175
Wedding Coordinator	\$275
Keyboard Musician	\$150
Extra Music Rehearsal (s)	\$30
Wedding Custodian	\$125
Sound Technician at Wedding	\$75
Sound Technician at Rehearsal (if needed)	\$50
Nursery (if requested) per hour per attendant*	\$20 (Minimum of two required for safety.)

- **All fees are due at the wedding rehearsal. Sanctuary fee is payable to Ponte Vedra United Methodist Church. Other fees are payable by check to the individuals who serve.**
- **Vocalist/instrumentalist and pre-marital counseling fees are privately negotiated and paid.**



Guidelines for Wedding Photography & Video

Ponte Vedra United Methodist Church

This page is to be provided to your wedding photographer and videographer.

- Pre-ceremony photography/video of the wedding participants must be completed no later than 45 minutes prior to the time of the wedding.
- Pictures may be taken at the beginning of the service as the bride begins the processional, and at the end of the service as the bride and groom begin their recessional. **To preserve the sacredness of the wedding service, no flash pictures of any kind may be taken during the wedding service.**
- Pictures taken during the ceremony must be done without flash or additional lighting and must be taken from positions in which the photographer is not seen by the congregation or wedding party.
- No pictures may be taken while the ceremony is in progress by photographers walking up and down aisles.
- A video recorder may be set on a tripod in the front of the sanctuary in the choir loft, using available light. No additional lighting for video equipment will be permitted during the service. Set-up is to be completed no later than one hour prior to the time of the wedding. The tape is to be turned on before the beginning of the service and turned off at the close of the service. **The operator is not permitted to remain in the front during the service.**
- An additional video camera may be set up in the back of the sanctuary and may be manned throughout the ceremony.
- Pictures/video following the ceremony must be completed within one hour.

Photographers/videographers: Please contact the PVUMC wedding coordinator with specific questions.

Susan Gelb, susan.gelb@pv-umc.org, 894-1582

Your adherence to the guidelines for photography and video during the religious service is expected and greatly appreciated.