

Wedding Guidelines and Policies

Ponte Vedra United Methodist Church

**76 S Roscoe Blvd
Ponte Vedra Beach, FL
32082**

**904.280.5141
FAX 904.280.0599
www.pv-umc.org**

Congratulations! We are very excited for you as you plan your wedding. We will be praying for you at this important time in your lives together. We desire 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 Ponte Vedra United Methodist 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 the pastor of Ponte Vedra United Methodist Church.

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 seek also to respect the general mission and ministry of this church. For this reason, the following guidelines and policies have been established and approved by the pastor of Ponte Vedra United Methodist Church.

**Ponte Vedra United Methodist Church
Staff Persons Related to Weddings**

Church office		280-5141
Pastor	Jeff Bennett	280-5141 x16
Administrative Assistant	Susan Bowler	280-5141 x11
Keyboard Player	Danny Booth	993-5013
Wedding Coordinator	Georgia de Roziere	240-5313
Wedding Custodian	James Grayer	
Nursery Coordinator	Kim Knopp	710-3502

Notices

You may reserve a wedding date by completing and returning the *Request for Wedding Ceremony* form to the administrative assistant. The wedding date must be confirmed within seven (7) days by returning the *Wedding Information* form with \$100 deposit.

You must immediately notify the pastor, organist, and wedding coordinator of any changes or additions to the information included on your *Wedding Information* form.

The pastor reserves the right to cancel the wedding at any time he deems appropriate.

Wedding Fee Schedule

Sanctuary	\$ 500
Pastor	175
Pre-marital Counseling	<i>determined by provider</i>
Wedding Coordinator	275
Keyboard Player	150
Extra rehearsal with soloist	30
Custodian	125
Sound technician at wedding	75
Sound technician at rehearsal (if required)	50
Nursery (if requested) per hour per attendant	20
(a minimum of 2 attendants are required for safety)	
Extra hours (beyond 5) for sanctuary, per hour	50

Vocalist/instrumentalist fees will be privately negotiated and paid directly to them.

The *Wedding Information* form and a \$100 deposit are required within seven (7) days of submitting the *Request for Wedding Ceremony* form in order to confirm the wedding date. The check should be payable to Ponte Vedra United Methodist Church and indicate on the check the names of the bride and groom. The deposit of \$100.00 will be refunded at rehearsal.

The balance of all fees is due at the rehearsal and may be given to the wedding coordinator.

Active Member* Wedding Fee Schedule

Sanctuary	no fee
Pastor	\$ 175
Pre-marital Counseling	<i>determined by provider</i>
Wedding Coordinator	225
Keyboard Player	150
Extra rehearsal with soloist	30
Custodian	125
Sound technician at wedding	75
Sound technician at rehearsal (if required)	50
Nursery (if requested) per hour per attendant	20
(a minimum of 2 attendants are required for safety)	

Vocalist/instrumentalist fees will be privately negotiated and paid directly to them.

The *Wedding Information* form and a \$100 deposit are required within seven (7) days of submitting the *Request for Wedding Ceremony* form in order to confirm the wedding date. The check should be payable to Ponte Vedra United Methodist Church and indicate on the check the names of the bride and groom. The deposit of \$100.00 will be refunded at rehearsal.

The balance of all fees is due at the rehearsal and may be given to the wedding coordinator.

*Active members are those who have regularly supported and participated in the general ministry of the church (i.e. worship service, Sunday School, Bible study, etc.) for at least three months prior to completing the *Request for Wedding Ceremony* form.

Request for Wedding Ceremony

Upon reviewing the Wedding Policy we request a wedding
at Ponte Vedra United Methodist Church

on _____ (date)

at _____ (time)

with a rehearsal

on _____ (date)

at _____ (time)

Bride's name _____

Phone _____

Email _____

Groom's name _____

Phone _____

Email _____

Signature

Date

Wedding Information Form

Ponte Vedra United Methodist Church

PLEASE PRINT

Bride's full name _____ Date of Birth _____

Address _____ Phone (H) _____

Ponte Vedra UMC member yes no Phone (W) _____

Groom's full name _____ Date of Birth _____

Address _____ Phone (H) _____

Ponte Vedra UMC member yes no Phone (W) _____

Rehearsal date _____ **Time** _____

Wedding date _____ **Time** _____

Maid/matron of honor _____ Relationship _____

Best man _____ Relationship _____

bridesmaids _____ # groomsmen _____

ring bearer _____ flower girl _____

Who will present the bride in marriage? _____ Relationship _____

Flowers stay for Sunday yes no

Keyboard Player _____ Soloist _____

Florist _____ Flower delivery time _____

Photographer _____ Video operator _____

Place of reception _____

Address after wedding _____ Phone _____

Completed *Wedding Information Form* will be returned with the \$100 deposit.

I 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

Guidelines for Wedding Consultant/Florist

(This page to be given to the consultant and/or florist by the bride)

Wedding Consultant

Ponte Vedra United Methodist Church has a church wedding coordinator who shall be responsible for the coordination of weddings. The coordinator has been approved by the Worship Planning Team and the pastor. The coordinator is the representative for the church at the wedding rehearsal and the wedding service. The coordinator will assist both the pastor and the wedding participants.

The bride and groom may employ other wedding consultants but they may be advisory only. The pastor remains in charge of the conduct of the wedding rehearsal and service. The church wedding coordinator will supervise the coordination of the participants in the wedding rehearsal and service, and advise you on decorations, flowers, photography, video operations, and other individual details unique to your service of Christian marriage.

Decorations and Flowers

Furnishings may not be added, moved, or removed from the chancel without permission from the wedding coordinator.

We will provide the following for your use: kneeling bench and unity candle stand. We will provide the two side candles for the unity candle stand; the bride must provide her own unity candle.

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.

The use of nails, tacks, any kind of tape, or any other item that may deface the property of the church is prohibited. Special decorations (such as Christmas trees during Advent, etc.) for the season may not be removed.

No flowers are needed for the pastor, organist or coordinator.

Decorations and flowers may be delivered 2-3 hours prior to the time of the wedding. It will be the couple’s responsibility to notify the wedding coordinator of the delivery time.

All decorations and personal furnishings are to be removed *immediately* after the photographer has finished taking pictures following the service, unless the flowers are being left for the Sunday morning worship service.

Guidelines for Wedding Photography & Video

for Ponte Vedra United Methodist Church

(This page to be given to the photographer and/or video operator by the bride)

Pre-service photographs 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.

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

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 balcony and can be manned throughout the ceremony.

Policies

Scheduling

Weddings will not be conducted on: Sundays, Easter weekend, Thanksgiving weekend, Christmas Eve or Day, New Years Eve or Day.

Weddings are not scheduled more than one year in advance.

Weddings are not scheduled less than six weeks in advance.

Initial Arrangements

Reservations for our sanctuary and nursery should be made as soon as possible after reading this booklet in its entirety and following the five steps below.

1. ***Submit the Request for Wedding Ceremony form to the administrative assistnant.*** If available your requested date will be temporarily added to the church calendar for a period of 7 days.
2. ***Return completed Wedding Information Form to wedding coordinator.*** The *Wedding Information Form* with deposit of \$100 must be returned to the office before an appointment can be set with the pastor. When the form is received, the requested wedding and rehearsal dates will be scheduled on the church calendar.
3. ***Meet with the pastor.*** Upon confirmation of your wedding date, contact the pastor to schedule a meeting between the pastor and the bride and groom.

NOTE: In the event that either you or the pastor *Cancels your wedding for any reason*, your deposit will be refunded up to a period of six weeks prior to the date of your wedding.

Pastor

Weddings will be performed by the pastor of this church. Any guest pastor must be approved and invited by the pastor of Ponte Vedra United Methodist Church on behalf of the church. They must meet with our pastor and participate in the rehearsal.

Premarital Counseling

Premarital counseling sessions are part of the couple's preparation for marriage. Mandatory premarital counseling by a qualified counselor is to be completed at least two months prior to the wedding.

The pastor is willing to provide counseling for active members if they can meet during his regular hours.

Suggested local counselors are

Kathleen Patneau (904) 318-6412 kpatneau@comcast.net

Vivian Bowlus (904) 742-8487 bowlusv@bellsouth.net

Marriage License and Certificate

Your marriage license must be given to the wedding coordinator at the wedding rehearsal. The license will be signed after the wedding service by two witnesses, usually the best man and the matron/maid of honor.

The Rehearsal

The time of the rehearsal should be requested at the time you make your initial reservation for the church facilities. It will be firmly established when the *Wedding Information Form* and deposit are received in the church office.

One hour is usually adequate for the rehearsal. It should be scheduled prior to the rehearsal dinner. **All** members of the wedding party, including parents and special honored guests (grandparents, etc.) are expected to attend. Please **be on time**.

The Music

The church keyboard player will play for wedding services. If another organist, accompanist or musician is requested, it must be approved by the wedding coordinator. If the keyboard player is not available on the date chosen, another will be selected.

Music, instrumental and vocal, selected for the wedding must be compatible with the sacred nature of the wedding service. Should a question arise concerning the appropriateness of music requested, 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.

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.

Photography

Pre-service 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 guidelines regarding the taking of pictures.

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

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 can be manned throughout the ceremony.

It is the responsibility of the bride and groom to give the video operator a copy of the guidelines regarding video operation.

Personal Conduct

It is the responsibility of the bride and groom to remind **all** participants in the wedding that our sanctuary is a holy place, dedicated to the Christian worship of God.

Intoxicants of any kind are strictly prohibited in/on church property. No wedding rehearsal or service will be conducted when any participant in the wedding is under the influence of alcohol or illegal drugs, and the pastor will request anyone under the influence of intoxicants to leave the premises.

No smoking is permitted in the building or on the grounds of the church.

Buildings and Grounds

The Sanctuary seats approximately 200 persons as normally configured. Capacity can be expanded to 300 person through use of church-provided padded folding chairs.

Rice, confetti, or balloons may not be used in or around any church facilities.

The wedding coordinator will advise wedding participants of the location of dressing rooms, which will be available four hours before the wedding for wedding participants to dress at the church. Please remove your personal items from the church, since we cannot be responsible for personal items left at the church.

The church parking lot comprises 150 parking spaces.

Nursery

A nursery can be provided for an additional fee (see Fee Schedule). You will need to make arrangements in the church office **and** with the church nursery coordinator at the time the wedding date is firmly established on the church calendar.