

Reservations & Fees

If you are considering a wedding at Bethel, the Facilities Usage Calendar is available for viewing online. A link to it can be found on our church's website at <http://www.bethelhiramumc.org/>. The facility use schedule is kept by the church secretary and pastor. Anyone wishing to reserve the facilities must contact the church secretary or pastor to confirm availability.

You must reserve the facility for the entire time you plan on using the building. This includes setup, rehearsal, wedding, and clean-up. These times must be indicated on the application.

The following fees cover utilities, wear-and-tear, and maintenance:

MAIN CHURCH FACILITY

Sanctuary	\$100
Fellowship Hall (FH) & Kitchen	\$100

CHRISTIAN LIVING CENTER (CLC)

Gym ¹	\$100
Kitchen ¹	\$100

OTHER FEES

Deposit ²	\$100
Sanctuary A/V System ³	\$50

¹ Access to the CLC's kitchen is permitted to keep food cold (refrigerator), warm (warmers), or for clean-up if the gym is reserved, but other use of the equipment is not included.

² If no damage has occurred and no extra cleaning is required, the deposit will be refunded within two weeks and mailed to the contact person whose address is on the reservation booking form. If damages exceed the deposit amount, it is the responsibility of the contact person to pay costs of repair or replacement.

³ A certified, adult worship technician must be present to operate the equipment.

- ◇ No rice, birdseed, or confetti is to be thrown in any of the Church buildings. Only birdseed may be used outside the buildings.
- ◇ If a caterer is used for the reception, they must furnish all equipment and supplies. They may use the refrigerator, warmer (CLC)/stove (FH), sinks and ice from the ice machine.
- ◇ The fellowship hall and the kitchen must be left clean and orderly. All trash and garbage shall be removed to the outside garbage cans.

Dressing Rooms

If the reception is not being held at the Church, the bride and her attendants should take time to gather all personal items and clear the dressing area as much as possible before the ceremony. If the reception is at the Church, it is still the duty of the bride's family to see that rooms used by the bridal party are left in the same condition as each was found.

Pictures

Videography and photography are an anticipated part of a wedding service. The wedding party should take care to ensure that the recording of the service does not interfere with, or distract from, the service. Most professional photographers are aware that flash photographs are not permitted during the wedding ceremony; however, the bride and groom should inform anyone planning to photograph the ceremony that flash photography is not permitted. The ceremony can be restaged for pictures.

CANCELLATIONS:

In the event of a cancellation, the deposit will be forfeit. All other paid fees will be refunded.

Bethel United Methodist Church

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*From this day forward our thoughts and actions will be for each other
... our plans mutual
... and our sorrows and joys shared
as we become one in Christ.*

Wedding & Reception Policy



*And now faith, hope, and love abide, these three; and the greatest of these is love.
1 Corinthians 13:13*

Purpose of this Policy

The primary uses of Bethel United Methodist Church's facilities are to provide a place for worship, spiritual development, outreach ministries to the community, and to serve as an asset to the community with a positive, Christian witness. The members of Bethel UMC understand that the Church exists as the Body of Christ to reach out to others. One means of outreach is affording people the opportunity to use the church's facilities, provided the intended use is not for personal and/or private financial gain. Church facilities exist because of the sacrifice and investment of the faith community. Since one of the tenets of our faith is stewardship of these resources, the church expects that those who utilize the church facilities will practice good stewardship of the property and furnishings of the church.

The intent of this policy is to insure that the sanctity of God's house is not violated and to avoid any misunderstanding about what is and what is not permitted in the use of the Bethel UMC's sanctuary, fellowship hall, and Christian Living Center.

The guidelines, fees, and policies in this document have been prayerfully composed by Bethel UMC, to assist this congregation to continue as good stewards of the gifts God has entrusted to their care. This wedding and reception policy was adopted on October 18, 2015, by the Church Council.

Security

A member of the Board of Trustees or Worship Committee will be appointed to unlock the facility prior to the rehearsal, wedding and/or reception. After the event, they will check premises for damage and then lock the facility.

Rooms are available for the convenience of the wedding party. The Church, however, does not guarantee the security of these rooms and is not responsible for valuables left in the rooms.

Rules of Use

Pre-Wedding Consultation

Before reserving the Church for their wedding, the couple shall meet with the Pastor and the Worship Committee Chairperson or their designee to discuss these wedding policies. If the couple is using a bridal consultant or director, the bridal consultant or director shall meet with the Worship Committee Chairperson about the policies and how the traditions of the church will be observed.

Officiating Clergy

While it is anticipated that the pastor of Bethel United Methodist Church will perform any wedding service at the Church, the desire of a couple to use another ordained clergy is recognized. Etiquette in the United Methodist Church requires that Bethel's pastor approve the use of an outside pastor for any function at Bethel. A request to use a pastor other than the pastor appointed to Bethel United Methodist Church should be made to the Bethel's appointed pastor. If approved, the pastor of Bethel will "invite" the visiting clergy to perform the marriage service. Clergy fees are separate from the fees described in this policy.

Premarital Counseling

The Discipline of the United Methodist Church requires ministers ordained in the United Methodist Church to conduct premarital counseling sessions. Therefore, couples planning to marry in a United Methodist Church should include meeting this requirement as part of the preparation for marriage. The marrying couple should arrange premarital counseling with the pastor well in advance of the planned wedding date: six months prior is recommended in most circumstances.

The marriage license shall be in the possession of the Pastor prior to the wedding ceremony.

Music

A wedding is a sacred service and the music must be conducive to the worship of God. The music shall be in keeping with the sacredness of the occasion as well as reflect the celebratory nature of a wedding. Classical and contemporary selections should emphasize not only the

love shared by the couple, but the love that God has for them. Secular songs should be reserved for the reception following the service.

If the audio system is to be used during the wedding, one of Bethel UMC's certified, adult worship technicians must be present to operate the equipment.

Decorations and Building Use Policies

The wedding party must take care to protect all church property. The following shall be observed and it is the responsibility of the bride and groom to relay this information to all members of the wedding party to ensure that everyone abides by these regulations:

- ◇ "Non-drip" candles and carpet guards shall be used.
- ◇ No open flame candles may be placed on the window sills.
- ◇ The only items permitted on The Lord's Table are the church's table candles, Bible and communion service.
- ◇ All greenery and decorations shall be removed immediately following the wedding service.
- ◇ No nails, tacks, tape, etc. shall be used to secure decorations to church furniture, including pews, or to any other part of the building.
- ◇ Any furnishings moved for the wedding service must be returned to its original position following the service. Any furnishings or church fixtures that are secured by nails or screws, shall NOT be moved.
- ◇ Alcoholic beverages are not permitted on the Church property. Smoking is not allowed on Church property.
- ◇ If you wish to leave flowers for the Church, please let us know and we will acknowledge them in the church bulletin.