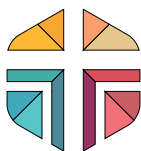


WEDDING POLICY



NEW COVENANT
UNITED METHODIST CHURCH

Introduction

The staff and church family of New Covenant United Methodist Church are grateful for the opportunity to share its ministries with you through the event of your wedding or vow renewal. Our goal is to provide a Christian worship setting that is sacred and honors the institution of Christian marriage, a life-long union of one man and one woman based upon vows made before God, family, and friends.

Every aspect of the ceremony, including musical selections, readings and decorations must enhance the worship experience and contribute to the sanctity of the vows. We will assist you in every way possible to assure that this day is everything you dream it will be. Our ministers, Director of Worship, and our Worship & Event Coordinator are experienced in details of wedding planning and are available to assist you. By careful planning and working together with you, we hope you and all ceremony participants will experience the presence of Christ as witnessed at the wedding at Cana of Galilee.

Guideline and Procedures for the Wedding Service

- ✚ The Christian marriage ceremony is a service of worship before God.
- ✚ The mood, atmosphere and contents of the service are to be in keeping with the statement of the wedding vows, "Before God and these witnesses."
- ✚ The service will be planned with careful thought and preparation in consultation with the minister and the worship & events coordinator.
- ✚ The date and time of the wedding and all rehearsals are coordinated with the church calendar. Any visiting minister(s) must be approved by the Senior Pastor.
- ✚ All requirements set by the church and the State of Florida are to be fully met.
- ✚ Reverence is expected on the part of all present.

Reserving the Church

Scheduling a wedding is arranged through the Worship & Events Coordinator. Members of the church may reserve the church for their ceremony as soon as their plans have been finalized. Non-members may reserve the church no earlier than six months prior to the wedding date. The date will be confirmed in the church calendar upon receipt of the required deposit(s).

The church cannot be reserved for weddings on dates that are set aside for regular church events or at a time when the building is scheduled to be closed. Special holidays such as Christmas and Easter (including the week leading up to Christmas and Easter may not be scheduled), and Saturday weddings must be completed no later than 3:00 p.m. (Summerhill campus only). If the ceremony occurs during seasons of Lent or Advent, decorations in place cannot be removed for the ceremony.

Worship & Events Coordinator

The Coordinator will meet with the couple to review all policies related to facility use after the wedding has been scheduled with the pastor. In addition, the coordinator may provide guidance related to the ceremony and reception to the couple prior to and on the day of the event. The Coordinator may provide musician contact information, catering information, but is not responsible for contacting/contracting those persons. The Coordinator may provide direction to any Wedding Planner, hired or volunteer, as contracted by the couple to ensure compliance with New Covenant policies.

Officiant

The officiant must be a staff pastor at New Covenant UMC. Any exceptions to this requirement must be approved by the Senior Pastor prior to reserving the church. The officiating minister must approve the order of service, scriptures and the program.

Pre-Marital Counseling

The pastoral staff at New Covenant believes strongly in spending time preparing for your time together as husband and wife. It is essential for each couple to meet with your officiating pastor prior to your wedding date. We believe it is important to understand the Christian

meaning of marriage and the importance of sharing the Christian faith. Once your wedding date is confirmed, it is your responsibility to contact the officiating pastor to set up premarital sessions.

Wedding Ritual

The wedding ritual in the United Methodist Book of Worship Wedding Service includes the following elements. Your Officiant may discuss various alternatives in the wording and arrangement of these items. You may also consider the inclusion of additional items such as the unity candle, kneeling bench, communion etc. Please note that communion must be open to all who wish to participate.

- ✚ Processional
- ✚ Greeting
- ✚ Charge to the Couple
- ✚ Presentation of the Bride
- ✚ Exchange of Vows
- ✚ Giving and Receiving of the Rings
- ✚ Declaration of Union
- ✚ Prayers
- ✚ Benediction
- ✚ Recessional

Music

The wedding is a service of worship at which a man and a woman come to unite their lives in the eyes of God and the company of those dearest to them. The music for the wedding should reflect this Christian joy. Music that is part of the Christian worship experience should evoke the spirit of prayer and praise.

Any music that exalts an individual over God or emphasizes sensuality over the spiritual nature of worship will be considered inappropriate. Our Director of Worship and Arts will meet with you to review your selections should there be any questions related to the appropriateness of selections. Any non-staff Organist must be approved by the Director of Worship and Arts.

Sound & Video Systems

Operation of the church sound and video systems must be by church staff technicians. A sound technician will be assigned to your wedding and is covered in the wedding fee.

Rehearsal

A rehearsal may be scheduled one day prior to the ceremony unless circumstances require scheduling an alternate date. All members of the wedding party must attend the rehearsal. In addition, the organist, readers and soloist should be present. Honored guests are not required to attend. The following items should be brought to the rehearsal and delivered to the Worship & Event Coordinator: Unity candle and Family candles, Fees and Gratuities, Guest Book, Programs, Marriage License (Officiant to receive). All procedures on the details of entry and location of the wedding party are determined at the rehearsal.

Photographer/Videographer

The wedding ceremony is a service of worship. No photography or videotaping must interfere with the worship experience. Photos may be taken up to one-half hour prior to the ceremony and should be completed within two hours after the end of the ceremony. Video cameras may be placed in areas not disruptive to the ceremony or the guests. Neither the photographer, video operator nor any assistants may move around the church, walk in the aisle, enter the chancel choir area, or altar area of the wedding for the purpose of taking photographs or video once the wedding music has begun.

The photographer and videographer must remain in the rear of the church during the wedding processional and recessional. All chancel videography must be by remote cameras. The photographer/videographer must remain in the last row of chairs in the room until the wedding is complete.

The bride and groom should inform family, ushers, family members and guests that flash photography is not permitted during the ceremony.

Wedding Decorations and Flowers

The Christian Life Center(s) and Chapel are beautiful facilities. Decorations need not be elaborate to be effective. All decorations and candles must be confined to the chancel area. No decorations may be placed in front of the cross. Candles must be fully enclosed metal tube candles, and the candles on the altar tables must be left in place and lit during the ceremony. All seasonal paraments of the church including altar cloths, American and Christian flags and decorations are not to be removed or substituted. No nails, tacks or wire may be attached to any part of the church building, furniture, fixtures or any church equipment. Wedding attendants are not allowed to drop natural flowers; silk rose petals may be used but must be picked up immediately following the ceremony by a person designated by the couple

If you wish to leave your floral arrangements for the weekend worship services, please complete the flower honorarium form and notify the Worship & Events Coordinator. All decorations not designated for worship must be removed by the florist or family within one hour of the conclusion of the ceremony.

Wedding Program

If you chose to do a wedding program, in house printing of programs requires receipt of all information from the couple no later than two weeks prior to the ceremony. The program may contain any of the following elements:

- ✂ Members of the wedding party
- ✂ Names of musicians
- ✂ Thank you comments to family, friends, honored guests
- ✂ Order of Service

If you chose to use an outside source to create and print a wedding program, the Worship & Events Coordinator will review the program with the Pastor officiating at the ceremony. A rough draft should be sent to the Coordinator prior to publication, but no later than two weeks prior to the ceremony.

Receptions

For weddings held on site at New Covenant, church facilities are available for your wedding reception. Any persons providing food for your reception, whether professional, family or friends are responsible for serving guests and removing any left-over food from the building. The church may provide paper products and hot/cold beverage service.

Dressing Areas

Upon request, the Bride's Room (Summerhill Campus, West Narthex) or classrooms are available for use as dressing rooms. Those rooms should be reserved when the wedding is confirmed in the church calendar. New Covenant is not responsible for any personal belongings left in the classrooms or anywhere on the church property.

Gift Table/Guest Book

As a convenience, a gift table may be placed in the Narthex or reception area. Please have someone assigned to receive gifts from guests as they arrive. Guest books with loose leaf pages work best for those weddings with larger anticipated attendance. This allows for two signing areas for guests to facilitate the prompt seating of guests.

Items of Concern

Both campuses of New Covenant United Methodist Church are nonsmoking. Alcoholic beverages or drugs of any kind are forbidden on the premises. This includes the parking lot and dressing rooms. The officiating member may refuse to perform a wedding at which a member of the wedding party is under the influence of alcohol or drugs.

Consumption of food and beverages is limited to the designated reception area.

Rice, confetti, and birdseed may not be thrown on church property. Any rose petals, silk or real, thrown outside the church building will be the responsibility of clean up by the wedding party immediately following the ceremony.

Wedding Fees

Commitments and Costs

To provide choices which fit a couple's budget and wedding size, we have provided the following financial guidelines. When you have your first appointment with the pastor, fees applicable to your wedding may be finalized. The fees are based on the church membership of the bride and groom or their parents at the time of the wedding.

| <i>Description</i> | <i>Member</i> | <i>Non-Member</i> |
|--|---------------|-------------------|
| Use of CLC or Chapel | \$350 | \$550 |
| Reception (Set-up, paper products and beverage service) | \$75 | \$150 |
| Pastor Honorarium | \$200 | \$300 |
| Counseling-per session (Discuss with officiant) | | |
| Organist (Wedding only) | \$150 | \$150 |
| Organist (Wedding & Rehearsal) | \$200 | \$200 |
| Soloist (Wedding Only) | \$100 | \$100 |
| Damage Deposit* | \$200 | \$200 |

Fifty percent of the fees stated for use of the CLC or Chapel and/or Reception are due when the facility is reserved in the church calendar. In addition, the damage deposit is due when the space is reserved. The balance will be due no later than 7 days prior to the ceremony.

*Damage deposit is refundable if no damages are noted following the rehearsal and/or ceremony.

Purpose Statement 2030

Our Mission: *To make disciples of Jesus Christ for the transformation of the World.*

Our Vision: *To be a thriving body of Christ by being His hands, feet, and voice in the World.*

Our Core Values: *Spiritual Growth ~ Hospitality ~ Generosity ~ Community ~ Invitational ~ Service ~ Caring*



NEW COVENANT
UNITED METHODIST CHURCH

3470 WOODRIDGE DRIVE
(AND COUNTY ROAD 101)
THE VILLAGES, FL 32162

PHONE

(352) 750-4529

EMAIL

NCUMC@NCUMCFL.COM

WEBSITE

WWW.NCUMCFL.COM

FACEBOOK

NEW COVENANT UMC, FL

OFFICE HOURS

MONDAY-THURSDAY • 9 AM-4:30 PM
FRIDAY • 9 AM-1 PM