



Wedding Policy



Preface

Welcome to John Wesley United Methodist Church. We look forward to hosting your upcoming wedding. In the United Methodist Church, weddings are a worship service and a covenant before God.

We are pleased that you are planning to have your wedding here and look forward to being of assistance to you in this most important event. The Christian marriage ceremony celebrates God's blessing of the union of two people. An ordained Minister officiates by the authority of the state as evidenced by a Marriage License.

The music, the ceremony, and all other aspects should fit into the sacred concept of marriage. We trust that your marriage will be a continuing blessing long after this special event is past.

The Staff

Pastor – The Reverend René A. Perez

Office Administrator – Lyndsey Melchiono

Director of Music/Organist – Michael Smith

Sexton – John Loewen

Contact Information

Address:

270 Gifford Street
Falmouth, MA 02540

Phone:

508-548-3050

Contact:

Office Administrator

office@johnwesleyumc.org

To Reserve the Church

Please contact the Church Administrator when you are ready to set a date for your wedding. We reserve dates up to one year but no less than six months from the wedding date. Dates are confirmed upon receipt of the deposit. No weddings may be scheduled later than 7:00 PM. We cannot perform weddings on New Year's Eve, Holy Week, Memorial Day weekend, Independence Day weekend, Labor Day weekend, or Thanksgiving weekend. Additionally, Christmas and other dates during the month of December may be unavailable depending on holiday Church events.

Payment

A deposit on the space is required at the time of booking with the completed forms from the back of this booklet. Payments for the balance may be made in person or by mail when convenient for the bridal party with the final payment received in the church office **no later than two weeks from the wedding day. No exceptions. All checks/money orders will be addressed to John Wesley United Methodist Church with the wedding date/bride's name in the Memo.**

Premarital Counseling & Other Requirements

At least eight premarital sessions with the officiating Minister are required before the marriage. It is the responsibility of the couple to make an appointment for the first session no less than 6 months before the wedding.

The pastor will guide the couple through the book "Eight Dates" by John Gottman and Julie Schwartz Gottman. You can purchase this book from Amazon, Barnes and Noble or any other bookstores. These sessions can be done via zoom.

The couple is asked to attend worship at John Wesley at least two times prior to the wedding.

The Ceremony

The ceremony will be performed by a Minister of John Wesley United Methodist Church, and it shall follow the United Methodist Order of Service. A visiting Minister may assist in the Service of Marriage. The request for a visiting Minister should be made when making your reservation.

The Wedding Program

Printing of the wedding program shall be the sole responsibility of the couple. A typical Order of Worship used at John Wesley Church:

THE SERVICE OF WORSHIP

- The Greeting
- The Congregational Hymn (optional)
- The Declaration of Intent

- The Scripture Reading
- The Pastor's Reflection
- The Marriage Vows
- The Blessing and Exchange of Rings
- The Lighting of the Candles (optional)
- The Holy Communion (optional)
- The Pronouncement of Marriage
- The Benediction
- The Introduction of the Couple

Music

The Director of Music (DOM) of the Church is charged with planning music for all services held at John Wesley Church, including weddings. In order to maintain a level of consistency among services, the Director of Music has adopted the following policies:

- John Wesley Church will provide an Organist/Pianist to play for all weddings.
- Since the wedding ceremony is a service of worship, all music must be sacred in nature. If you have a favorite selection or composer, please discuss this with the DOM. The DOM must approve, at least four weeks in advance, all music used in your wedding.
- Vocalists and instrumentalists shall be chosen by the couple, in consultation with the DOM. Soloist and instrumentalists rehearse one hour prior to the service. The singer or instrumentalist must provide the DOM with a copy of the music two weeks in advance, written in the key in which it is to be played.
- Any audio needs (microphones or special inputs for other instruments) should be requested six to eight weeks before the ceremony.
- At least six to eight weeks prior to your wedding date, contact the DOM to schedule your wedding music consultation. This is a required meeting so that you and the Organist can decide on the music for the service.

Miscellaneous Personnel

Florist Instructions

We understand that décor is an important part of a wedding and we desire that ours be a cooperative and successful relationship as we perform our duties on this holy occasion. Since the Marriage ceremony is a Service of Worship, we ask that florists help us maintain it as such by adhering to the following guidelines. The Bride and/or Groom have seen and agreed to the instructions below:

- The wedding is a sacred service. Candles and the Bible may be used. Altar candles always remain in their places at either side of the cross. Arrangement can remain in the Sanctuary for Sunday services with an acknowledgment in the Sunday bulletin in honor of your wedding. Please provide your florist with this information.

- You may place flowers and bows on the pews. **You are not allowed to use nails, tacks, tapes or other means that may damage wood to secure flowers or other decorations to the Church furniture, wall or fixtures.**
- We do not allow petals, rice, birdseed or bubbles to be used during or after the service.
- For safety reasons, aisle cloths/runners are not permitted.

Photographer's Instructions

We understand that photographs are an important part of a wedding and we desire that ours be a cooperative and successful relationship as we perform our duties on this holy occasion. Since the Marriage Ceremony is a Service of Worship, we ask that photographers help us maintain it as such by adhering to the following guidelines. The Bride and/or Groom have seen and agreed to the instructions below:

- The Pastor is responsible for directing the wedding. Photographers are to cooperate with the Pastor at all times. The Pastor has the final say.
- All financial agreements and payments are between the photographer and the client (Bride/Groom). The Church is not responsible for breach of agreement or non-payment.
- Couple agrees to reimburse the Church for any damages they or their contractors cause to the property. Please remember this is a Worship Service.

Videographer's Instructions

We understand that videos are an important part of a wedding and we desire that ours be a cooperative and successful relationship as we perform our duties on this holy occasion. Since the Marriage Ceremony is a Service of Worship, we ask that videographers help us maintain it as such by adhering to the following guidelines. The Bride and/or Groom have seen and agreed to the instructions below:

- The Pastor is responsible for directing and coordinating the wedding ceremony.
- Videographers are to cooperate with the Pastor at all times.
- Videographers are to supply their own equipment.
- Cameras and other recording devices or special lighting are NOT allowed in the Chancel area of the Church.
- All financial agreements and payments are between the videographer and the client (Bride/Groom). The Church is not responsible for breach of agreement or non-payment.
- Couple agrees to reimburse the Church for any damages they or their contractors cause to the property. Please remember this is a Worship Service.

Important Miscellaneous Information

Alcohol and Smoking Policies.

NO alcoholic beverages or any type of non-alcoholic beer or wine are permitted on the Church Premises. Advise your wedding party and your friends! Smoking is not permitted anywhere inside the Church building.

Firearms Policy

Weapons and/or firearms are prohibited from anywhere on the property of John Wesley United Methodist Church unless carried in the execution of public duty (e.g., by officers of the law). This rule will be strictly adhered to.

The Nursery

Nearly all weddings are solemnized on Saturday. Using the nursery requires a reservation 2-3 weeks prior to the wedding and a usage fee is charged.

Rehearsal

Rehearsals will be scheduled to occur the day prior to the wedding. The rehearsal is a time for careful planning for a worship experience. The DOM does not attend the rehearsal. **The sound technician (if outside musicians are used) will be present by prior arrangement only and will also require a fee.**

Livestream

If the Bride and/or Groom would like to provide a livestream link for the wedding service for those who are not able to attend, we can provide that service through our YouTube channel. **This is an added fee.**

Furniture

Furniture in the Library Room and the Lobby should not be moved in the rooms or removed from the rooms. Surplus tables and chairs are to remain in the building or in designated storage areas.

Parking

Parking is available in the front parking lot as well as behind the church building. Coordination for a traffic officer, is the responsibility of the Bride/Groom. Parking is subject to parking signs and regulations.

Americans with Disabilities Act (ADA) and Service Animals

John Wesley Church is equipped with labeled handicap parking, and the main building sits on the first level. All rooms are accessible from the first floor. We have special cutout seating in the sanctuary for wheelchairs and handicapped accessible restrooms.

Guide, signal or service dogs (as defined by law) are allowed in the Church. For the safety and comfort of all our guests, other animals are not permitted in the Church except with approval from the Church Administrator or Pastor. All sanitary needs for animals are the responsibility of renter(s).

Other Information

Valuables should not be left to tempt passersby. The Church will not be responsible for theft or loss of valuables. Every effort is made to secure the building, but participants should be warned to keep watch over their possessions. For any items lost, please check with the office, soon after the wedding, to find out if they have been found.

John Wesley Church trustees and members wish for our guests to have a beautiful, fun, and memorable event. We request that the John Wesley Church buildings, furnishings, and outside areas be treated with respect and kept in a beautiful condition for our next guests. Thank you.

Fees and Charges

(All fees and charges are subject to change)

John Wesley Members

For specific fees, please contact the church office.

Non-Members

Booking deposit = ½ total fees, plus \$250 non-refundable security deposit (Security deposit will be applied to total amount at the end)

Church Fees

- *Sancutary \$900*
- *Chapel (max 50 people) \$350*

- **Pastor \$650 (includes wedding, rehearsal + premarital sessions)**
- Organist \$250
- Sound Tech \$80
- Livestream \$50
- Sexton \$80
- Nursery Worker \$25/hour

Reception

Fellowship Hall \$100 per hour

Set up:

0-29 people \$30 30-99 people \$55 100+ people \$75

All prices are subject to change. Please verify with the office.

JOHN WESLEY UNITED METHODIST CHURCH WEDDING AGREEMENT

John Wesley United Methodist Church's sanctuary, chapel, halls, and/or classrooms may be used for the sole purpose they were rented for. It may not be used for any unlawful purposes. Renter is prohibited from selling tickets for raffles, offering alcohol beverages or tobacco products at any time during their event(s).

John Wesley United Methodist Church reserves the right to refuse to rent to any person(s) for any reason deemed necessary. Space rented from John Wesley United Methodist Church cannot be sub-leased by the renter(s) for any reason.

Any changes to this agreement must be handwritten on the face of this original Agreement and shall be initialed by all parties thereto.

By signing this agreement, renter(s) acknowledge the amount of the fees paid for the use of the space indicated below and agree to be responsible for payment in full in accordance with this agreement. The terms and conditions of this Agreement are accepted and agreed by all parties on this _____ day, of _____, _____.

CONSENT AND RELEASE:

I have read this Agreement and hereby covenant and agree to all of the general terms and specific conditions set out and, in particular, hereby covenant and agree that I am personally responsible and obligated to pay all charges due John Wesley United Methodist Church in accordance with the conditions outlined therein. I further acknowledge and agree that any breach of any of the conditions may result in the termination of my right to use the Premises at the discretion of John Wesley United Methodist Church.

Name _____

Signature _____

Date _____

Name _____

Signature _____

Date _____

In consideration of the covenants and agreements made by the Applicant, I hereby accept this application on behalf of the John Wesley United Methodist Church so as to permit the Applicant the right to use the Premises at the time or times specified therein.

Name _____

Position _____

Signature _____

Date _____

Wedding Details

Wedding Date/Time:

Rehearsal Date/Time:

Space Requested:

Setup Time:

Please list the name and contact information of the Bride and Groom:

Bride:

Groom:

Please list the name, contact information of the following: (if applies)

Wedding Planner:

Florist:

Caterer:

Photographer:

Videographer:
