

Joshua Methodist Church

114 Paula Drive, Joshua, TX 76058

Phone: 817-558-9801 www.joshuamethodist.church Email: lynn@joshuamethodist.church

GUIDELINES FOR WEDDINGS AND RECEPTIONS

A wedding is one of the happiest and holiest moments in life. As two persons join their lives to establish a home, the church rejoices with them and is eager to help make the occasion of their wedding beautiful and meaningful.

The wedding is a service of worship and, as such, should focus on the religious values and meanings inherent in all worship. The content of music and texts used during the ceremony should be reflective as an act of worship. Joshua Methodist Church will decline to accommodate any person or group whose position we feel conflicts with our Christian tradition or our church's doctrinal beliefs.

The church and its staff are willing to do everything possible to help your wedding to be a wonderful experience. There are certain guidelines and policies that have been designed to preserve the dignity of worship, to protect church property, and to assure the theological integrity that is part of our heritage at Joshua Methodist Church (JMC).

Ministers

The pastor of JMC will perform weddings. Premarital counseling is strongly suggested. Couples who desire to use church facilities, but prefer the services of another minister, must have approval by the pastor of JMC.

Scheduling

Your wedding can be scheduled up to 6 months in advance. Wedding rehearsals and weddings will NOT be scheduled on days when the church is closed or when worship services or church events are scheduled - including but not limited to Sundays, Holy Week and Easter weekend, Memorial Day, Independence Day, Labor Day, Thanksgiving weekend, Christmas Eve, Christmas Day, Advent Activities, New Year's Eve, and New Year's Day.

The Wedding Ceremony/Reception Contract form must be completed, signed, and returned to the JMC church office, along with the necessary deposit before the wedding date is confirmed on the church calendar. You will be notified when your date has been put on the church calendar. Invitations should NOT be printed until facility reservations are confirmed.

Music

Since the wedding is a service of worship and celebration before the Lord, great care should be taken that the music selected be of a worshipful nature. It is the couple's responsibility to contact the organist/pianist and make appointments with him/her concerning music selection, rehearsal, and ceremony dates. Couples are also responsible for the negotiation and payment of fees of the organist/pianist/vocalists.

Sound System/Computer Graphics

The sound system will be set up for the ceremony with the necessary microphones connected and put into place. Couples will need to contact the church to arrange to have one of our personnel operate the sound system. When taped music is used, the best way is to put it on a flash drive or CD and give it to the sound technician before the wedding. Likewise, couples utilizing a computer slide show during the prelude to the actual ceremony will need to have an authorized computer technician to operate the slide show. The computer/sound technician will need to attend the rehearsal as well as the wedding. Couples will be responsible for the fees of both the sound and computer technicians.

Wedding Decoration Guidelines

The altar, pulpit and vestments shall always be present in any wedding ceremony. The lectern and chairs may be moved to allow for the wedding party.

Nails, tacks, tape, staples, pins, or anything that would mar the woodwork, walls, doors, or furniture will not be permitted.

No candles of any kind or any decorations other than chair ribbons shall be used outside of the chancel area.

Only votive candles may be used in the candelabras, arrangements and on the chancel rails. Two tapers may be used for the unity candles, and these must be drip less. Plastic covering must be placed under all candles, whether on the communion table, the floor, or chancel rail to protect carpets and furniture.

No flowers shall be placed on any musical instruments. In addition, no musical instruments shall be moved under any circumstances.

All fresh greenery and or flower arrangements should be prepared before arriving at the church. Care should be taken that arrangements will not create any water damage or stains.

When the church is decorated for special occasions, decorations must be compatible and appropriate. The church's decorations will not be moved.

Only silk petals may be thrown or tossed in the Sanctuary,

Decorations may be placed in the sanctuary only on the day of the wedding, and decorating completed no later than one hour before the ceremony unless arrangements are made at least one week in advance.

All decorations will be taken down immediately following the ceremony. JMC has no storage facilities available for wedding fixtures.

The church must be left in the same condition in which it was found. In case of damage, couples will be held responsible for all charges necessary to repair damage.

Nursery

JMC does not provide or have a nursery available for use during the wedding ceremony. There is a cry room available for fussy babies. At no time should children be left unattended in any part of the sanctuary.

The Rehearsal

Rehearsals are an important part of preparation before a wedding. The rehearsal helps the wedding to proceed smoothly and the participants to be more relaxed and confident. The wedding rehearsal will be held in the sanctuary of the church on the evening before the actual wedding service.

In most cases, the presiding pastor will have met with the couple to plan the service. This prior planning ensures that the rehearsal proceeds quickly and in an orderly fashion. The rehearsal should

begin on time and last approximately one hour.

The following should be present for the rehearsal: the wedding party (best man, matron/maid of honor, bridesmaids, groomsmen, flower girls, ring bearer, etc.), both sets of parents, grandparents, and ushers. All Participants are reminded that the rehearsal is in preparation for a worshipful celebration, so conduct and dress should be in keeping with a reverent atmosphere.

No alcoholic beverages are allowed in the building or on the church grounds at any time. No one under the influence of alcohol or drugs will be allowed to participate in the rehearsal or wedding.

Wedding coordinators or professional consultant services will be confined to helping and preparing the bride for the ceremony and must be willing to comply with the wedding policies of JMC.

Reception Guidelines

Receptions should last no more than 4 hours and should be concluded by 10 pm. Alcoholic beverages including champagne, MAY NOT be served or consumed anywhere on the church property. Smoking is not permitted in the church buildings.

Decorating guidelines for the sanctuary should be followed for the reception area. Nails, tacks, staples, pins, tape, or anything that can mar the woodwork or take paint off walls may not be used. Ample plastic material shall be used under any candelabra to protect carpet and furniture. Only votive candles can be used in the reception area. Decorations may be placed in the reception area only on the day of the wedding unless special arrangements have been made with the church office. Decorations must be removed at the conclusion of the reception.

JMC has a limited number of tables and chairs for the reception. Arrangements for rental tables and chairs will need to be made to have them arrive on the day of the reception and to be removed following the conclusion of the party.

JMC has kitchen facilities available for use of food preparation and catering services for the reception. The kitchen is expected to be cleaned and put in order following the reception - dishes washed, dried, and put away, floors swept and mopped, and garbage emptied and taken to the dumpster, counters wiped down, and coffee pots emptied and turned off. Kitchen helpers are highly suggested during the reception to help keep refreshments supplied and clean up kept to a minimum at the end of the reception. Employing kitchen helpers will be the couple's responsibility.

Birdseed may be thrown outside of the building only. Rice, rose petals, confetti, glitter, or other material that can be difficult to remove and pose a danger on the walkways is prohibited.

In case of damage, the couple will be held responsible for all charges necessary to repair the damage. If any area is not returned to the same or better condition than which it was found, the security deposit will be forfeited.

Fee Schedule

See Attachment A – Fee Schedule

To confirm your reservation a (\$100 - \$300) deposit is required at the time the ceremony is scheduled. The deposit will be refunded two weeks after the wedding, as long as no damage or major clean up was required (examples: damage to walls, carpets, ceilings, clean up of birdseed, decorations or waste removal, etc.).

All fees are due one month before the wedding date. Make checks payable to Joshua Methodist Church. All fees are refundable if a cancellation notice in writing is received two weeks prior to the wedding ceremony.

Attachments

Attachment A – Fee Schedule

I have read the proceeding policy and procedure for weddings at Joshua Methodist Church and do agree to follow its guidelines.

Signature: _____ Date: _____

Printed Name _____

**ATTACHMENT A
FEE SCHEDULE for WEDDINGS AND RECEPTIONS**

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FEE SCHEDULE – Subject to change as needed

Fees:	Member	Non-Member
Worship Center	\$100.00	\$300.00
Custodial (sanctuary)	\$75.00	\$95.00
Sound Technician	\$75.00	\$100.00
Pianist	\$100.00	\$150.00
Pastor	Member's discretion	\$200.00
Deposit – sanctuary (refundable)	\$100.00	\$200.00
Optional Fees:		
Power Point Presentation	\$75.00	\$100.00
Scan and Create	\$75.00	\$100.00
Chedester Hall	\$50.00	\$75.00
Gregory Gym	\$100.00	\$250.00
Kitchen	\$125.00	\$250.00
Custodial (reception)	\$100.00	\$125.00
Deposit – reception (refundable)	\$100.00	\$200.00

Reservation of facilities requires a security deposit plus 50% of the applicable fee. The balance is due at least 7 days prior to the wedding. The security deposit will be returned in full within 15 days after the event, providing that facilities were left as they were found (clean, no trash, and no damage to facilities). Refund will also be made if cancellation is made to the church office at least one week before the scheduled event. "Agreement of Responsibility" and "Building Usage Form" must be completed at time of deposit.

Special consideration regarding fees may be granted for special situations. Anyone requesting special consideration should present their case in writing to the pastor or trustee chairman, giving them adequate time to act before your event.

If member fees are used, the sponsoring church member must be the person scheduling the event, act as the point of contact and must attend the event. For the purpose of establishing fees, a child or parent of an active member is considered a member.

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