



Wesley United Methodist Church

101 S Barker
El Reno, OK 73036
wesleyelreno.org

WEDDING POLICY

Adopted October 2022

WELCOME:

We are happy you have chosen Wesley United Methodist Church for your wedding.

The marriage ceremony is a worship service. It is a sacred rite, which the pastor performs under authority of the church. It is the spiritual union of two people as they pledge their lives, one to another, in the presence of witnesses and in the sight of God.

This sacred and joyous occasion requires careful planning, both spiritually and temporally. These guidelines are designed to help you in planning your wedding so that it will be both beautiful and in accordance with the policies of the church. The pastor and staff of this church wish to extend all possible assistances to you so that your wedding will be a memorable experience.

1. All weddings and rehearsals should be scheduled first with the pastor. As a general rule, weddings may not be scheduled on Sundays, Christmas Eve, Christmas Day, Maundy Thursday through Easter Sunday, All Saints Day, or National Holidays. Special case-by-case exceptions can only be made by the pastor. Also, no weddings may be scheduled after 3:00pm on Saturdays.
2. In the hopes of giving your marriage a good beginning, a minimum of four premarital pastoral conversation sessions are required. These sessions will be at least one hour each and will be at least one week apart. Please plan enough in advance. There is a charge for time and materials. The Pastor will determine how many sessions and when those sessions will be held.
3. If you wish to have a minister, other than the pastor of this church, perform the ceremony, this must be discussed at the initial scheduling of the wedding with the pastor of this church. The pastor makes the final decision on who performs weddings in this church.
4. Weddings are held in the Sanctuary. There are rooms available for the wedding parties to use as dressing rooms. The building will be available for use three hours prior to, and one hour after, the ceremony, unless a reception is being held at the church also, in which case this should be discussed with the pastor.
5. Music selection should be selected in keeping the reverence of a worship service. Music should express faith and dedication to one another and to God. All music, including hymns, solos, or instrumental music must be approved by the pastor. The pastor or Wesley's Music Director can help in suggesting acceptable music for the ceremony. A complete list of music should be turned in to the pastor as soon as they are available, no later than 1 month before the ceremony. Love songs and secular music are not always acceptable in a worship service and should be cleared by the pastor before being selected.
6. The church musicians shall be the musicians used for weddings unless permission is granted by the pastor to another qualified musician. Church instruments will only be used by church musicians, unless approved by the pastor.
7. The sound system will only be run by a church sound technician.
8. Chancel- The church will be responsible for moving any furniture in the chancel area. Desired stage set-up should be discussed with the pastor during the premarital conversations.

9. Decorations- Whether you are personally decorating the sanctuary or using a florist/decorator the following rules must be followed:
- A time for decorating must be scheduled one week in advance with the pastor.
 - Decorating must be completed one hour before the ceremony is to begin.
 - All candles should be properly set up to avoid wax dripping on the carpet or furniture, oil or battery-operated candles are strongly preferred.
 - No tacks, nails, or glue may be used to fasten any decorations to the furniture or building.
 - Only wrapped wire or ribbon may be used that will not mar the furniture.
 - All decorations should be removed promptly after the service.
 - Wesley UMC is not responsible for damaged or stolen property.
 - Flower girls must use artificial flower petals.
10. Photography- Should you desire the pastor to be included in pictures, you should schedule photography to be done before the ceremony. The Sanctuary may be used for photography up to one hour before the ceremony is to begin.
- It is the wedding party's responsibility to review photography procedures with the photographer.
 - No flash photography is allowed during the ceremony, including while the bride is walking down the aisle. Remember that the ceremony is a worship service and flash photography takes away from the reverence.
 - Video photography is recommended to be done from a tripod in a non-conspicuous area. Either way, it should not distract from the service in any way.
 - Photographers who disregard the rules may be banned from doing wedding photography at this church.
 - The use of cell phones for pictures by guests may be determined by the wedding party, but if allowed, the wedding party should clearly communicate to guests that these policies apply. Guests may not use flash photography and should not be standing, moving around, or in aisles to get pictures during the ceremony.
11. The Rehearsal- The pastor will be in charge of the rehearsal. Unless agreed upon, the rehearsal is held the night before the wedding. You should schedule 60 minutes for this. It is essential that every participant in the service be present for the rehearsal. You should make every effort to have all involved, including bride, groom, bridesmaids, groomsmen, ring bearer, flower girl(s), ushers, et al. present during the rehearsal.
12. Child Care- child care may be available depending on availability of approved Wesley nursery attendants. The nursery may not be used by anyone not previously approved by Wesley. If requested and approved, childcare will be available beginning 30 minutes before the start of the service and ending 30 minutes after the end of the service. There is a five (5) child maximum per nursery attendant. The wedding party must request how many attendants they need with the pastor during the premarital conversations. The fees for nursery attendants are nonrefundable.
- 13. Marriage License- You must show the marriage license to the Pastor before the ceremony will begin. The pastor cannot and will not officiate at a wedding unless the marriage license is present and has been seen.**
14. The pastor has the authority and the right to officiate or not officiate a wedding and reserves the right to not officiate a wedding at any time for any reason.

A Few Other Thoughts

There is no smoking inside or within 50 feet of doors of the church building. Also, no alcohol is allowed anywhere on the church grounds including the parking lot. There should be no food or beverages in the sanctuary.

Rice is not to be thrown. Birdseed may be used for the couple's exit but only outside the building. If other options (such as sparklers, et.al.) are desired, this should be discussed ahead of time.

All items that do not belong to the church should be removed no later than one hour after the ceremony unless other arrangements are made ahead of time. All precautions should be taken by the wedding party to secure valuables. No lost or misplaced items will be the responsibility of the church.

Any rooms requested and granted will be available to you three hours prior to the ceremony and one hour after the ceremony. If additional time is needed you should clear it with the pastor. Rooms not specifically requested by you should not be used.

Wesley UMC is committed to providing a Christian Marriage ceremony to all who meet the qualifications established by the State of Oklahoma and The United Methodist Church Discipline, and who desire to stand before God and commit their lives to one another. Therefore, if the cost of using Wesley UMC for your wedding is going to hinder your ability to have your ceremony here, talk to the pastor. Special case-by-case exceptions can be made. Evidence of financial need may be required.

Finally, it is important to remember that the pastor has been entrusted and given authority to maintain reverence and decorum in the church. Any special exceptions to building use, fees, or ceremony procedure can only be cleared through the pastor. Communication is your best tool.

Fees for Weddings

Below you will find the fees related to having your wedding at Wesley United Methodist Church. Some fees are determined by your needs. Please review the fees below and total it at the bottom. Some fees will be due sooner, but in general, all fees should be paid one month prior to the date of the service.

	Member	Non-Member	
Pastoral Fees			
Premarital Conversations (includes materials)	\$ 90.00	\$ 215.00	Required
Ceremony & Rehearsal	\$ 0.00	\$ 50.00	Required
Travel- if not at the church	\$ 0.00	\$ 0.50 per mile outside 25 miles	Required
Building Use Fees Includes rooms for getting ready			Select Option:
Sanctuary Only	Donation Suggested	\$ 100.00	
Sanctuary & Family Life Center	Donation Suggested	\$ 150.00	
Cleaning Deposit (returned if all areas left clean)	\$ 100.00	\$ 100.00	Required
Personnel Fees			
Musicians (per person)	\$ 75.00	\$ 100.00	Select:
Vocalist			
Pianist			
Organist			
Other request			
Sound Technician	\$ 25.00	\$ 50.00	Required
Nursery Attendant (per person- maximum 5 kids per attendant)	\$ 50.00	\$ 50.00	
Adjustments by pastoral approval			
Total:		Date Due:	

Wedding Policy
Statement of Acknowledgment and Agreement

I have received and read a copy of Wesley United Methodist Church's Wedding Policy and understand the importance of the matters set forth within. I agree to follow and abide by these policies.

Further, I understand that the Policy may be modified at any time, and that any guideline may be amended, revised, or eliminated at any time by Wesley United Methodist Church.

I also agree to pay the total fees indicated above by the date listed above. I acknowledge that failure to remit the agreed upon fees by the date indicated, without written approval by the pastor, may lead to the cancellation of my reservation.

Finally, I understand that it is my responsibility to review new guidelines which are created and distributed, as well as guidelines that are changed or deleted.

By signing this agreement, I hereby assume all liability and hold harmless Wesley United Methodist Church, its officers, agents, employees, from any and all injuries, present and future, arising from my participation. I agree that I will be solely responsible for my own safety. I agree to indemnify and hold harmless all aforesaid parties from any claims, suits, or causes of action, including reasonable attorney's fees for the defense therefore arising out of my participation in any activity at Wesley United Methodist Church.

I hereby acknowledge receipt of this Wedding Policy.

Spouse Name (please print)

Spouse Name (please print)

Spouse Signature

Spouse Signature

Date: _____

[This page to be signed, and kept with the Policy manual for your records]

Wedding Policy
Statement of Acknowledgment and Agreement

I have received and read a copy of Wesley United Methodist Church's Wedding Policy and understand the importance of the matters set forth within. I agree to follow and abide by these policies.

Further, I understand that the Policy may be modified at any time, and that any guideline may be amended, revised, or eliminated at any time by Wesley United Methodist Church.

I also agree to pay the total fees indicated above by the date listed above. I acknowledge that failure to remit the agreed upon fees by the date indicated, without written approval by the pastor, may lead to the cancellation of my reservation.

Finally, I understand that it is my responsibility to review new guidelines which are created and distributed, as well as guidelines that are changed or deleted.

By signing this agreement, I hereby assume all liability and hold harmless Wesley United Methodist Church, its officers, agents, employees, from any and all injuries, present and future, arising from my participation. I agree that I will be solely responsible for my own safety. I agree to indemnify and hold harmless all aforesaid parties from any claims, suits, or causes of action, including reasonable attorney's fees for the defense therefore arising out of my participation in any activity at Wesley United Methodist Church.

I hereby acknowledge receipt of this Wedding Policy.

Spouse Name (please print)

Spouse Name (please print)

Spouse Signature

Spouse Signature

Date: _____

[This page to be signed, detached, and delivered to Wesley UMC Office]