



ASBURY UNITED METHODIST CHURCH WEDDING POLICY AND PROCEDURES

Weddings are momentous occasions worthy of praise and we are honored you've chosen Asbury UMC! A wedding is one of the most profound acts celebrated by the church, for it is a sacred event signifying the covenant made between two people, as well as between the couple and God.

REQUIREMENTS FOR MARRIAGE

1. At least one member of the couple must be a baptized Christian and member of Asbury United Methodist Church. The United Methodist tradition, through words and actions, reflects the belief that spouses are equal partners in Christian marriage and that they are entering this sacred union of their own volition.
2. Completion of premarital counseling with the officiating Asbury UMC (or guest) pastor.
3. All wedding ceremonies must be consistent with the policies of the Trustees of Asbury United Methodist Church and must be approved by at least one member of the Pastoral Team of Asbury UMC.

GENERAL RULES AND GUIDELINES

One wedding may be held each weekend. No weddings will be scheduled during Holy Week or the week before Christmas. No smoking in or around the building, no alcoholic beverages or drugs on church premises, and no pets (except service animals) are allowed in the building. Damage to any church equipment/facilities must be reimbursed at replacement costs.

VENUES

1. Most weddings at Asbury UMC are held in the main sanctuary. This traditional setting is ideal for large (up to 1,100) ceremonies. Organ and piano are available. A custodial fee is required.
2. Williams Chapel is another option for a smaller (up to 350) and/or more casual venue. A piano is available. Custodial fees are required.
3. Another option for a smaller wedding is our Prayer Garden. Located just off the children's wing in a quaint courtyard, this private setting allows for an intimate ceremony with at most 25 guests. The Prayer Garden may be enhanced with flowers, but no electricity is available. Candles may be used but must be contained in glass votives. No custodial fee applies so the party handles set up and clean up.
4. Our fourth option for a unique, natural setting is Prayer Mountain. It is located on the Doug Baker Boulevard side of the church and there is a driveway that leads to Prayer Mountain. While there is an electrical outlet available, we do not offer any site prep. Prayer Mountain can hold, at most, 50 guests. Candles may be used but must be contained in glass votives. No custodial fees apply and the party handles set up and clean up.

PASTORAL TEAM

All approved wedding ceremonies are performed under the supervision of the Asbury Pastoral Team: Rev. Mike Holly (Senior Pastor), Rev. Robert Mercer (Associate Pastor), Rev. Maggie Dunaway (Pastor of Congregational Care) or Rev. Michael Bowman (Pastor of Discipleship). If you would like to use another ordained minister (not on the Asbury Pastoral Team), prior approval must be secured.

The pastor is in charge of the service and must approve all elements of the wedding. We follow the "Service of Christian Marriage" as found on page 864 of the United Methodist Hymnal. Also note, if Holy Communion is observed, it must be served to the entire congregation present, not only to the bride and groom or wedding party.

Premarital counseling is required before the ceremony. The bride and groom must be present for the consultation and for each session of counseling. If you receive premarital counseling from another pastor, please have him/her send a letter to the church office verifying your completion at least two months prior to the wedding date.

WEDDING DIRECTOR

A wedding director is assigned to each wedding as a liaison between the bride and the church and will attend the rehearsal and wedding ceremony. She will handle the following items:

- Initiate conversation with the media team, music director, and pastoral assistant for planning.
- Meet with the bride for an overview after the wedding is on the church calendar.
- Arrange childcare (space/childcare workers provided by Asbury), if necessary.
- Meet again with the bride approximately one month before the wedding for details.
- Collect unpaid fees at the rehearsal and distribute them appropriately.
- Be responsible for the details of the service and ensure it is a reverent ceremony.

FEES

FACILITY USAGE (DUE WHEN APPLICATION IS APPROVED)

All wedding ceremonies require a \$250 refundable deposit to secure a date. Facility usage fees must be received at time of application approval. Please make checks payable to Asbury UMC.

CEREMONY FEES (DUE AT REHEARSAL)

Wedding Director	\$ 350
Musician	VARIES
Audio Technician	\$ 150
Video Technician	\$ 200
Altar Guild Fee (communion)	\$ 100
Childcare	VARIES
Custodian	\$ 200
Pastor's Honorarium (suggested but not required)	\$ 300

Ceremony fees should be made payable to those providing the services and given to the wedding director at rehearsal.

DÉCOR

The sanctuary is a place of beauty and reflects all things holy. Any decorations should magnify the spirit of worship. The altar table is to remain central to the chancel area and **no furnishings** are to be removed. Seasonal decorations will remain in place during weddings but the paraments will be changed to white.

The following guidelines will assist you in your planning:

- Live or artificial greenery may be used.
- If you choose, flowers may be left at the church in honor/memory of someone.
- If you choose one large arrangement, it may be placed in the gathering area by your florist.
- If you choose two floral arrangements, they may be left on the plant stands on either side of the chancel in the sanctuary. Or, they may be placed on tables in Williams Chapel.
- The florist may use Asbury's containers, but they may not leave the church premises.
- If the floral arrangements are not made in Asbury containers, the florist should arrange to pick up their containers after the wedding.
- Suitable material (non-flammable) must be used to protect floors and carpets from candle drippings.
- Tacks, glue, tape, screw, unwrapped wire or nails may not be used on any furniture or elsewhere in the church.
- Access from the pews to the aisles must remain open.
- Placing flowers, greenery, candles, or anything decorative on the piano is strictly prohibited.
- The church will be available to decorate five hours prior to the wedding.
- It is the florist's responsibility to remove any decoration debris prior to the wedding.

It is your responsibility to ensure the florist understands and abides by these policies. Although the florist is hired and paid by the wedding party, he/she is subject to the direction of the Wedding Director.

Please give your florist the "Florist Agreement," have him/her sign, make a copy for his/her records, and return to the wedding director at least six weeks prior to your wedding date.

MUSIC

The music director coordinates and approves music for all weddings held at Asbury. The wedding is a service of worship and all music played or sung during the wedding should be theologically appropriate. Arrangements can be made for guest musicians and soloists, if needed. Cost to be determined by the Director of Music.

Organist, pianist, and soloist must be approved by the director (if not an Asbury UMC musician). All musicians are required to attend the rehearsal.

PHOTOGRAPHY/VIDEOGRAPHY

All couples want a record and memory of their special day and Asbury welcomes photographers and videographers. However, we ask that you abide by the sacredness of this service by complying with the following:

Photography:

- The church building will be available for pictures four hours before the wedding.
- The party must be cleared from the venue at least one hour before the wedding is to begin.
- Pictures may be taken during the wedding ceremony (no flash) but the photographer must remain behind the last pew (or row of chairs) in the sanctuary or Williams Chapel.
- All pictures must be completed within one hour after the service concludes.

Videography:

Videotaping during the service is permitted in the following areas:

- Behind the last row of pews/chairs in the Sanctuary/Williams Chapel
- Just below the sound/media booth
- No external lights on camera equipment may be used during the service

It is your responsibility to ensure the photographer/videographer understands and abides by these policies. Although the photographer is hired and paid by the wedding party, he/she is subject to the direction of the wedding director.

Please give your photographer and/or videographer their agreement form, have him/her sign, make a copy for his/her records, and return to the wedding director at least six weeks prior to your wedding.

TIMELINE

Immediately:

- Check availability of venue and pastoral team for specific dates.
- Submit application for approval.
- Submit any fees for security deposit and building usage.
- Make an appointment with the officiating minister for premarital consultation.
- Make an appointment to meet with the wedding director for an overview.

Two Months Out:

- Have completed premarital counseling or submit a letter verifying you have received premarital counseling from another minister, if applicable.
- Return signed policy agreements from florist, photographer, and videographer to wedding director.

One Month Out:

- Make a second appointment with wedding director for final details.

Two Weeks Out:

- Arrange florist delivery time with wedding director.

Rehearsal:

- Starts promptly at 6:00 p.m.
- Pay remaining fees to the wedding director.
- Provide marriage license to the pastor.

Wedding Day:

- Church available five hours prior to wedding with photographs beginning four hours prior to wedding.
- Wedding director arrives four hours prior to wedding.

We are excited to share in this celebration with you! Please acknowledge that you have read through this policy and agree to all its terms and conditions.

Signature: _____ Date: _____

FLORIST AGREEMENT

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- Placing flowers, greenery, candles, or anything decorative on the piano is strictly prohibited.
- The church will be available to decorate five hours prior to the wedding.
- It is the florist's responsibility to remove any decoration debris prior to the wedding.

Please contact the bride with questions so she can discuss them with the wedding director. Reminder, as you are hired and paid by the wedding party, you are also subject to the direction of the pastor and/or wedding director in the event such direction is necessary.

Thank you again and we look forward to working with you.

Florist Signature

Date

Business Name: _____

Contact Name: _____

Contact Number: _____

Contact Email: _____

Business Address: _____

Please either mail or scan/email to:

Patricia Mazur, 6690 Cahaba Valley Road, Birmingham, AL 35242

patricia.mazur@asburybham.org

PHOTOGRAPHER AGREEMENT

For the Wedding of: _____

Wedding Date: _____

All couples want a record and memory of their special day and Asbury welcomes you! However, we ask that you please introduce yourself to the Asbury media team upon arrival and abide by the sacredness of this service by complying with the following:

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Thank you again and we look forward to working with you.

Photographer Signature

Date

Business Name: _____

Contact Name: _____

Contact Number: _____

Contact Email: _____

Business Address: _____

Please either mail or scan/email to:

Patricia Mazur

6690 Cahaba Valley Road

Birmingham, AL 35242

patricia.mazur@asburybham.org

VIDEOGRAPHER AGREEMENT

For the Wedding of: _____

Wedding Date: _____

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- No external lights on camera equipment may be used during the service

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Thank you again and we look forward to working with you.

Videographer Signature

Date

Business Name: _____

Contact Name: _____

Contact Number: _____

Contact Email: _____

Business Address: _____

Please either mail or scan/email to:

Patricia Mazur

6690 Cahaba Valley Road

Birmingham, AL 35242

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