

# *Wedding Policy*



## **Churubusco United Methodist Church**

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## *Marriage*

“We affirm the sanctity of the marriage covenant which is expressed in love, mutual support, personal commitment, and shared fidelity between a man and a woman. We believe that God’s blessings rest upon such a marriage, whether or not there are children in the union. We reject social norms that assume different standards for women than for men in marriage.” The Book of Discipline of the United Methodist Church, 2000, Paragraph 71, C.

## *The Marriage Service*

The marriage service, whether simple or elaborate, is a worship service. It is not a time for colorful expressions intended to impress guests. Your marriage/worship service is a time to thank God for the blessings of your union and to ask God to strengthen the bond you share. God in Jesus stands at the center of your marriage as friend and Lord.

## *Where to Begin*

Couples should contact the pastor to confirm the wedding date and to begin the three premarital counseling sessions. YOUR WEDDING DATE WILL ONLY BE HELD WHEN THE DAMAGE DEPOSIT OF \$100 HAS BEEN RECEIVED BY THE CHURCH ALONG WITH YOUR SIGNED WEDDING CONTRACT. Dates are filled on a first-come-first-served basis, regardless of church membership. Deposit is non-refundable if the wedding is cancelled less than two weeks prior. Weddings will not be scheduled on the Saturday before Palm Sunday, Easter, or the Sunday on which Christmas is celebrated. The pastor will know if additional dates are not available.



### *Role of the Pastor*

The Pastor of Churubusco United Methodist Church will conduct the wedding ceremony (the rehearsal may be conducted by a trained designee) and has sole and final authority to permit the wedding at Churubusco United Methodist Church. If you would like another pastor to participate or perform your wedding, inform the church office at least six weeks in advance. Please note that the pastor has final authority on who will be allowed to officiate your wedding.

### *Music*

All music used at the church during your wedding day will be in keeping with our understanding of God's love revealed in Jesus and should be sacred or classical music appropriate for any service of worship. Questions regarding the appropriateness of any music may be discussed with the pastor or the organist. The pastor and/or organist reserves the right to exclude any music that s/he deems inappropriate. Approved recorded music will be run through the church's sound system by a church technician. Soloists are expected to have originals (no illegal copies) of their music to the organist six weeks prior to the wedding. Approved soloist will know the pieces they are to sing by the rehearsal and will be allowed to practice each piece *once* during the rehearsal. The use of recorded music is strongly discouraged.



### *Decorating*

The church may be decorated for the wedding, rehearsal dinner or reception during regular business hours (9:00 am to 2:00 pm, Monday-Friday). If other times are needed, the rate of \$15.00 (members) and \$25.00 (non-members) per hour will be applied. You must schedule all times (this includes regular business hours) with the church office in advance. Times are available based on Church programming and may not be available in every circumstance.

### *Rehearsal Dinner/Wedding Reception*

The Fellowship Hall of the church may be rented for a Rehearsal Dinner or Wedding Reception. There is no charge for members. There is an additional church charge for non-members (see fee schedule). All Rehearsal Dinners must be completed, this includes clean-up, by 9:00 pm and are limited to a three hour time limit.

A Reception may also be held at the church. There is no charge for members. There is an additional church charge for non-members (see fee schedule). Receptions are limited to four hours and must be completed by 10:00 pm. This includes clean-up. Please remember smoking/tobacco products, alcoholic beverages, illegal substances, and firearms are not permitted on church property. This includes the church building and parking lot. No live bands or DJ's are allowed for Rehearsal Dinners or Wedding Receptions.



### *Organist/Pianist*

Couples will invite the church organist or pianist to play at the wedding. Arrangements for a substitute organist or pianist must be approved by the church organist/pianist.

### *Counseling*

Three premarital sessions will take place with the pastor. These must be concluded at least two weeks prior to the wedding and only one session may happen in any seven day period. A letter of documentation will be sent to the pastor at least one month prior to the wedding if pastor-approved counseling is done elsewhere. **IT IS THE SOLE RESPONSIBILITY OF THE COUPLE TO CONTACT THE PASTOR TO SCHEDULE COUNSELING SESSIONS.** Counseling done by an outside minister must be arranged directly with them.

In addition, the marriage license **must** be given to the pastor prior to the rehearsal.

### *Photographs, Video Taping & Computer*

All photography and video taping will be discreet and not detract from the service. **NO FLASH PHOTOGRAPHY IS ALLOWED DURING THE SERVICE.** The pastor reserves the right to cease any disrespectful photography or video taping.

The computer and projector are available for use only if a church technician is available. The fee covers their presence at both the wedding rehearsal and the wedding.



### *Snow Removal*

In the unlikely event that the pastor deems it necessary to have the church property cleared of snow on the day of the wedding, the couple will be billed directly for this.

### *The Pastor's Jurisdiction*

The pastor of Churubusco United Methodist Church is empowered to make any decision on any points not specifically covered in this document.

### *Filing the Marriage License*

Once all financial arrangements are complete and inspection of the building is done by the church staff, the marriage license will then be mailed by the church office to the appropriate county office.

### *Make Fees Payable To:*

- Churubusco United Methodist Church
- Organist/Pianist (contact church prior for name)
- Rev. John Huff
- Computer/Sound Technician (if applicable; contact church prior for name)
- Custodian (contact church prior for name)

***NOTE: Church, Organist, Pianist, Pastor, Computer/Sound Technician, Custodian, as well as any additional fees, must be paid in full prior to the wedding rehearsal.***



### *A Few Reminders...*

- Smoking/tobacco products, alcoholic beverages, illegal substances and firearms are not permitted on church property. This includes the church building and lot.
- The wedding will be canceled if anyone in the wedding party is suspected of being under the influence of alcohol or other drugs or has such products on the church premises. This decision rests solely with the pastor and her/his decision is final.
- Pets are not allowed inside the church.
- Bird seed (no rice), bubbles, balloons, etc. will be thrown/ released outside. If any of these items are found inside it will be an additional fee of \$30.00.
- Only approved padded clamps and ribbons are allowed on the pews (no tacks or tape).
- The church does not provide an aisle runner. Aisles are approximately 35'. There is no center aisle.
- Damage, in excess of the damage deposit, to the facility will be billed to the couple.
- Any personal/rented items must be removed by 9 pm the day of the wedding. Items left may be obtained during regular business hours. Locked rooms are not available.
- The church is not responsible for damage to your personal property and accidents.
- All fees must be paid by the start of the rehearsal. Fees cover usage of **up to 3 hours** (2 hours prior to the wedding, not including time of the wedding, and 1 hour after). Extra hours will result in additional fees and must be arranged at least 1 week prior to the wedding. The fee covers use of the sanctuary, Fellowship Hall, 2 dressing rooms and kitchen (members only). Kitchen use for non-members may be arranged (see fee schedule). Additional rooms, including the nursery, may also be used if arranged at least 1 week prior with an additional cost per room. **\*\*Must provide adult supervision for nursery.**

### *Fee Schedule—Members*

“member” means that at least the bride, groom, or parent of the bride or groom is a member of Churubusco United Methodist Church.

• Church Use	None
• Fellowship Hall - with Kitchen	None
• Organist/Pianist	\$125.00
• Additional Music Rehearsal	\$ 50.00
• Pastor	\$250.00
• Computer/Sound Technician	\$ 75.00
• Custodian	\$125.00
• Damage Deposit (may be refunded)	\$100.00

### *Fee Schedule—Non-Members*

• Church Use	\$350.00
• Fellowship Hall - with Kitchen	\$100.00
(use of kitchen requires supervision by church personnel)	
• Organist/Pianist	\$125.00
• Additional Music Rehearsal	\$ 50.00
• Pastor	\$300.00
• Computer/Sound Technician	\$100.00
• Custodian	\$150.00
• Damage Deposit (may be refunded)	\$100.00

**NOTE: The wedding date is not secured on the church calendar until the damage deposit of \$100 is paid. This policy dated 07/12/21 supersedes and replaces all other policies.**