

*Weddings & Receptions*  
*(Revised 2019)*

**DILWORTH UNITED METHODIST CHURCH**  
**605 EAST BOULEVARD**  
**CHARLOTTE, NC 28203**

This booklet is a statement of established policies, procedures & accommodations available for weddings and receptions at Dilworth United Methodist Church, as approved by the Ministries Council.

## **WEDDINGS**

A wedding is one of the happiest and holiest moments of life. As two Christian people join their lives to establish a Christian home, the Church rejoices with them and is eager to help make the occasion of the wedding beautiful and meaningful. It is not necessary for a wedding to be elaborate in order to be beautiful. The true beauty lies in the spirit and attitude of those who take part – their sincerity and deep devotion.

In the happy excitement of planning for a wedding, many questions arise. Often one wonders just what is proper. The following procedures are given to guide in the planning. The ministers and staff of the church will be glad to render any help possible.

## **WEDDING POLICIES**

While the decision regarding weddings is that of the minister, weddings at DUMC will generally be limited to church members and family-related persons. If neither the bride nor groom is a member of DUMC, non-member fees will apply.

Dates not available for weddings include the week of Annual Conference, Holy Week, Easter Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Independence Day, Labor Day and Thanksgiving Day.

## **WEDDING COMMITTEE**

The wedding committee of DUMC is available to direct weddings here. A member of the wedding committee will be present for the rehearsal and the wedding. In all cases, the wedding committee's decisions are final. Use of an outside wedding director must be approved by the wedding committee.

## **MINISTER**

It is the policy of this church for one of the ministers regularly assigned to this church by the Conference to be in charge of all weddings. However, there are certain circumstances when it would be quite appropriate to have another minister share or assist in the service, provided the DUMC minister is consulted first and his or her approval is obtained. However, any deviation from the United Methodist ritual must be approved by the minister of DUMC. The minister expects to have premarital counseling sessions with all couples, preferably several weeks prior to the wedding.

## **EARLY ARRANGEMENTS**

1. Schedule a wedding date/reception date through the church office. The church office will then provide a copy of "wedding guidelines" and a copy of the information form to be completed and returned to the church office. This completed form should be returned to the church as soon as possible. A member of the wedding committee will contact the bride and/or groom to confirm details. A wedding director will be assigned one month prior to the wedding date.
2. The bride and groom will consult directly with the minister to confirm the date and to schedule counseling sessions with the minister.

## **WEDDING REHEARSALS**

The bride and groom should instruct their wedding party to be on time for the rehearsal. The minister will explain the proceedings, then the assigned wedding director will direct the rehearsal.

## **MUSIC**

It is the purpose of any service held in the church to establish a closer relationship with God. Since the wedding ceremony is a religious event, the music should be sacred in nature. Secular music should be reserved for the reception.

Therefore, the following suggestions are offered:

1. The organist of this church is expected to play for weddings conducted here. If anyone else is chosen, it must be cleared through the organist of DUMC.
2. Please talk with the minister and musicians well in advance concerning musical selections. All music (organ, instrumental or vocal) shall be in keeping with the nature of the ceremony. Taped music is not acceptable. Musical selections are to be determined with the church organist at the earliest possible date and certainly no later than a month before the wedding.
3. Vocal or instrumental soloists not secured by DUMC should contact the Director of Music or Organist no later than one month before the wedding to coordinate selection of music, key, etc. The Director or Organist is not responsible for teaching music to the soloist. Soloists are expected to be prepared on arrival at the rehearsal.
4. The final decision on the propriety of the music to be used will be the responsibility of the Minister and Organist.
5. No pets are allowed inside the church buildings or on the grounds.

## RECEPTIONS

All arrangements for receptions in the Social Hall should be made through the Office Manager. The capacity of the social hall is approximately 150.

Parties using the kitchen are responsible for breakage and/or leaving the kitchen in the same condition in which it is found.

The church can provide banquet tables (8' long by 29" tall) as well as 60" round tables.

Currently, no alcoholic beverages can be served in the social hall.

The Custodian will sweep the Social Hall following the reception, but any additional duties performed must be paid for by the wedding party.

## FACILITIES

DUMC has three worship settings for weddings

Venue	Approximate Seating Capacity
Sanctuary	600+
Terry Chapel	150
Jones Chapel	12

A pipe organ & piano are available in both the Sanctuary and in Terry Chapel. There is no musical instrument in Jones Chapel. The Sanctuary, Terry Chapel and Jones Chapel are all air-conditioned.

## **DECORATIONS AND FLORIST**

Our Sanctuary and Chapels are places of dignified beauty. They do not require “decorations” to make them suitable for a beautiful church service. Efforts to change the appearance only mar the grandeur of these sacred places. The following regulations are thus given to preserve the proper atmosphere in the Sanctuary and Chapels and to safeguard the furnishings:

-The decorations provided should enhance the appearance of the church, and everything should be arranged to direct attention toward the Altar, the altar table and pulpit.

-The church’s altarware (candlesticks, cross, Bible and white paraments) are available to be used on the altar table. The altar table and pulpit are not to be moved. There is a kneeler for the couple should they wish to have it during the prayer of blessing. You must request in advance for this to be moved into the altar area.

-Flowers/decorations other than on the two flower stands are to be approved in advance of the rehearsal by the wedding committee member directing the wedding. For the sanctuary, two containers are available if two flower arrangements are used. For Terry Chapel and Jones Chapel, small urns are available. These containers must not be removed from the Sanctuary or Terry Chapel.

No greenery or decorations on chancel rails or kneeling pads is permitted. All decorations must be self-supporting and free-standing; therefore, no tacks, pins, nails, tape or glue may be used to fasten decorations to furniture or building. Under no

conditions are the kneeling cushions to be moved or stepped on. It is the responsibility of the person/florist decorating the church to protect furniture and floor from moisture and wax.

All candles used must be Chase candles and conform with fire codes. No aisle candles are permitted. To prevent stains to carpet, flower girls may use silk flowers only.

Two candle lighters and any candelabra are to be furnished by the florist.

When the church has been decorated for the Christmas and Easter services, these decorations must be used at weddings performed at these times. They should not be disturbed, moved or changed.

If flowers are to be left for the Sunday worship service, this should be cleared with the Office Manager and stated on the wedding form. Arrangements should be made for pickup after the Sunday worship service unless flowers are to remain at the church.

### **PHOTOGRAPHY, VIDEOGRAPHY AND RECORDINGS**

Because the wedding is a worship service, photography or videography must be done in good, unobstructed taste. Flashes or special lighting will not be allowed in the Sanctuary or Chapel. Time exposures from the rear of the Sanctuary/Chapel or balcony are acceptable during the ceremony, as is videography from the same locations. Videography may be done by remote control only from the area in front of the wooden doors at the front of the Sanctuary/Chapel. Photographs and videos may be made in the narthex and front steps up to 30 minutes before the

ceremony. Pictures may be made of the wedding party at the altar after the ceremony. Tape recordings are also the responsibility of the bride and groom and should be discussed in advance with the wedding committee director. Photographers, videographers and recording technicians must meet with the wedding committee director prior to the beginning of the rehearsal to coordinate details and confirm guidelines.

The use of cell phone or cameras by guests is not allowed. The guest's phone/camera will be confiscated by the wedding director during the ceremony and returned at the end.

### **OTHER GUIDELINES**

Dressing rooms are provided for the wedding party. You are responsible for disposing of any food/drink.

Smoking is not permitted in any of the facilities at any time.

No rice or birdseed may be thrown inside the church or on the front steps. (Bubbles and rose petals are permitted – outside only).

Members of the wedding party, as well as florists, photographers or other vendors are to understand that under no circumstances must any of them come to the rehearsal or wedding under the influence of alcohol/drugs. The minister has the authority to cancel weddings where this policy is violated. Alcoholic beverages are not to be brought onto the premises and are not to be used in receptions in the Social Hall.

## FEES

All fees are payable at least one week in advance of the wedding date.

The worship and social rooms are available to church members without charge. However, there are custodial and organist fees. There will be no charge for the use of church facilities for the wedding of a DUMC member(s) or the child/children of DUMC members.

Item	Member	Non-Member
<b>Minister Fee:</b>	\$300	\$400
<b>Organist Fee</b> Rehearsal & Wedding	\$250 plus \$25 per soloist	\$350 plus \$25 per soloist
<b>Soloist Fee</b> (if secured by church)	\$100	\$100
<b>Custodian Fee</b> Rehearsal & Wedding Wedding Only Wedding/Rehearsal/Reception Rehearsal Dinner	\$125 \$100 \$200 \$75	\$125 \$100 \$200 \$75
<b>Wedding in Sanctuary</b> Rehearsal & Wedding Wedding Only	\$0 \$0	\$300 \$200
<b>Wedding in Terry Chapel</b> Rehearsal & Wedding Wedding Only	\$0 \$0	\$200 \$100
<b>Wedding in Jones Chapel</b> Rehearsal & Wedding Wedding Only	\$0 \$0	\$100 \$50

<b>Wedding Director Fees</b>		
Director	\$100	\$100
Assistant Director	\$50	\$50
<b>Other:</b> Reception in Social Hall	TBD	TBD
Rehearsal Dinner in Social Hall	TBD	TBD

If you have any questions, please contact the minister or church wedding committee. Fees are to be paid directly to those performing the service.

**Church Staff**

- Rev. Michelle Chappell, Minister
- Rev. Cade Barefoot, Associate Minister
- Mr. Robert (Bob) Pritchard, Director of Music
- Dr. Roxanne Holt-Watson, Organist
- Mr. Gary Bost, Finance Manager
- Mrs. Carol Bidy, Office Manager

**Church Office Hours**

Monday – Friday 9:00 a.m. – 4:30 p.m.  
 Phone: 704-333-4173  
 Fax: 704-333-2101

**Website Address:**

[www.dilworthchurch.org](http://www.dilworthchurch.org)