

administrator before your wedding. The flowers may be picked up after the church service.

#### **PHOTOGRAPHY AND VIDEOGRAPHY**

The wedding is a worship service which joins together two people in covenant before God as husband and wife. Therefore, any photography, videotaping or other means of recording this event must be carefully integrated into the service so as not to detract from the ceremony.

Use of flash equipment during the processional or the ceremony itself is prohibited. Photographs may be taken at the back of the church just before the wedding party comes up the aisle and as they recess from the church. Any other photography should be done in such a manner so that it is not distracting to the worship service. No extra lighting is permitted during the ceremony.

Videotaping is permitted, provided the equipment is discretely and inconspicuously placed. Video equipment placed in the front of the sanctuary must be preset or operated by remote control. An operator is permitted with video equipment placed at the back of the sanctuary.

The wedding director should be informed if you are planning to videotape the wedding, to assist you in proper location of the equipment. A separate sheet outlining restrictions for photographers and videographers is included in this packet for you to give to those providing this service. You may also encourage your photographer to attend the rehearsal.

**RECEPTIONS** - Plans for rehearsal dinners or receptions to be held at the church must be cleared through the church office. The caterer should bring all dishes, linens and other items needed unless cleared through the wedding director. If the Family Life Center is used on Saturday night, arrangements must be made to have the facility set up for worship after the reception is over.

Alcohol may not be served in the church facilities.

**OTHER REGULATIONS** - Smoking is not permitted in any of our facilities. Alcoholic beverages are not allowed on the premises, and any person who is under the influence of alcohol or other drugs is not permitted to attend the rehearsal or ceremony. It is the responsibility of the bride and groom to remind all members of the wedding party that the rehearsal is a preparation for worship.

The church will make every reasonable effort to protect personal items such as clothes, purses or items brought to the church for the reception. However, the church is not responsible for any items lost, stolen or damaged. Arrangements should be made prior to the wedding for someone to remove all personal items after the ceremony and reception are over.

**FINANCIAL ARRANGEMENTS** - For families who are members of the church there is no charge for the use of the church facilities. However, the family is responsible for having the buildings used cleaned by the church janitorial service at the fees listed. This should be arranged through your wedding director. To qualify for the church member fees, either the bride, the groom or the parents of the bride or groom must be a member of the church. For non-member families, a fee will be charged for using the church facilities. All fees should be paid two weeks prior to the wedding, unless otherwise noted. Individual checks made payable to each payee should be given to the wedding director who will pass them on to the appropriate people. Please refer to the individual sections of this brochure for details concerning what services are included in each fee.

#### **FEES FOR CHURCH MEMBERS**

Minister - The honorarium for the pastor is at the discretion of the church member.

Wedding Director	\$150
Organist	\$150
Additional rehearsals or meetings	\$25 each

#### **Cleaning Fees**

Sanctuary (includes dressing areas)	\$125
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Family Life Center and kitchen	\$125
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(includes worship set-up)	
Fellowship Hall and kitchen	\$ 75
Setting up chairs and tables for reception	\$ 50

#### **FEES FOR NON-CHURCH MEMBERS**

A \$250 refundable deposit will be required for the use of the church facilities by non-members. The reservation will be confirmed once this deposit is paid. This is in addition to the fees as set below, and will be refunded within two weeks following the wedding. A portion or all of this deposit may not be refunded if there are damages to the facilities or items missing from the church as the result of the wedding, rehearsal or reception.

Minister	\$175
Wedding Director	\$175
Organist	\$175
Additional rehearsal or meetings	\$25 each

#### **Facilities Rental** (includes janitorial service)

Sanctuary and dressing areas	\$300
Fellowship Hall and Kitchen	\$200
(charge for each use)	
Family Life Center and Kitchen	\$300
(charge for each use)	

***This policy was officially adopted  
by the Church Council on  
February 10, 2002 and approved  
on October 9, 2005.***

*Updated March 2, 2010*

# *Wedding Brochure*



## **Welcome to Blair Road United Methodist Church**

**9135 Blair Road  
Mint Hill, NC 28227  
704-545-6785**

**Worship with us:  
Sundays 8:45 & 11:11 am  
Sunday School 10 am**

**Located on Hwy 51, just 1 mile north  
of the**

**Wilgrove-Mint Hill Rd. intersection**

**Website: [www.blairroadumc.org](http://www.blairroadumc.org)**

**Email: [admin@blairroadumc.org](mailto:admin@blairroadumc.org)**

**WEDDINGS** - A Christian wedding is first and foremost a service of worship, one of the happiest and holiest moments in life. As two 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 memorable.

The church wedding is a public worship service of praise and thanksgiving and should be scheduled and planned as far in advance as possible. In the happy excitement of planning for the wedding, many questions concerning details will arise. The procedures that follow are given as a guide in the planning of your wedding. In addition, the pastors and staff will be glad to assist you in any way they can.

Once you have read this brochure, complete the enclosed reservation form and return it to the church office. In addition, you must call the pastor of the church to make arrangements for the ceremony and pre-marital counseling sessions. Your wedding date will then be reserved on the church calendar and you may begin making preparations for this important day in your life!

**POLICIES** - Weddings, rehearsals and receptions should be scheduled and planned as far in advance as possible. We require the use of the church pastor, organist, and a wedding director trained by our church staff for all weddings. Any exceptions to this are listed below under the specific categories.

The fees differ for members and non-members as stated. The bride, groom, or parents of either must be a member of Blair Road at the time of the reservation to qualify for members' fees. All fees must be paid according to the stated schedule, or the reservation may be cancelled.

Once you have reserved your wedding date, questions may arise regarding the use of the facilities that are not covered in this brochure. If so, please contact your wedding director for clarification. All matters concerning the ceremony itself should be discussed with the pastor performing the ceremony.

**PASTOR** - It is our policy that the appointed church pastor be in charge of all weddings. It is quite acceptable to have another pastor to assist, provided the pastor in charge is consulted first. The invitation to the assisting pastor shall come from the pastor of Blair Road Church.

The pastor will work out arrangements with all couples to be married in our church for a series of pre-marital counseling sessions. A meeting should be held with the pastor as soon as possible to discuss the service and other aspects of the wedding, and to schedule the required counseling sessions.

The pastor, in conjunction with the wedding director, will be in charge of the wedding rehearsal. In rare occasions, and only if there are no attendants and fewer than fifty (50) people expected in attendance, a rehearsal may not be required. This must be approved by the pastor and the wedding director. It is the policy of our church that all weddings follow the ritual of the United Methodist Church. Any departures from this ritual must be approved by the pastor.

If the attendance of the pastor is desired at any of the social functions associated with the wedding, invitations should be extended well in advance of the date.

**DIRECTOR** - A list of approved wedding directors is available from the church office. A director must be chosen when the wedding date is reserved on the church calendar. When your reservation is confirmed, you should contact your wedding director immediately to begin assisting you in your wedding preparations. The director will contact you throughout the months or weeks prior to your wedding for planning and assistance. She will be the liaison between the wedding party and the church, and should be contacted for any questions concerning use of the facilities or policies of the church. She will be present for both the rehearsal and the wedding, and will direct both services, giving attention to all members of the wedding party. The director will assist you with wedding protocol, customs and traditions normally observed in our area. She may provide names of

florists, photographers, and other personnel necessary for a wedding. If you would like more involved assistance, such as having her personally contact and coordinate these services, an additional fee may be charged, at her discretion.

The director will see that the church and other facilities are properly prepared for the rehearsal and the wedding service, and that they are returned to their normal state after the service is over. Nothing should be moved, rearranged or removed from any area of the church without her approval.

**MUSIC** - It is the policy for the Blair Road organist to play for all weddings in this church. If someone other than the church organist is desired, this must receive the approval of the Director of Music and the Director or Organist must issue the invitation. If another organist is approved, that organist must contact the church organist to coordinate practice times and organ registrations. If another organist is being used besides the church organist, a list of music for the wedding must be turned in to the Director of Music at least two weeks prior to the wedding for approval.

We consider the wedding to be a sacred religious service. Careful consideration should be given to the choice of music, including processions and solos. Many excellent selections of music are available and the organist is prepared to assist you. Only music appropriate for worship may be chosen. Piano, organ, instrumental and vocal music are appropriate for weddings. Tape or pre-recorded music is not considered appropriate. Classical and sacred music must be used rather than popular love songs. Congregational singing is encouraged. The organist, under the direction of the worship committee will approve all music for the wedding.

An appointment must be made with the organist to discuss music selection as soon as your wedding reservation is confirmed. The fee for the organist will include this meeting as well as the rehearsal and wedding. Each additional rehearsal or meeting will result in an additional \$25 fee.

**DECORATIONS** - The sanctuary has been built as a place of beauty in which to worship God; therefore it should not be changed in any significant way for a wedding. The following guidelines are given to preserve the worshipful atmosphere and sacred beauty of the sanctuary and service, as well as to protect the furnishings. Please give your florist, or others responsible for decorating, a copy of the enclosed sheet, "Policies Regarding Decorations" so they will know the guidelines as well. You should discuss your decorations with your wedding director, who will assist you in planning the most appropriate atmosphere for your wedding.

1. A bouquet of flowers may be placed on the communion table, and on both flower stands located in the sanctuary. Church vases or other containers may be used.
2. Other flowers, candles, or greenery may be used in good taste. The focus of the wedding should be on worship and the marriage of the couple, not decorations.
3. If a kneeling bench is used, it must be the kind where the couple kneel side-by-side facing the communion table.
4. When the church has been decorated for Advent, Christmas or Easter seasons, these decorations may not be removed or changed without special permission from the pastor. Again, this may be coordinated through your director.
5. No tacks, pins, nails, glue, or other adhesives may be used to fasten any decoration on the furnishings or the buildings.
6. Care must be taken to protect carpets, furniture and furnishings from candle drippings and moisture from flowers. Dripless candles must be used. Any damage will be the responsibility of the family.
7. All decorations and equipment must be removed from the building immediately after the service. The building must be left in the condition in which it was found.

Please notify the church office administrator if you wish to leave flowers for use on Sunday. Wording for any announcement to appear in the church bulletin should also be given to the church