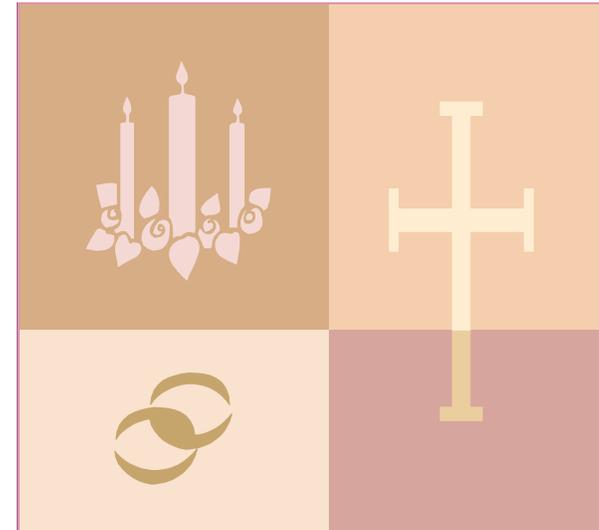


CALVARY UNITED METHODIST CHURCH WEDDING HANDBOOK

8:30 AM Worship
9:40 AM Sunday School
11:00 AM Worship
9:30AM Summer Worship



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Introduction

Congratulations and thank you for choosing our facility for your upcoming wedding! We know we will be able to assist you in hosting your dream wedding. We desire to be a community of faith that assists couples before the wedding day and beyond in building a loving and lasting relationship.

The wedding day has always been a significant event in people's lives but weddings are more complex than they once were. This handbook will answer your questions regarding our facility policies and any expenses that will be incurred. After you have carefully read the material, please follow the checklist below.

Feel free to discuss with the wedding coordinator any matters not addressed in this handbook. Thank you for your cooperation.

Wedding Planning Checklist

- 1. Meet with the church wedding coordinator to complete and sign the Wedding Worksheet/Contract. All details, including dates, times, room reservations, and fees will be discussed and confirmed at this meeting.
- 2. Return the completed Wedding Worksheet/Contract to the church office along with a \$500 security deposit to reserve the facility on the church calendar. **No dates will be held without the \$500 deposit.**
- 3. Arrange for someone to act as an additional contact person(s) and/or to be in charge of setup and takedown of decorations and cleanup of all rooms used while at Calvary UMC.
- 4. Meet with the wedding coordinator 4 months and again one month prior to the rehearsal. Confirm final details at the last meeting.
- 5. All **fees are due in-full one month prior** to the date of the rehearsal.
- 6. Security deposit funds will be returned within one month after the wedding date.

done immediately following the ceremony. The bridal party is also responsible for picking up clothes, garbage, food, pop cans, equipment, and personal items throughout the church. **Failure to do these tasks will result in using security deposit funds to cover additional staff hours.**

- 7. The multi-purpose room is available for use for a wedding reception with the assistance of the reception coordinator. All setup and takedown of tables, chairs, and decorations is the responsibility of the bridal party. The reception coordinator will assist in locating these items. As we do not have a food service staff or significant preparation facilities, receptions usually require a catering service to provide the food. Service staff will need to be 'hired' to set tables, serve the food, clean the dishes, etc. Calvary United Methodist Church is not liable for such things as food-borne illnesses or accidents in food preparation or serving. **Again, no alcohol, tobacco, or illegal substances may be brought onto or used on Calvary property including the parking lot.**
- 8. Calvary United Methodist is not responsible for lost or stolen items.

B. Decorations

- 1. No tacks or nails may be used in any part of the church.
- 2. No tape may be used on painted or wooden surfaces.
- 3. Please place all live flowers/plants on plastic and not directly on wooden furnishings or carpet.
- 4. Chancel flowers used in the wedding may be left in the sanctuary for worship services the following Sunday.

C. Prohibitions

- 1. **Throwing of rice, birdseed, grains, confetti, etc. is not permitted in the church building or on the grounds. Balloons may not be used. Bubbles are only permitted outside the building.** Please be sure guests are not opening them in the building.
- 2. **Alcohol, tobacco, or illegal substances may not be brought onto or used on Calvary property including the parking lot.** Please make this known to all participants. Failure to abide by this restriction may result in the cancellation of all or some of the wedding activities.
- 3. **Food and beverages are not allowed in the sanctuary.**
- 4. Pew candelabras are not permitted.

Guidelines and Policies

A. General

1. The bride and groom will be required to sign the Wedding Worksheet which constitutes a contract, whereby the bride and groom agree to abide by all guidelines and policies as stated in the Calvary United Methodist Wedding Handbook.
2. **No alcohol, tobacco, or illegal substances may be brought onto or used on Calvary property including the parking lot.** Failure to abide by this restriction can result in the cancellation of all or some of the wedding activities at any time.
3. **The security deposit check of \$500 will be cashed upon receipt.** This money will be held to cover damage to any and all church property and facilities. The deposit will also cover additional hours of the Sound/Projection Technicians and the Wedding/Reception Coordinators outside of stated hours should they be necessary if required to arrive early or stay late due to extra duties such as decoration takedown and room cleaning.
3. The wedding coordinator will make arrangements as to the times for the church to be open for decorating, rehearsal, ceremony, and reception. **The wedding or reception coordinator must be present at all times.** Please make sure the entire wedding party (including ushers) is on time. Rehearsals will last 30-45 minutes. Please bring six copies of the wedding bulletin and your marriage license to the rehearsal. The earliest decorating can begin in the multipurpose room is 6:30 p.m. on weekdays.
4. The church offers free use of one pair of wrought-iron candelabras and brass candle lighters. The bridal party must provide drip-less candles and decorations.
5. We recommend that formal pictures be taken before the wedding ceremony. Please allow three to four hours for your photographs before the wedding to avoid any delay with your ceremony. Pictures may be taken any time during the service as long as the photographer does not disturb the wedding service. Video equipment may be placed in the back or side of the sanctuary or balcony. All photographers and video operators should check in with the wedding coordinator 1 month prior to the wedding. Anyone planning to have pictures taken in the sanctuary following the ceremony must include that information on the wedding worksheet.
6. **Setup and removal of decorations and rented equipment from the sanctuary is the responsibility of the bridal party and must be**

Pastors

The pastors of Calvary United Methodist Church normally officiate at the weddings of members. Your choice of either one of the pastors of Calvary is fully respected. After consultation with the pastor, another minister may assist in the ceremony. Non-members and inactive members may request pastoral services. This decision will be made at the discretion of the local pastors. If they are unavailable, it will be the responsibility of the engaged couple to secure another pastor. Optional clergy can be recommended.

For members, a premarital conference with the pastor is required and should be scheduled once the wedding date has been set. Premarital counseling for non-member couples is recommended and should be arranged by the couple.

When a pastor other than a Calvary United Methodist pastor will be officiating at a service, the wedding coordinator will assist the guest clergy in becoming familiar with the policies and procedures required.

Wedding Coordinator

The church's wedding coordinator is here to make sure that your wedding runs smoothly with as little stress on the bride and groom as possible. The wedding coordinator will provide information on the facilities, equipment, and supplies that are available within the church and supervise the safe use of them. The coordinator will be available to offer assistance and guidance with planning and implementation of the rehearsal and wedding.

Reception Coordinator

Any wedding reception held at Calvary will require coordination through our reception coordinator. The reception coordinator will meet with the couple to discuss facility use, set up, clean up, kitchen use, and food preparation.

♪ Music

Please remember that the wedding ceremony is a sacred occasion and, as such, calls for thoughtful and appropriate planning. "Secular" music is often used but it should be in good taste; complimenting the sacredness of the ceremony. All musical selections used in the rehearsal, wedding ceremony, or reception, whether as accompaniment or from a CD, must be the original. (Federal copyright laws state it is illegal to copy CD music without permission from the copyright owner.)

Calvary has a pianist available for a separate fee. If you wish to have someone else perform, let the wedding coordinator know.

◀ Sound/Projector System

The sanctuary's sound and/or projector systems and technicians are available for your wedding. There is an additional fee for these services as well as for the use of the equipment. Scheduling of the technicians will be confirmed at the 4 month meeting. We can play taped or CD music during the ceremony, pre-service, or postlude.

⊖ Church Does Not Provide

Candles, guest book, plume pen, aisle runner, table coverings, decorations, etc.

Bulletins/printing of bulletins/copy services

Recording or production of video, CD, tape, PowerPoint, or slide show

ⓘ Facts about the Facility

SANCTUARY: The total seating capacity is 550. The length of the aisle from the rear doors of the sanctuary to the first step is 55 feet. **Food and beverages are NOT allowed in the sanctuary at any time.**

MULTI-PURPOSE ROOM: Calvary has tables enough to seat 80 if using round tables, 200 if using rectangular tables.

NURSERY: The nursery can be available during the wedding ceremony (maximum of two hours) with Calvary's nursery staff on duty. The charge is \$25 per staff worker with a maximum of five children per staff worker.

\$ Fees

Security Deposit to Reserve the Date \$500.00
(Due at time of reservation and does not apply to other fees.)

	<u>Member</u>	<u>Non Member</u>	<u>Extra/Hour</u>
Wedding Coordinator*	\$150	\$200	\$25
Reception Coordinator*	\$100	\$150	\$25
Technician (up to 5 hours)	\$75	\$100	\$25
Nursery (per hour per worker)	\$25	\$25	\$25
Officiating Pastor	\$100**	\$100	
Pianist (per event)	\$75	\$75	
Sanctuary (per event)	\$250	\$500	
Chapel (per event)	\$100	\$200	
Multi-Purpose Room (per event)	\$100	\$200	
Kitchen (per event)	\$50	\$100	
AV Equipment w/Technician	\$50	\$50	

*Extra fees will be charged for any hours after a total of 12.

**Member may choose to do an honorarium.

Make check payable to Calvary UMC. All fees are due to the church office one month prior to the rehearsal date. A \$25 service fee will be charged on any returned check.

Cancellations

A \$50 cancellation fee will be charged to all reservations up to one month prior to rehearsal date. A \$200 cancellation fee will be charged to reservations less than one month prior to the rehearsal date. All fees are non-refundable if less than one week prior to the wedding date.