

## **Wedding Procedures and Policies**

We are pleased that you are considering Melvin Village Community Church for your wedding. It should be understood that Melvin Village Community Church is a house of God; therefore weddings should be conducted reverently, embracing God's loving blessings in joyful celebration. As you proceed with your planning, the following guidelines need to be observed.

1. All dates and times (wedding and rehearsal) must first be cleared with the master calendar in the church office.
2. The church secretary will then mail to the bride/groom copies of the fee schedule and information letter. The couple should then talk with the pastor and, if they are in accord with church policies, a deposit and written request to use the church shall be sent to the church office. There is no charge for the sanctuary for those members or friends of the Melvin Village Community Church who regularly contribute to the financial support of the church.
3. The wedding date will be confirmed upon receipt of at least 50% of the church fee. All remaining fees are due in the church office at least one week prior to the wedding. The deposit for church use is non-refundable.
4. Engage clergy
  - a. Usually this requires scheduling adequate time for premarital counseling with the pastor. Approximately three months of planning and counseling is recommended.
  - a. If a visiting clergy is desired, the pastor of Melvin Village Community Church will contact the visiting clergy to make the proper arrangements.
    - i. The visiting clergy is responsible for meeting all applicable state and religious requirements.
    - ii. The visiting clergy, as well as a wedding consultant, shall be given a copy of this policy.
    - iii. In accordance with ministerial ethics, the pastor of Melvin Village Community Church can be invited to participate in the service in some manner. If the pastor is included in the service a small fee will be charged.
      - a. Should the pastor of Melvin Village Community Church not participate in the service, a representative of the church must be present in the building throughout the set-up, rehearsal and service. A \$50 fee shall be given to that person.
1. Wedding Service
  - a. Classrooms on the lower level of the church building may be used as dressing rooms if the church is notified in advance. All belongings shall be removed afterwards.

- b. The organist of this church has the right of first refusal for all weddings.
- i. A list of substitute organists is available from the church office.
- ii. Guest organists are welcome and are encouraged to schedule practice times through the church office.
- c. The church may provide white paraments for the altar, lectern and pulpit.
- d. Following the service, the sanctuary should be returned to pre-wedding condition.
- e. The church amplification system is available only if a church member familiar with the system is available to operate it and \$25 fee should be paid directly to that person.
- f. No birdseed, rice or confetti may be used on church property.
- g. The officiating clergy is responsible for the wedding in the church. If a wedding consultant is engaged, that person shall consult with the officiating clergy.
- h. Photographic and/or video equipment may be used at the discretion of officiating clergy.
- i. No alcoholic beverages are permitted on church property.

## 2. Decorations

- a. No nails or tape may be added to windows, walls or pews to hold decorations. Two small nails are permanently installed at the top of the front center window and may be used. Pew decorations may be tied or attached with a florist=s pew clip.
- b. Arrangements for delivery of floral decorations must be made in advance and with the knowledge of the pastor or secretary.
- c. Decorations shall be removed immediately following the service by the florist or another designated person unless arrangements are made for church personnel to remove them.
- d. The church=s seven-branched candelabra are available if:
  - i. Arrangements are made in advance
  - ii. NON-DRIP candles are supplied.
- e. No one may ring the church bell unless suitable arrangements have been made in advance.

Questions: Call the church office - 544-9661 Jennifer Coulter, Secretary  
or Pastor, Rev. Mark W. Larson

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After reading, please sign and return this portion to the church office. Your signatures signify that you have read the above policy statement of the Melvin Village Community Church and agree to abide by its provisions.

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Bride

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Groom

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\_\_\_\_\_

Date

Date

Wedding Procedures and Policies:  
Rev. 10/4/04 Executive Board