

Wedding & Reception Policies

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POLICY FOR WEDDING AND RECEPTIONS AT LINWOOD CHURCH

We at Linwood Wesleyan Church want you to have a very special wedding with the freedom to use creative and traditional elements to enhance the beauty and significance of this occasion. Linwood Wesleyan Church wants to render the best possible service to its members and friends. You are welcome to the use of facilities. This booklet is designed to help you prepare for your wedding ceremony.

Please read each page carefully. You will find answers to commonly asked questions, procedures necessary to the fulfillment of your plans, and suggestions for the use of facilities and equipment.

1. SCHEDULING THE WEDDING

The initial scheduling of the wedding and rehearsal must be made with the church office using the enclosed purple reservation form. You should secure a date on the church calendar four months before that date to allow adequate time to schedule pre-marital counseling. You may choose any of the staff pastors to perform your wedding, or you may use another minister of your choice to perform the ceremony subject to the approval of our pastoral staff. It is our policy that any ceremony held in our facility be in compliance with our church standards.

A wedding coordinator is provided to assist you in planning the details of your wedding ceremony, rehearsal and reception. Call the wedding coordinator to set up a preliminary meeting following the initial meeting with the pastor. On the day of the wedding, a coordinator will be available to assist with last minute preparations and to assure that your guests feel at home in our church.

Weddings at Linwood must be scheduled at a time that does not interfere with the scheduled services of the church, nor will weddings be scheduled on Holiday weekends for non-attending families. It is also our policy that there be no Sunday weddings. The policy for Saturday weddings are: weddings with reception at the church need to be scheduled no later than 1:00 PM or weddings only, need to be scheduled no later than 4:00 PM in order to have the building cleared by 6:00 PM to allow for cleaning for Sunday worship. If you desire an evening ceremony, it should be scheduled for Friday evenings.

There is to be no more than one wedding scheduled per day at Linwood Wesleyan Church.

2. PRE-MARITAL COUNSELING

Pre-marital counseling is required for anyone having a wedding at Linwood. Customarily the officiating minister will conduct the pre-marital counseling or he will arrange for another trained counselor to do it. In the event of a counselor other than the officiating minister, that minister will still require a session to plan ceremony details. There will be a total of five sessions, one for ceremony details and four that will cover the following:

- | | |
|--|-------------|
| a. Your personal relationship with God | g. In laws |
| b. Husband's and wife's roles and responsibilities | h. Finances |
| c. Goals for marriage | i. Children |
| d. Sexual relationship and honeymoon | |
| e. The biblical design for marriage | |
| f. Handling conflicts and problems in marriage | |

3. CHURCH USE

- All rooms are to be left in the same condition and arrangement as found. Any re-arrangement of the sanctuary platform will be by the permission of the wedding coordinator or the pastor. Someone designated by the wedding party should be responsible to inspect and replace all church and wedding equipment and/or furniture. The coordinator will secure the name(s) of the designee(s) prior to the wedding.
- No smoking in the building or on the grounds at any time.
- No alcoholic beverages in the building or on the grounds at any time.
- No rice or birdseed used – please check with the coordinator for other options.
- Wedding dances are not permitted in our building.
- Decorations must not be fastened to the woodwork or furniture with screws, nails or wire. Decorations must be removed from the sanctuary following the ceremony.
- Candles for the candelabras must be spring-loaded, (available through the church) or votives in glass holders. Regular unity candle and tapers maybe used on the unity candle table with a cover provided by the church. As the coordinator about candle-holder options. Other candles used for decoration must have prior approval.
- Should any spills occur in the Fellowship Hall or Sanctuary, requiring steam cleaning, it will be the responsibility of the wedding party to cover these additional costs.
- Should snow removal be required prior to the wedding on a day other than the schedule snow removal days, it is the responsibility of the wedding party to cover the cost of snow removal.
- For receptions, set-up and tear-down of the Fellowship Hall will be the responsibility of the wedding party (i.e. moving of tables and chairs, etc.)
- An agreement to cover the cost of any damage to the church or property as a result of the wedding and/or reception will be signed by two responsible parties.
- It is the responsibility of the wedding family to remove litter and debris from parking lot and ground caused by wedding guests.
- A walk-through with the Wedding Coordinator is required before departure from the building.

4. COSTS

The following are the cost for a regular attender. (A regular attending family is one who has been attending Linwood Wesleyan Church for at least 18 months before the wedding.)

- Pastor - The honorarium is at the discretion of the couple. (A suggested honorarium for the pastor is \$125.00). The Wedding Coordinator will collect and distribute these honorariums. The pastor will have an initial meeting with the couple and a later meeting to plan the ceremony.
- Counselor - The pastor will assign a mentor couple to work the couple.
- Premarital Inventory – as part of premarital counseling, the couple will be expected to complete a multiple-question premarital inventory. Inventory fee is \$20.00 payable to FOCCUS, Inc.
- Musicians (if provided by the church) - The organist, pianist and soloist will each receive \$90.00 and will be present at both the rehearsal and the ceremony. The Wedding Coordinator will collect and distribute these honorariums at rehearsal.
- Audio Technician - The fee for the audio technician is \$60.00 and will be collected at the time of scheduling, leaving name line blank with Audio Tech in memo line. The basic set up for a wedding is a lapel microphone for the pastor and a soloist's microphone. The Audio Technician can make an audio tape of your wedding if you will provide him with a good quality 90-minute audiocassette tape.
- Wedding Coordinator - This person serves as the church liaison to the bridal party and family. She will meet with the bride and her family to review all material in this policy manual and tour the facilities. The coordinator will be available throughout the preparation time and during the rehearsal and wedding. Coordinator fees are \$150.00 for wedding and \$75.00 for reception. This fee is payable as a deposit at the time of scheduling a wedding/reception, and should be made out in the name of the coordinator.
- Custodial fees are \$100.00 for wedding and \$100.00 for reception (This fee may be adjusted upward for building used beyond standard wedding/reception use.). This fee is payable as a deposit at the time of scheduling a wedding/reception, and should be made out in the name of the custodian.
- Reception - There is no set fee for an attender.
- Laundry fee is \$20.00. Make check payable to Wedding Coordinator.
- Damage deposit/reservation fee:
\$250.00 (This serves as an initial reservation confirmation and will be refunded after the wedding pending building inspection.)

The following are the costs for a non-attending family:

- Pastor, Counselor, and Premarital Inventory fees remain the same as attending families.
- Musicians receive \$90.00, Audio Technician is \$60.00.
- No receptions. Fees for the wedding: Wedding Coordinator \$150.00 and Custodial \$100.00
- Building rental is \$230.00.
- Damage deposit/reservation fee:
\$250.00 (This serves as an initial reservation confirmation and will be refunded after the wedding pending building inspection.)
- Equipment rental fees:
 - Brass candelabra - \$8.00 each
 - 12” spring loaded candles – burn 4 hours - .75 each which includes one insert.
 - Refills for 12” candles - .40 each (If you plan to have the candles lit for the photo session you must purchase two sets, coordinator will refill candles prior to ceremony.)
 - Candlelighters - \$3.00 each

5. EQUIPMENT

Your florist will provide many of the decorative items you desire. The following items are available at the church building:

- Organ, Grand Piano and keyboard
- Sound System
- Lighting System (dimmable lights)
- Kneeling Bench
- Guest Book Table
- Candleholders for Unity Candle Table
- Two Free Standing Wooden Candelabrum

NOTE: The center aisle of the sanctuary is 54 feet long (from the bottom of the first step to the back doors).

If using an aisle runner that is to be pulled down the aisle during the ceremony prior to bridges processional, you must purchase the next available length, as it needs to be pulled in to the foyer.

6. MUSIC

The music selected for your wedding should aid in this significant time of worship and celebration. The music should lead to a deeper understanding of God's love and purposes for marriage.

Here are some guidelines to help in making your musical selections:

- a. Consult the officiating pastor for suggestions on selecting the organist, pianist, and soloists as well as recommended musical arrangements.
- b. Select music that will honor God and express the meaning of Christian marriage.
- c. Work with the musicians you choose well in advance to provide adequate time for rehearsals, etc.
- d. The reception is an appropriate time for sentimental, romantic love songs, while still keeping with Christian principles.

7. DRESSING AREAS

The bride and her attendants are welcome to use the "Sunday School Class Room" adjacent to the Ladies Restroom on the east corridor. The groom and his attendants may dress in the Choir Room or the dressing room in the men's bathroom on the west corridor. Two full length mirrors are available for the dressing rooms.

8. MARRIAGE LICENSE

The marriage license should be delivered to the pastor at the rehearsal or earlier so that it may be prepared. The pastor will arrange a time for your best man and your maid/matron of honor to meet for the license to be signed the day of the wedding.

9. PRINTED BULLETINS

As part of your premarital counseling, the pastor can advise you of the order of service and other information you may want to consider having printed for your guests. Fine bulletin covers can be purchased through many local stores and printing is available from several local companies.

10. WEDDING PHOTOGRAPHY

You may choose to take your wedding pictures before or after the ceremony. We suggest that you take them before the ceremony while the wedding party is still fresh and then following the service they may go directly to the reception. Flash photography is disruptive and should be avoided during the ceremony. Video taping is fine. Please use discretion as to where the photographer will set up. Please check with the pastor if you have questions about this.

11. FLORIST and DECORATIONS

Decorations for your wedding may be as simple or elaborate as you wish. It is the responsibility of the wedding family to arrange with a florist for decorations. Flowers should be delivered at least two hours prior to the ceremony and placed in the library. It is advisable to call the wedding coordinator to coordinate time of delivery. The wedding coordinator will also advise you of decorations available at the church.

12. GUESTBOOK

The guest book should be the responsibility of a particular person. A special table will be provided in the foyer so that guests may register as they arrive. For large weddings we suggest a loose leaf binder wedding book so pages may be removed to facilitate more than one guest line. The guest book should be closed five minutes prior to the start of the ceremony so that all guests may be seated. The guest book will then be moved to the place of the reception for the remaining guests to sign. Please see that someone is assigned to this arrangement.

13. WEDDING REHEARSAL

The wedding rehearsal is an important part of the preparation for your wedding. All members of the wedding party and the ushers should be present. The musicians and audio technicians should be at the rehearsal. Be sure your rehearsal date and time are scheduled with the church office and pastor. Usually it is held the evening prior to the day of the wedding.

TIME: The rehearsal usually takes about an hour. The time will be set with your pastor. Frequently, the parents of the groom provide a rehearsal dinner at a nearby restaurant and the time should be related to such a dinner. The rehearsal should begin promptly at the time scheduled. Please urge all who are to take part in the wedding to be prompt.

PROCEDURE: The officiating pastor will coordinate the rehearsal. The processional and recessional will be rehearsed as well as details given to the wedding party, ushers, bride and groom.

OTHER DETAILS:

By rehearsal time the bride and groom should know:

- ❖ How many pews to be reserved in front for relatives allowing for seven persons per pew. These persons should be notified they are in a reserved section so they can inform the ushers when arriving for the wedding ceremony.
- ❖ The number of grandparents to be seated on which sides. Guests other than close relatives are seated on both sides of the sanctuary without regard to their being “friends of the bride” or “friends of the groom”. This provided a more equal seating arrangement.

- ❖ Which usher will usher the parents of the bride and the parents of the groom, and which ushers will light the candles.
- ❖ The order of the wedding party – where they will stand and who is matched with whom in the recessional.

14. RECEPTION LINE

Etiquette books suggest the following order for the receiving line: Mother of the bride, Father of the bride, Mother of the groom, Father of the groom. However, some couples prefer to stand between the two sets of parents and prefer to have the mother of bride stand with the father of the groom and the mother of the groom stand with the father of the bride, enabling them to introduce guests who may not be familiar to the other family. The bride determines ahead of time who will be in and where the receiving line will be. An alternative is to have the bride and groom re-enter the sanctuary to dismiss and receive their guests personally.

16. RECEPTION

Linwood Wesleyan is happy to make its facilities and equipment available to the wedding party for the wedding reception. The Church wants your wedding reception to be your special celebration. If you have ideas or wishes that are unique to your situation, please discuss them with the Wedding Coordinator when you meet with her during the planning sessions so that everything will go as smoothly as possible on the day of the wedding.

Please refer to the policy list for wedding reception charges.

Equipment available:

- Table skirts for serving tables, punch table, and bridal table
- 50 white plastic-lace cloths to cover long tables
- Our silver coffee servers, serving trays, etc.
- Glass punch bowls and serving pieces
- Sets of up to 400 dishes, glasses, and silverware
- Electric coffee makers, stove, and ovens
- Refrigerator and freezer
- Dishwasher
- Our existing inventory of 325 folding chairs
- 23 long table
- 12 round tables that seat eight each

The Wedding Coordinator is informed of specific equipment that we have available and the wedding party is responsible for rental of anything additional.

It will be your responsibility to arrange table settings other than the serving tables as you wish and return them to normal location immediately following the reception. Please confer with the Wedding Coordinator for this information and as you plan for decorating, delivery of flowers, food, cake, plus any other situations of preparation. The Wedding Coordinator will have valuable suggestions on the arrangement of tables for the reception.

Please communicate to your guests that neither alcoholic beverages nor smoking are allowed in the church.

All food items and beverages including punch cups will be provided by the wedding family. Purchase small napkins for punch and larger napkins for serving. In addition, if desired, please include your own candles (non-drip), place cards for the bridal table, plus any greenery or flowers to decorate the reception area. Using the bridesmaid's bouquets on the serving and bridal tables add a nice touch and save purchase of additional flowers. All food items and wedding items (including rentals) must be removed as soon as the reception is completed. Please provide your own containers for left over food items. Concerning the pastor, if you wish him to participate in anyway in the reception (seating at head table, prayer, etc), please inform him ahead of time.

17. CHURCH SERVING COMMITTEE

The wedding coordinator will contact the wedding reception chairman. She will arrange for a committee to help during the reception. The wedding reception chairman will be present to help the wedding family set up the Fellowship Hall. She will plan on one serving person for each 25 expected guests. They will be responsible for the following:

- Put wedding skirts on punch, serving and bridal tables
- Set up punch, cake and reception tables as planned
- Make coffee and punch with supplies and recipe from wedding family. Red "kool aid" products stain and should not be used
- Make sandwiches with supplies provided by the wedding family
- Fill nut and mint dishes plus all trays and bowls with food furnished by the wedding family
- Keep punch and serving supplies refilled
- Wash all dishes after they have been brought to the kitchen by waitresses chosen by the wedding family
- Remove all table skirts and linens and launder tablecloths

18. WEDDING FAMILY RECEPTION RESPONSIBILITES

Arrangements must be made to have the following:

- People to serve punch
- People to pour coffee – one at each end of serving line
- People to cut and serve cake
- People to refill extra coffee, serve bride's table, pick up punch cups and dirty dishes to bring to the kitchen committee
- A host and hostess should be designated
- People to return the room to its original condition

19. RESPONSIBILITES OF RECEPTION HOST AND HOSTESS

(please copy these instructions to give to the host and hostess)

- Direct guests to guest book, punch table, serving table and keep people moving
- Enforce church policy of no smoking or alcoholic beverages on or in church property
- Locate rest rooms in order to direct guests
- Move guests out of hallways into Fellowship Hall. The hallways can easily become bottlenecked and congested
- Consult with wedding coordinator on directing serving lines
- Remind family members to return the room to its original condition after the reception

20. USHERS

NOTE: Please copy these instructions to give to your ushers.

Determine in advance which ushers are to light candles, usher in particular parents or grandparents. Also, determine if you want any special pews reserved for relatives.

- Ushers should be in place 30 minutes prior to the wedding ceremony
Candles can be lit 15 minutes before to ceremony begins
- Your function is to encourage guests to enter the sanctuary and to escort them out after the ceremony
- You may offer your arm to female guests, if you are comfortable with this. Otherwise, a gentle indication and verbal greeting “Please follow me” will allow you to be genuinely helpful and courteous
- Fill the front of the sanctuary first allowing the rear of the sanctuary to be used by latecomers
- If an order of service is printed you will need to distribute these to the guests
- Seating the family -- At appointed time escort immediate family to their seats, if they are not part of the procession. The order if seating is:
 - Grandparents of the groom
 - Grandparents of the bride
 - Mother and Father of groom
 - Mother of bride
- Following the service – Escort the immediate family out after the service in reverse order:
 - Parents of bride
 - Parents of groom
 - Grandparents of bride
 - Grandparents of groom
 - Return to usher guest out by rows

NOTE: The step will be optional if the bride and groom elect to perform their own ushering as described under “Receiving Lines”

21. PERSONAL NOTES/REMINDERS:

- _____ Has the pastor been contacted?
- _____ Has the church been reserved for the ceremony?
- _____ Has the church been reserved for the reception?
- _____ Has the church been reserved for the rehearsal?
- _____ Have you made contact with the wedding coordinator?
- _____ Have the counseling sessions been arranged with the pastor?
- _____ Have all necessary fees been paid?
- _____ Has the organist been secured for the wedding and rehearsal?
- _____ Has the pianist been secured for the wedding and rehearsal?
- _____ Has the soloist been secured for the wedding and rehearsal?
- _____ Has the audio technician been secured for the wedding and rehearsal?
- _____ Has the entire wedding party, parents included, been notified to be at rehearsal?
- _____ Has the order of the ceremony been worked out with the pastor?
- _____ Has a blank cassette tape or CD been provided to the sound technician?
- _____ Is the license at the church office?
- _____ Has the florist been arranged for and a time set to decorate and deliver the flowers?
- _____ Have you secured all musical selections?
- _____ Has the custodian been given any necessary instructions?
- _____ Has the photographer been secured and arrangements for the pictures made?
- _____ Have you contacted a printer about bulletins?
- _____ Has this book been carefully studied????

22. SUGGESTED SUPPLIES TO BRING:

- ✓ Bobby pins
- ✓ Safety pins
- ✓ Static guard
- ✓ Steam iron & ironing board
- ✓ Masking tape
- ✓ Rubber bands
- ✓ Containers for left over food items
- ✓ Scotch tape
- ✓ Wedding day lunch for bridal party
- ✓ Medication for headache and nausea
- ✓ Stain remover
- ✓ Small sewing kit

WEDDING INFORMATION

(All pink pages should be completed and given to the church wedding coordinator at your first meeting. A copy should be provided to the officiating clergy).

Bride: Full name _____
Address _____
Phone _____ Date of birth _____
Church affiliation _____
Parent's names _____

Groom: Full name _____
Address _____
Phone _____ Date of birth _____
Church affiliation _____
Parent's names _____

Wedding Date _____ Time _____ Place _____

Rehearsal Date _____ Time _____ Place _____

Reception Date _____ Time _____ Place _____

The couples' new address _____

Flowers arrival time _____

Picture time _____

Caterer arrival time _____

Number of rings _____ Total number in wedding party _____

Will there be candelabrum _____, unity candle _____, communion _____,
a runner _____ ?

WEDDING INFORMATION CONT.

Maid/Matron of honor's name _____

Bridemaids _____

Flowergirl _____

Bestman's name _____

Groomsmen _____

Ringbearer _____

Attendants _____

Ushers _____

Pianist _____

Organist _____

Other instrumentalist's _____

Vocalist(s) _____

Songs to be used _____

Is there is any information concerning the names of family or wedding party that would save to minister and family embarrassment at the rehearsal or wedding. This is especially helpful in cases of divorce, separation or remarriage. _____

Will the bride be given away _____ by whom _____

WEDDING RECEPTION INFORMATION
(please complete and return)

Name of Bride _____ Work Phone _____

Address _____ Home Phone _____

Name of Groom _____ Work Phone _____

Date of Wedding _____ Time _____

Approximate time of reception _____ Estimated number of guests _____

(The Fellowship Hall will comfortably seat about 200+ at tables. Larger receptions will need an over flow area with all serving from kitchen into fellowship hall, chairs can be grouped without tables.)

Which of the following do you plan? (yes or no)

Bridal Table _____ For how many _____

Table Skirts _____ Punch table _____ Bridal table _____
Serving table _____ Gift table _____

Reception Menu:

Cake _____ (plan 1 piece cut per person)

Punch _____

Coffee _____ (plan 150 cups from each pound)

Tea _____ (see above notation)

Mints _____ (plan 2 per person)

Nuts _____ (plan 5 pounds per 200 guests)

Additional items _____

If catered, list caterers' name _____ Phone _____

what will they be delivering _____

List names of reception help:

Punch Servers _____

Caker Servers _____

Coffee Servers _____

Waitresses _____

Guest Book _____