

Duncan Memorial United Methodist Church

Rules & Regulations Regarding the use of the church for weddings



***201 Henry Street
Post Office Box 247
Ashland, VA 23005
(804) 798-7224***

Pastor The Reverend David M. Hindman

***Wedding Coordinator Charlotte Mallory
12508 Cubs Lane
Ashland, VA 23005
(804) 798-8527***

A CHURCH WEDDING IS A SERVICE OF WORSHIP AND CONSECRATION, A RELIGIOUS CEREMONY. IF YOUR IDEA OF THE MARRIAGE CEREMONY IS BASED UPON THIS REALITY OF THE CHRISTIAN ETHIC, WE AT DUNCAN MEMORIAL UNITED METHODIST CHURCH ARE HAPPY TO BE A PART OF THIS JOYOUS EVENT.

I. RESERVATIONS, FEES & POLICY

The fee for non-members using the Church for a wedding is \$525.00. This allows the use of the Sanctuary for the day of the wedding and for the rehearsal, the use of the dressing rooms on the day of the wedding, and covers payment for the cleaning services following the wedding.

In order to reserve the Church, the fee must be paid, in full, to the Wedding Coordinator by a check or money order made payable to DUNCAN MEMORIAL UNITED METHODIST CHURCH. All fees are refundable in the event of a cancellation.

The Church will not be available for weddings of non-members, more than twice in any one month.

If there should be any damage resulting from the use of the Church for the wedding, the person(s) posting the reservation fee will be responsible for the expense of any repair that may be required.

The Pastor and/or Administrative Board are authorized to refuse any request or to cancel any activity that does not conform to the intent and/or restrictions outlined in the policy, rules and regulations as stated herein.

The Administrative Board reserves the right to revise the same at any time; however, such changes will not go into effect for at least ninety days.

By posting the reservation fee, the parties involved agree that they understand and will abide by all policies, rules and regulations as stated herein.

No smoking is permitted in any area of the Church building.

No form of alcoholic beverage is permitted anywhere on the Church premises.

No rice, birdseed, confetti or projectiles of any type are permitted anywhere within the building or on the grounds of the Church.

Within one hour after the conclusion of the wedding ceremony, all personal property and personal effects belonging to any members of the wedding party must be removed from the Church building and premises, as the Church will be locked at that time.

II. WEDDING COORDINATOR

The Wedding Coordinator, or her representative, will meet with the bride, the groom, if desired, and other principals involved, prior to securing the reservation of the Church, for the purposes of discussing the Church rules, regulations and policy pertinent to the use of the Church and premises for a wedding, and of answering their questions regarding the same.

She will furnish to the bride a copy of the "Duncan Memorial United Methodist Church Rules & Regulations Regarding The Use Of The Church For Weddings". Subsequently, she will make the reservations, accept applicable fees and be present at the rehearsal and wedding ceremony. She will work in close correlation with the bride's choice of a wedding director (mistress of ceremonies). She will generally provide guidance for the organization and execution of arrangements for a beautifully memorable and spiritually uplifting event.

It is incumbent upon the Wedding Coordinator to uphold the Church rules, regulations and policy as set forth herein.

III. REHEARSAL

One hour is allotted for the wedding rehearsal. The bride and groom must designate a reasonable time for the rehearsal, preferably the day before the wedding. They are responsible for notifying all members of the wedding party and all parties involved of that time and of the necessity for promptness due to the one-hour time limit. It is highly recommended that a wedding director (mistress of ceremonies) be used to facilitate the rehearsal and to direct the wedding principals at the ceremony, to ensure a smoothly coordinated event for all parties involved. The wedding director must communicate with the Church Wedding Coordinator in advance of the wedding rehearsal.

IV. PASTOR

The Church Pastor will perform the ceremony, if desired. The Wedding Committee recommends a \$200.00 donation, as Rev. Bob Blinn does not charge a fee for his services for the wedding rehearsal and the wedding ceremony. If a different pastor is desired, the

Church Pastor must approve him. The Church does not become involved in fees for outside pastors; the parties must make arrangements involved.

V. MUSIC

The Church Organist, or a substitute approved by the Church, is permitted to render appropriate liturgical music for the ceremony.

Additionally, or in lieu of the organ, either or both sanctuary pianos may be used, without fee, by anyone, to render appropriately liturgical music for the ceremony, however, the pianos must remain in their customary positions in the Sanctuary.

No musical instruments besides the Church organ, the Church pianos, the Church handbells, the harpsichord and instruments indigenous to a symphony orchestra are permitted for use in the Sanctuary. No tape-recorded music of any kind and no electronic amplifiers are permitted for use in the Sanctuary.

All outside musicians must arrange any desired practice times with the Wedding Coordinator. The parties involved must arrange all outside musicians' fees; the Church does not become involved in these fees.

VI. PHOTOGRAPHY

No photography, with or without flash attachments, either by a professional photographer or anyone else, is permitted in the Sanctuary during the wedding ceremony.

The person(s) responsible for photography, both still photography and video photography, must be made known to and confer with the Wedding Coordinator, prior to the wedding ceremony.

Wedding guests bringing cameras of any type must deposit them in the Narthex prior to entering the Sanctuary; they may retrieve them following the religious service. The Church will not assume responsibility for cameras or any photographic equipment. It is strongly advised that the bride and her representatives instruct all parties involved to secure their cameras and other photographic equipment elsewhere, prior to entering the Church building or premises.

The religious service may be videotaped from the Church balcony only.

Pictures may be posed before or after the wedding ceremony, in the Sanctuary or elsewhere in the Church; however, the wedding party is expected to vacate the Sanctuary no later than 45 minutes following the conclusion of the ceremony.

VII. DECORATIONS, FURNISHINGS, SERVICES

A. GENERAL

The person(s) responsible for decorating the Church and for removing said decorations immediately after the wedding ceremony must be made known to and confer with the Wedding Coordinator. All decorations proposed for the Sanctuary and Narthex must be discussed with and approved the by Wedding Coordinator well in advance of the occasion.

The Church may be decorated only on the day of the wedding without the express prior approval of the Wedding Coordinator for certain accessories to be installed at the time of the wedding rehearsal, and providing the rehearsal occurs no earlier than the day before the wedding.

None of the Sanctuary or Narthex furnishings may be moved or removed from their customary locations, with the exception of the two pedestals, which may be relocated, but only within the Chancel and at the discretion of the Wedding Coordinator.

The Church will provide the appropriate paraments for the Altar, Lectern and Pulpit, as well as the linen Altar cloth.

The Church provides certain services, furnishings and decorative accessories, which are described under appropriate categories herein. Arrangements for their use must be made with the Wedding Coordinator. No additional or substitute furnishings or accessories are allowed in either the Sanctuary or Narthex, with the exception of certain requisite flower containers herein designated, and with the exception of candle holders for the unity candles, and only upon the express approval of the Wedding Coordinator may there be a substitute for these.

If the kneeling bench is desired, the Church will provide it and the Wedding Coordinator will position it appropriately within the Chancel.

If the Sacrament of the Eucharist is to be celebrated during the wedding service, the form must adhere to that practiced by Duncan Memorial United Methodist Church; the elements and communion plate are to be provided by the Church. Arrangements for the Eucharist must be made with the Wedding Coordinator, well in advance of the occasion.

B. SUPPLEMENTARY LIGHTING

The freestanding candles at either end of the Altar are to be lighted with the Church's candle lighter(s) before the service begins. It is not required that the Narthex candles be lighted; all other candles placed in the Sanctuary, with the exception of the center unity candle, must be lighted, with the Church's candlelighter(s), before the service begins.

If lighted candles in the Narthex are desired, the bride must furnish 4 eight-inch dripless pillar candles. The Church will provide four brass candlesticks and glass shades.

The Church will provide eight brass candlesticks, glass shades and glass bobeches for use in the eight Sanctuary windowsills, if desired. If used, the bride must furnish 8 eight-inch dripless candles.

The Church will provide a choice of a pair of five or seven-pronged brass candelabra, plus the requisite number of glass bobeches. If used, the bride must furnish the requisite number of sixteen-inch dripless candles, the bases of which must be wrapped in plastic wrap to secure them in the candelabra. If candelabra are desired, only one pair are to be used; these are to be placed on the two pedestals within the Chancel, their positions to be determined by the Wedding Coordinator. Additionally, plastic squares provided by the Church, must be placed beneath the pedestals to protect the parquet floor. These squares may be camouflaged by floral arrangements, potted plants, magnolia florets or other glossy-leaf evergreens and may include dried plant materials, but no greenery from coniferous plants is allowed, due to sap leakage. No plant materials or ornamentation of any kind may be attached to either candelabra or pedestals.

The Church will provide a brass unity candleholder, if desired. Alternatively, the bride may furnish the unity candleholder, upon the express approval of the Wedding Coordinator. The bride must furnish 3 dripless candles for the unity candleholder. Candle height for this is arbitrary; no bobeches are to be used with unity candles.

Only white or creme candle colors are permitted anywhere in the Sanctuary or Narthex and whichever color is chosen, it must be employed consistently throughout both areas.

No other supplementary lighting, besides the candle varieties herein described, is allowed in either the Sanctuary or Narthex.

C. PLANT MATERIALS

No artificial greenery or flowers, or artificial plant materials of any kind are allowed to decorate the Narthex, Nave, Chancel or Altar.

Throughout the Church any colors of flowers are permissible except black. Any types, except where restrictions are noted, of greenery and dried plant materials are acceptable throughout the Church. No fruits or vegetables are allowed in any arrangements anywhere in the Church.

Wherever potted plants may be used in various approved locations throughout the Church, they must be placed either in moisture-proof saucers or on plastic squares, both of which are provided by the Church. These measures are necessary in order to protect the surfaces wherever potted plants are permitted.

Greens arrangements or floral arrangements may be used on the Altar and dried plant materials may be incorporated. The only potted plants allowed on the Altar are poinsettias during Christmastide and lilies during Eastertide. Church owned containers are available for use on the Altar. There is a choice of 2 brass vases with separate marble bases or 1 brass bowl with a separate wooden base.

If floral or greens arrangements are to be used on the Narthex tables, the containers for it must be approved beforehand by the Wedding Coordinator. All containers must have a protective device underneath them to prevent scratching the table surfaces. Potted plants are also permissible on the Narthex tables.

Glossy-leaf evergreens, such as magnolia florets or Chinese holly or other greenery specifically approved by the Wedding Coordinator, may be placed in but not attached to the sanctuary windowsills; no coniferous greenery nor floral arrangements.

nor potted plants are allowed. Windowsill greens may be in addition to or in lieu of candles.

If ribbons and/or plant materials are used on the aisle ends of pews to designate within-the-ribbons seating, such pew markers must not be attached in any way that will mar the pews; only approved florists' clamps may be used, but no tape, staples or any other means of attachment are allowed.

If a flower girl(s) strews petals, they must be fabric or paper because the oil in natural petals will damage the church carpet.

If arrangements, in lieu of candelabra, are desired for the pedestals within the chancel, they may be composed of greenery or flowers, may include dried plant materials, or may be potted plants. The containers for it, as well as the positioning of the pedestals, must be approved beforehand by the Wedding Coordinator,

If a floral arrangement(s) is placed on the Altar, it is suggested that it be left for the Sunday worship service, providing the wedding takes place on the Saturday preceding. Should this be done, the Wedding Coordinator will place an appropriate announcement in the Church bulletin.

All plant materials employed for wedding decoration within the Church are the responsibility of the bride or her designated representative. The Church does not furnish these nor does it permit any plant materials to be procured from the Church grounds.

No additional decorative plant materials, besides those herein described, are allowed in either the Sanctuary or Narthex.

VIII. RECEPTION

Separate reservations must be made in order for the Church facilities to be used for a wedding reception. The Wedding Coordinator will provide information for anyone interested in this option.

Anything not stated in the rules and regulations is at the discretion of the Wedding Coordinator.

WE, AT DUNCAN MEMORIAL UNITED METHODIST CHURCH, WISH TO ASSIST, IN THE SPIRIT OF CHRISTIAN COOPERATION, ALL BRIDES AND GROOMS WHO DESIRE TO USE THE CHURCH, BE THEY MEMBERS OR NONMEMBERS OF THE CONGREGATION, TO ACHIEVE A SPIRITUALLY FULFILLING WEDDING CEREMONY. THE WEDDING COORDINATOR WELCOMES QUESTIONS FROM ALL PARTIES INVOLVED, ON ANY ASPECT OF THE USE OF THE CHURCH, IN ORDER TO PROMOTE A THOROUGH UNDERSTANDING OF THE RULES, REGULATIONS AND POLICY AS STATED HEREIN AND TO ENSURE A SMOOTHLY FUNCTIONING EVENT, WHICH WILL HELP CREATE THE INTENDED AMBIENCE OF THIS SPECIAL DAY.

INSTRUMENTS OF A SYMPHONY

ORCHESTRA

I. Strings

A. Violins

1. Violin
2. Viola
3. Violoncello (Cello)
4. Double-bass (Bass viols, Contra-basses, String basses, Basses)

B. Harp

II. Woodwinds

A. Flutes

1. Flute
2. Piccolo

B. Oboes

1. Oboe
2. English Horn

C. Clarinets

1. Clarinet
2. Bass Clarinet

D. Bassoons

1. Bassoon
2. Double-bassoon (Contrabassoon)

E. Saxophone

III. Brasses

A. Trumpets

1. Trumpet
2. Bugle

B. French Horn

C. Trombones

1. Tenor Trombone
2. Bass Trombone

D. Tubas

1. Tuba

2. Tenor Tuba (Euphonium, Baritone)

3. Double Bass Tuba (Sousaphone)

IV. Percussions

A. Drums

1. Kettledrum

2. Bass Drum

3. Snare Drum

4. Tenor Drum

5. Tambourine

B. Cymbals

C. Gong

D. Bells (Chimes)

E. Triangle

F. Glockenspiel

G. Xylophone

H. Celesta

4. I. Castanets, Chinese Wood Blocks, Jazzstick, Rattle

Wedding Music Policy

Duncan Memorial United Methodist Church

Music is used to add joy and a worshipful atmosphere to the wedding ceremony. Because the wedding ceremony is a religious service, music must be chosen with care and discrimination. It should embody high standards and reflect the meaning of the occasion within the context of the Christian faith. The Director of Music should be consulted for music selection so that music suitable to worship is chosen. Singing or playing of secular music written for its entertainment value is considered inappropriate and not conducive to worship. Popular and theatrical love songs which have no theological value or make no explicit reference to God or the Christian understanding of love (i.e. *Here Comes the Bride, The Wedding March, The Wedding Song*) are best suited for the reception. The Director of Music is available to discuss the types and styles of music possible, and to advise on appropriate selections.

An important part of the decision to use a particular piece of music for worship should be the intent of the composer in writing the music. A good example of failure to make such consideration is the "traditional wedding march" by Richard Wagner. This work was originally written as part of the opera "Lohengrin." The title "Bridal Chorus" is applied to the music by Wagner, though the wedding taking place is that between a young maiden who sacrifices her virtue to a murderous mercenary in a relationship built on distrust and hatred. Perhaps without knowing the story behind the music, someone decided to use it for a wedding; social customs being what they are, once one person had that music, many others did likewise, all of them unaware of or ignoring the story behind the music. A similar story lies behind the "traditional recessional" piece, "Wedding March," by Felix Mendelssohn. This work is from a set of pieces written to accompany or portray action in the Shakespearean play "A Mid-Summer's Night Dream." The action which was the impetus for this piece of music is the sexual relationships among a humorous group of forest nymphs after the fairy king and queen have been married. All of this music history is simply to help you realize that music speaks volumes. Persons being married in the church, Christian persons, should understand the meaning and intent behind every element in their wedding service, so that each may reflect the ideals they wish to exemplify. The musical selections listed below in the Wedding Music Guide and others suggested by the Director of Music have all "passed the test" as it were, and will be most suitable to use in your wedding.

A similar consideration should be given to vocal music in the ceremony: solos sung by family members, friends, or professionals. Music made popular on the radio or even "customarily" used at weddings, may not convey the depth of the Christian understanding of love or marriage. A good example is "The Wedding Song," by Stookey; while there are no words or images that are in poor taste, likewise there is no

explicit mention of God, Jesus Christ or the ideals of marital love cherished by Christian people. Couples desiring a solo at their wedding need not be content with such music, but may inquire about the wide range of vocal music that deals explicitly with Christian understandings of love and marriage, and God's blessing upon the union of two persons in marriage.

Duncan Memorial United Methodist Church Organ Policy

The organ is primarily intended to provide music for worship services, weddings, funerals, and other events related to the life of Duncan Memorial United Methodist Church. The organ shall also be available to students of the organ for rehearsal. Although it is intended that the organ be appreciated by both the congregation and the community, it is understood that only competent and proficient organists shall perform for public events. The following guidelines are provided for the use of the organ:

A. Who may use the organ

1, Those wishing to play the organ for rehearsal or for any event held in the sanctuary must, first, obtain the permission of the Director of Music and/or the Organist; second, meet with the Director of Music and/or the Organist to cover the operation and care of the instrument; and, third, arrange for the return of the organ key.

2, Decisions on the use of the organ are the responsibility of the Senior Pastor and Director of Music and/or the Organist, the former for its liturgical and theological use and the latter for its physical and technical use. The Director of Music and/or the Organist will supervise the tuning and maintenance of the organ.

B. Coordination and Security

1. Keys to the organ may be obtained from the Senior Pastor, the Director of Music, the Organist or the church office.

2. Arrangements for rehearsal time on the organ must be made in advance with the Director of Music and/or the Organist. The Organist reserves the right to rehearse at any time.

3. The Senior Pastor, the Director of Music and/or the Organist, and the Administrative Assistant will maintain a list of approved organists.

4. The Director of Music and/or the Organist will procure substitutes when needed,

5. The Administrative Assistant will post a monthly calendar in the office and in the organ loft scheduling organ use for all purposes,

C. Shoes

Proper shoes must be worn while playing the organ.

D. Teaching Privileges

The Organist shall have teaching privileges on the organ subject to oversight by the Music Committee. Others wishing to teach on the organ must make written request for permission to the Music Committee.

E. Food

Those playing the organ shall comply with the church policy that neither food nor drink is allowed in the church sanctuary.

It is the policy of the church that the Director of Music/Organist shall play for all weddings at the church. Other musicians may only be used by prior arrangement with the Director of Music. Music performed by outside musicians must still conform to these guidelines. If the services of another organist are desired, a consultation fee of \$50 may apply in such circumstances where the Director of Music must instruct a guest organist on the church's pipe organ. After setting the wedding date with the church's wedding coordinator, the couple should arrange for an appointment with the Minister of Music to discuss all music and additional musicians.

Soloists: Speak to the Director of Music prior to enlisting instrumental or vocal soloists, to determine that they are competent so as to enhance the wedding ceremony, and that they are aware of the wedding music policy of Duncan Memorial, the church has available instrumentalists and vocal soloists who may be employed for weddings. Outside musicians must be competent in their skills so as not to disrupt the atmosphere of the worship service. A one-half hour rehearsal time with the Director of Music can be arranged to work with the soloist(s). Soloists must provide original copies of music to be performed, not photocopies or facsimile copies, in the key in which the music is to be performed. Lead sheets (guitar chords with melody/vocal line) are not sufficient for piano or organ use. Soloists should come to the rehearsal time with music learned.

Organ music: For selection of organ music, a Wedding Music Preview and Guide will be provided by the Director of Music. The Preview consists of a cassette tape of recorded excerpts of organ music appropriate for weddings, The Guide includes a listing of appropriate music and instructions. The Preview tape and Guide are to be returned to the Director of Music at the time of consultation.

The Director of Music is available to meet with the bride for the wedding music consultation for one hour, at a time mutually convenient to all involved, no less than two weeks prior to the wedding date. The Director of Music can be available if needed at the wedding rehearsal for a period of up to one hour. The Director of Music can rehearse with a soloist for a period of up to one-half hour (see above). The

Director of Music will be present for the wedding no less than thirty minutes prior to the announced time, and remain for the ceremony up to 45 minutes after the announced wedding time, unless other arrangements are previously agreed upon by all involved. The bridal couple should be aware of their own history of timeliness, and make special arrangements if they anticipate that one part or another of the rehearsal or wedding may run late.

