

WESLEY MEMORIAL

A METHODIST CONGREGATION

OUR WEDDING MINISTRY Planning Guide



How to Use This Booklet

This booklet is designed to help familiarize you with weddings at Wesley Memorial. We hope that it will enable you to know the expectations and requirements so that your wedding may be planned with great care and ease. It is designed as a step-by-step guide and also as a reference guide. Please refer to the table of contents for answers to specific questions.

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Revised 10, 2021

Philosophy of Our Wedding Ministry

A wedding is a service of worship that recognizes a spiritual bond between two people and God and blesses that bond according to the laws of the state. We want your wedding to be a memorable event that facilitates your faith development.

With this in mind, this booklet is designed to help couples explore and plan for their wedding at Wesley Memorial. Please use it to become familiar with the policies and opportunities of the Church and the use of its facilities.

We sincerely hope that the process of planning your wedding will deepen your love and spiritual bond with each other and God. We will do everything we can to facilitate this.

Participation

Members of Wesley Memorial Methodist Church, their children and grandchildren, and current non-member staff employees of Wesley Memorial may be married at Wesley Memorial. Non-members may be married at Wesley Memorial, provided (1) a current pastor of Wesley Memorial officiates the ceremony, (2) the couple worships at Wesley Memorial three times before the wedding, (3) they pay a non-member fee and (4) comply with the other policies outlined in this book.

Pre-Wedding Conferences

To ensure that your wedding will be a meaningful and spirit-filled event in your life, participation in pre-wedding conferences with one of our pastors is required.

Facilities

Weddings and Rehearsals

There are three spaces on the Wesley Memorial campus which are customarily used for weddings. Normally, the wedding rehearsal and service are held in the same place. The three spaces are the church sanctuary, chapel, and the outdoor courtyard. The decision is based upon practical considerations, such as number of guests, aesthetic concerns and season of the year. The seating capacity of each space is:

Sanctuary	900
Chapel	275
Courtyard	150

Receptions

Wesley Memorial also has several spaces for receptions. These include the Asbury Room, the dining hall, and the butterfly garden. The use of these locations is extremely limited by the programming of the church. However, the wedding coordinator will advise you on their availability. If the bridal couple wishes to employ a caterer for a reception at the church, the caterer must contact the Assistant Manager of Hospitality.



Leadership

Pastors

Wesley Memorial Methodist Church requires that one of its current pastors officiate (be in charge) at all weddings held on the church campus. If desired, a pastor from another church or former pastor may be invited to participate in the wedding along with the officiating pastor from Wesley Memorial. The invitation to participate shall come from the officiating pastor, not the bride or groom. In the case of non-members, one of the current pastors of Wesley Memorial shall officiate. Pastors at Wesley Memorial may be male or female.

Wedding Committee

The Wesley Memorial Wedding Committee has the responsibility of assisting with the planning and directing of all rehearsals and weddings held in our church. The Wedding Committee is a fully qualified and completely voluntary committee whose members are thoroughly trained in church and social procedures. Their expertise and experience insure a smooth rehearsal and a beautiful wedding. Three members of this committee will be assigned as Wedding Directors to meet with the bride and direct the rehearsal and wedding. For large weddings, an extra director may be needed, especially if seating is down the side aisles. Please note, the Wedding Committee has no responsibility for the reception.

Musicians

Wesley Memorial's Director of Traditional Music Ministries oversees and plans the music for all services including weddings. Once your wedding is scheduled, the WMDTM will serve as musical director for the wedding. The music must be approved by the WMDTM. If soloists or other musicians are desired, please consult with the WMDTM before any invitation is extended. All music must be live and of classical or sacred nature.

Scheduling and Planning

Wesley Memorial receives many inquiries regarding weddings, and we take great care to make the scheduling process straightforward. To this end there are several guidelines to help in the scheduling of weddings.

- A. Weddings may be scheduled on any date except holidays or holiday weekends, such as Thanksgiving, Holy Week (Palm Sunday through Easter), Independence Day, Christmas (December 24, 25 and 26), New Year's Eve, New Year's Day, Sundays, and the third Saturday in November (the Wesley Women Bazaar).
- B. Tentative arrangements (date, officiating clergy, location) for the wedding, rehearsal, and reception are to be made with the Wedding Coordinator and the Senior Pastor.
- C. The wedding date is put on the calendar after the date and time are confirmed with the Wedding Coordinator and the Senior Pastor and then approved by the church staff. The Wedding Coordinator will call the couple to confirm that the date has been approved.
- D. The bride will contact the WMDTM about music after the date is confirmed by the Wedding Coordinator.
- E. The bride will contact the officiating pastor to schedule pre-marital counseling after the wedding date has been confirmed.
- F. All wedding forms (enclosed) and fees are to be completed and returned to the Wedding Coordinator three months prior to the wedding date.

The Service

The following order of service shall be used in consultation with the officiating pastor. The placement of music (vocal and instrumental) as well as hymns shall be discussed with the officiating pastor. The use of a unity candle, as well as the celebration of the sacrament of holy communion shall be discussed with the officiating pastor. (Please note that personal communion for just the bride and groom may not be served during the ceremony.)

Service of Marriage from the 1989 United Methodist Hymnal

Entrance

Gathering

Processional

Greeting

Declaration of Intention

Declaration by the Man and the Woman

Response of the Families and People

Prayer

Proclamation and Response

Scripture Lesson (optional)

Sermon or Homily (optional)

Intercessory Prayer

The Marriage

Exchange of Vows

Blessing and Exchange of Rings

Declaration of Marriage

Blessing of the Marriage

Sending Forth

Dismissal with Blessing

The Peace

Recessional

Music

The Wesley Memorial organist will oversee and assist you in choosing appropriate musical selections. Our organist plays for all weddings requiring an organist. Since your wedding is a sacred service performed in the church, only music of classical or sacred character may be used. Secular love songs and poetry should be reserved for the wedding parties, rehearsal dinner or reception. Recorded music is not allowed.

Musical pieces selected for your wedding must meet with the approval of the WMDTM and the organist. If soloists or other instrumentalists are desired, please consult with the organist BEFORE any invitation is extended.

The Rehearsal

The rehearsal is an important part of the festivities surrounding any wedding. During the rehearsal, all of the participants will be instructed on the basic parts of the services including where to stand, when to arrive and all of the other details which will help to make the wedding itself run smoothly.

Normally the rehearsal is scheduled for one or two days prior to the wedding day. However, under some circumstances other arrangements can be made.

When planning your wedding activities, the rehearsal should be scheduled no later than 5:00 pm. Also, please make sure all people involved with the wedding are informed about the importance of the rehearsal and help ensure that they arrive on time. The rehearsal should last about an hour.

Often people are unsure about proper attire for the rehearsal. Please advise all participants that the dress for the rehearsal should be appropriate for a church service or business casual.

If you are providing a program for your wedding, please bring six copies to the rehearsal

Please bring your North Carolina marriage license to the rehearsal.

The Wedding

After all of the arrangements have been made and the rehearsal completed, it is time for the actual wedding. With proper planning and care, the wedding day should be a stress-free day filled with lasting and wonderful memories. This section outlines practical concerns which will help to make the wedding day run smoothly.

Furniture

A general rule regarding weddings is that the church furniture may not be moved. There may be exceptions for weddings in the courtyard. However, please remember that any items which are moved must be returned. In the sanctuary and chapel, pews and furniture may not be moved.

Flowers and Other Decorations

Flowers are a beautiful symbol of your wedding. We are sure that you will put much thought into the flowers which you select. Here are a few guidelines which have come from years of experience regarding flowers and other considerations.

In the chapel and sanctuary

- Altar flowers for both the sanctuary and the chapel must be fresh or artificial.
- Church seasonal decorations and paraments may not be moved or changed. The Wedding Coordinator will inform you of the decorations which will be in these areas.
- A safety concern prohibits the use of an aisle cloth, runner or flower petals.
- Pew torches are available if desired. There is an additional charge for their use. The torches may not be decorated in any manner.
- Bows only may be used on reserved pews. Please remember, if guests are being seated down the side aisles, pew ribbons will be needed on both sides of the pew. No greenery allowed.
- A memory candle furnished by the bride and approved by the Wedding Coordinator may be placed on a stand.
- Unless otherwise arranged in advance with the Wedding Coordinator, all decorations and flowers are to be removed from the building. Also all areas which have been used are to be satisfactorily cleared immediately after the wedding. If you would like to leave your flowers to be used for the Sunday service, contact the Wedding Coordinator.

The Wedding

In Chapel and Sanctuary

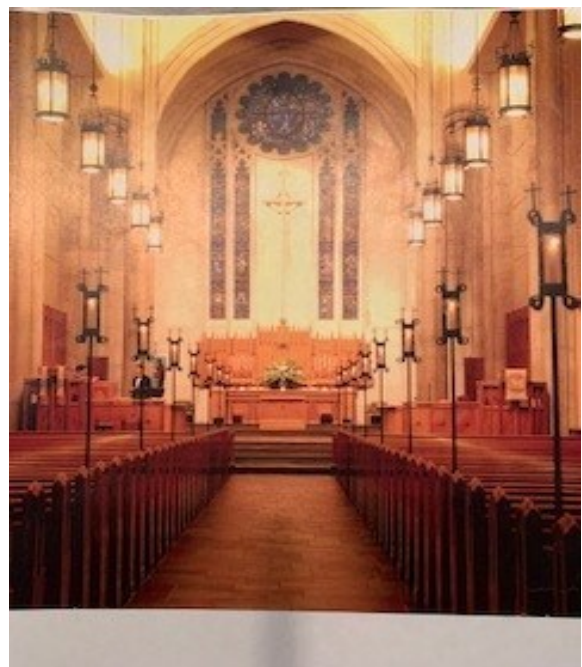
A unity candle may be used with the knowledge of the officiating pastor and Wedding Coordinator. Wesley Memorial can provide one if desired.

The processional cross may be used at the beginning of the wedding procession. When It is used, the wedding party follows behind it down the center aisle. The use of the processional cross should be arranged with the officiating pastor and Wedding Coordinator.

In the Sanctuary

A single flower arrangement may be used in front of the reredos.

- The church's vase MUST be used and requires a #160 liner. In addition, the two floor pedestals may be used for additional flowers. (Flower arrangements cannot be placed on the communion table.)
- The two candelabra on the shelf behind the communion table (gardine) must be used. The church also has two floor standing candelabra which may be used.
- In the narthex, two iron stands may be used for flowers or greenery. They should not be moved from their permanent place by the door.



The Wedding

In the Sanctuary

A pair of wedding banners can be hung on the two front vestry walls for your ceremony. During Advent season, these banners will be hung in the narthex on each side of the center sanctuary door. Please advise the Wedding Coordinator if you wish to use these banners



In the Chapel

A single flower arrangement may be placed on the altar, or the two pedestal flower stands may be used. Because of the size of the chapel space, three arrangements are too many.

Photography and Recording

Documenting your wedding in picture, sound and video is indeed important. It is also important that the photography and recording process do not distract your guests or the wedding party. Below are a few guidelines which help to ensure that the nature of worship is not disrupted.

Once a professional photographer or videographer has been retained, they need to read the Wesley Memorial guidelines. There is a form (enclosed in this packet) that must be signed by the photographer and/or videographer and returned to the Wedding Coordinator. They can contact the Wedding Coordinator if they have questions.

To facilitate preparing the sanctuary and the seating of guests, professional photography is not allowed in the narthex or sanctuary in the 45 minutes before the wedding. After all the guests are seated, photographs of the wedding party may resume in the narthex.

Pictures may not be taken by guests and relatives before or during the service in the sanctuary, narthex, or chapel. All photography by family and friends must be completed 45 minutes before the service in an area outside the church or in the Asbury Room.

Professional photography and audio-visual equipment that require an operator may be set up in the sanctuary and chapel balconies only.

Only time exposure photographs are allowed. Flash or other supplemental lighting may not be used.

If the wedding couple chooses to have a program for their guests, please include the following in the program. ***“To preserve the dignity of the wedding ceremony, please refrain from the use of cameras, mobile devices and applause before and during the service.”***

Sanctuary Sound System

The sound system must be operated by a member of the church's Sound Committee. The arrangements for a sound system operator are made by the Wedding Coordinator. There is a fee for this service

Miscellaneous Regarding the Wedding Day

For a sanctuary wedding, it is recommended that there be one usher for every 50 guests.

For a chapel wedding, unless it is very small (less than 20), there should be at least two ushers.

Guest registers are not allowed prior to the wedding. This delays the seating of the guests and causes congestion. If the reception is being held in the Asbury Room, a register may be placed outside the door or inside the Asbury Room for guests to sign after the wedding.

The wedding party may arrive **two hours** prior to the wedding.

All members of the wedding party must remain in their designated areas before the wedding. The ushers and/or groomsmen will be in the narthex awaiting the arrival of the guests. The parents, bridal attendants, children in the wedding and the bride will be in the Asbury Room and Bride's Room area. The groom and his best man will go to the pastor's study 45 minutes before the service.

The Wedding Committee strongly suggests that in order to preserve the dignity of the service, young children participating in the wedding should be at least five years old.

Tobacco products are not permitted in any area inside of Wesley Memorial. Alcohol, illegal drugs and fire arms are not permitted on Wesley Memorial's campus. No one under the influence of alcohol or any illegal drug may participate in the rehearsal, wedding or reception.

Members of the wedding party are asked to refrain from chewing gum.

Throwing rice, birdseed or rose petals is not permitted on Wesley Memorial's grounds.

The church will make every reasonable effort to protect and keep safe all personal items (wedding dresses, purses, silver, etc.) which are brought to the church for a wedding or reception. The church is not to be held liable for such articles if lost, stolen or damaged.

Please tell your wedding guests to arrive at least 30 minutes before the ceremony. No one will be allowed in the sanctuary after the mothers are seated. Guests that arrive late will be sent to the balcony unescorted.

Wedding flowers are to be delivered to the Bride's Room for sanctuary weddings and to the chapel foyer for chapel weddings. Your florist should contact the Manager of Maintenance.

Checklist of Things to Do

- ___ Contact Wedding Coordinator to tentatively book date and make preliminary arrangements.
- ___ Contact pastor.
- ___ Contact organist.
- ___ Contact videographer and have form returned.
- ___ Contact photographer and have form returned.
- ___ Return Wedding Information Form and Signature Form three months before the wedding.
- ___ Pay fees three months before the wedding.
- ___ If you require a crucifer, have you made arrangements with someone who fills all of the age and height requirements? If not, contact the church to make arrangements.
- ___ Make rehearsal arrangements.
- ___ Invite all involved to rehearsal. Make sure they know the time and place.
- ___ Ask someone to remove the flowers from the church after the wedding unless they are being left for Sunday morning.
- ___ Arrange for someone to check the Bride's Room, Asbury Room and Men's Lounge following the ceremony for items that may have been left behind.

Notes

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