

**LARCHMONT UNITED METHODIST CHURCH
WEDDING POLICY**

Approved by the Administrative Council 27 July 2015

1. WE BELIEVE.

THE WEDDING CEREMONY IS ONE OF THE MOST CHERISHED AND BEAUTIFUL SERVICES PERFORMED BY THE CHURCH. IT CELEBRATES THE SACRED UNION OF A MAN AND WOMAN IN CHRIST. THIS UNION IS A LIFE LONG COVENANT REFLECTING THE COVENANT BETWEEN CHRIST AND THE CHURCH.

2. PLANNING YOUR WEDDING AT LARCHMONT UNITED METHODIST CHURCH.

A. General.

- 1) This policy is designed to answer some of the most common questions concerning weddings at Larchmont United Methodist Church (“LUMC”).
- 2) The fact that you are considering your marriage in a United Methodist Church assumes you agree with our understanding that Christian marriage is a sacred lifelong covenant reflecting the covenant between Christ and the church.
- 3) We usually use the Service of Christian Marriage which parallels the church’s regular worship service.
- 4) Using this service as a model, we work with those seeking to be married to design their wedding liturgy to be both personal and appropriate as an act of worship.

B. Scheduling your wedding.

The Sanctuary may be reserved up to one year prior to the requested wedding date by calling the Church Office (489-8168 or office@larchmontumc.org). The Wedding Coordinator will coordinate with the Administrative Assistant to make sure the date and time is available and with the Senior Pastor to ensure it is acceptable. The Senior Pastor is the final approval authority for all wedding requests. Once final approval is obtained the Wedding Coordinator will contact you to help make the wedding process as smooth as possible. Keep in mind, the facility reservation is not complete until the deposit is received by the Church Office (see the attached Wedding Fee Schedule). Please make sure the date for your wedding has had final approval and your deposit is in prior to announcing the date of your wedding.

C. Contact the Senior Pastor or the Associate Pastor.

Once the Wedding Coordinator has contacted you with final approval and confirmed the date of your wedding, you may contact the Senior Pastor (489-8168 or pastor@larchmontumc.org) or the Associate Pastor (489-8168 or associatepastor@larchmontumc.org). The purpose of this contact is to clarify the officiating pastor's role in your wedding and to plan the ceremony.

D. Contact the Church Organist.

Music is an essential part of any wedding and the music played creates a worshipful atmosphere, celebrates this sacred union and is an integral part of the liturgy. Music during a wedding, which is considered a worship service in the United Methodist Church, should reflect the tenor of the occasion and be consistent with the values of Christianity. Therefore, music of the Church is expected, as it is considered a musical offering to God in this context. All music is to be approved by LUMC clergy.

If organ accompaniment is desired, the Church organist will play at all weddings unless there is a scheduling conflict. Contact the Church organist (489-8168 or music@larchmontumc.org) to see if he/she is available for the date you are considering. The organist will then set up a consultation time for you to meet and discuss the music for your wedding services, and will have many choices of appropriate pieces, be able to suggest processionals, recessionals and incidental music, as well as suggest any vocal soloists or instrumentalists that you may want. In the event the Organist is not available to perform your wedding, he/she will be able to provide names of musicians that may be able to help you.

3. OTHER REQUIREMENTS.

A. Premarital counseling.

In order to have a wedding performed at LUMC using our clergy as officials, couples must complete a premarital counseling workshop through Tidewater Pastoral Counseling.

B. Legal requirements.

Marriage Licenses are issued by the Clerk of the Circuit Court, 150 St. Paul's Blvd. 7th Floor, Norfolk, VA 23510 (757-769-8539 or 877 643-6741 or go to www.norfolkcircuitcourt.us) or any Clerk of the Circuit Court in Virginia. Both bride and groom must appear before the clerk to obtain a license and must be 18 years or older. A photo identification card as proof of identity is required. In addition, social security number or Virginia Department of Motor Vehicle control number is required. The fee for the license is \$30.00. The marriage license must be presented to the pastor before the wedding rehearsal.

4. THE WEDDING.

A. Rehearsal.

A rehearsal is conducted the evening before the wedding. The primary focus of the rehearsal is the movement and placement of the wedding party. A walk-through of the service will be done including the procession and recession of the wedding party. It is important for all members of the wedding party to be present (this includes parents, musicians, ushers, bridesmaids, groomsmen, flower girls and ring bearers, grandparents). The officiating pastor and Wedding Coordinator will conduct the rehearsal. If you have a mistress of ceremonies, this person needs to communicate with the Wedding Coordinator to discuss responsibilities. Rehearsals typically last about one hour. It is most helpful for the wedding party to be punctual.

B. Photography.

Professional photographers are welcome. However, no flash pictures are permitted once the processional begins. Flash pictures of the recessional are allowed from the back of the sanctuary. Pictures without flash are allowed from the back of the sanctuary, the balcony or another location approved by the Senior Pastor.

C. Flowers.

It is wise to make arrangements for flowers well in advance of your wedding date. The couple and the florist are responsible for ensuring that the carpet, floors, and furniture are protected from moisture and any debris from floral arrangements. No tacks are to be used on the pews. If you would like to leave your floral arrangements to be used in church on Sunday, please let the church office know so other flowers will not be ordered. When wedding flowers are used for Sunday worship a note to that effect will be published in the church bulletin.

LARCHMONT UNITED METHODIST CHURCH

WEDDING FEE SCHEDULE

The following fees are associated with weddings at Larchmont United Methodist Church. A deposit equal to one-half of the building use fee is due prior to the final facility reservation confirmation. The remaining fees are due two weeks prior to the ceremony date. If paying by check, please make checks payable to the individual listed below except for the building use fee, which should be made payable to LUMC. If there are any questions regarding fees or payment schedule, please contact the church office, 757-489-8168.

A. LUMC WEDDING FEES FOR MEMBERS:

1. **CLERGY (includes consultations, rehearsal and ceremony)**

Senior Pastor and Associate Pastor - An honorarium will be accepted.

2. **ORGANIST (includes consultation, wedding rehearsal and ceremony)**

Organist \$175

Additional rehearsals with soloists, instrumentalists, and additional consultation at \$50 each.

3. **WEDDING COORDINATOR (includes consultations, rehearsal and ceremony)**

Coordinator \$250

B. LUMC WEDDING FEES FOR NON-MEMBERS:

1. CLERGY (includes consultations, rehearsal and ceremony)

Senior Pastor and Associate Pastor \$500

2. ORGANIST (includes consultation, wedding rehearsal and ceremony)

Organist \$250

Additional rehearsals with soloists, instrumentalists, and additional consultation at \$50 each.

3. WEDDING COORDINATOR (includes consultations, rehearsal and ceremony)

Coordinator \$300

4. BUILDING USE FEES:

a. SANCTUARY \$1,000

b. SANCTUARY, KITCHEN AND SOCIAL HALL \$1,800