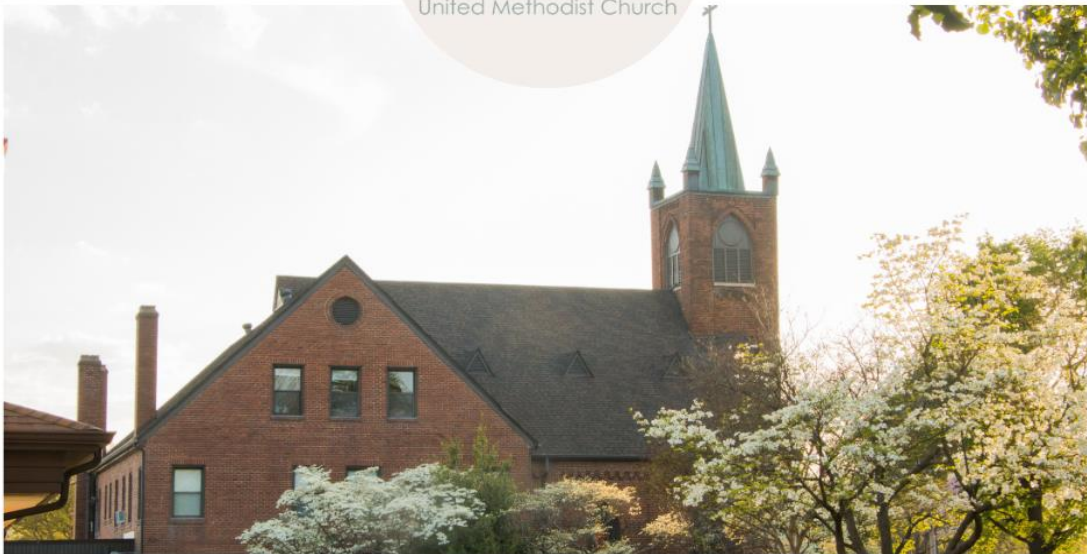


WEDDING POLICY



Forest
Hill
United Methodist Church



Forest Hill United Methodist Church

265 Union St. N
Concord, NC 28025

704.782.1109 | foresthillumc.org

Dear Friends,

Congratulations on your engagement and your upcoming wedding. We hope this booklet will assist you in not only planning your wedding but also preparing for a lifelong, faithful marriage.

In the life of the Church, marriage is a both a covenant and a vocation. As a covenant, we believe that the relationship between two consenting adults is grounded in and grows out of a prior relationship or covenant with God. A covenant is more than a contract – it is an abiding commitment of fidelity (Brueggemann). God blesses and affirms the marriage covenant, and so we take seriously our responsibility to be faithful to the vows we make to one another.

Christian marriage is also a vocation, or a holy calling. In baptism, we are set apart and claimed by God in Christ. In baptism, we receive a new identity and our lives become caught up in Christ's life. We are called to live out our baptism and reflect the sacrificial, self-giving love of Christ through lives of Christian discipleship. Those who come seeking the Church's blessing on their marriage believe that God has called them to the vocation of marriage, and that they can serve Christ more fully and faithfully together than on their own. In this way a faithful marriage becomes a sign for the Church and the world, pointing to Christ's faithful love for both the Church and the world.

First and foremost, your wedding will be a Service of Christian Worship in which we gather to offer thanks and praise to God who made us for each other. We will celebrate your love for one another, but more importantly, we will celebrate and give thanks for God's love for us as it is revealed in Christ Jesus our Lord. It is God's eternal, redemptive love that is the foundation for all of our relationships, including marriage. This means that the elements of a Service of Christian marriage are first about God and secondarily about us. We ask that you keep this in mind as you are planning and preparing for your wedding.

Please read the policy and planning guidelines carefully and thoroughly. After you have reviewed the material, please direct any questions to one of our pastors or the Church office. We ask that you complete each form contained in this booklet (pages 12 - 17) and **return them to the church office at least 30 days prior to your wedding date.** We realize that some information on the two forms is repetitive, but the copies go to different people who will need the requested information.

ALL FEES MUST BE PAID IN FULL NO LATER THAN TWO WEEKS BEFORE YOUR WEDDING DATE.

We thank you for your cooperation, and we pray God's blessings upon you and your marriage!

Grace and Peace,

The Staff and Members of Forest Hill UMC

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FACILITIES

All weddings are conducted in one of our three Sanctuaries. The Fellowship Center, and Parlor are available for your reception. The couple may use the Parlor, and available and approved classrooms for dressing rooms. Seating capacities are as follows:

Main Sanctuary (center aisle)	400	(543 with balcony)
Historic Sanctuary (two aisles)	200	
Ministry Center(open seating, chairs)	100	
Fellowship Center	150	(seated)
Kerr Street Activity Center (reception)	300	

SCHEDULING YOUR WEDDING

To reserve the facilities for a wedding, available dates may be obtained by contacting our Administrative Secretary (704-782-1109). **A wedding date will not be finalized until it is approved by a member of the pastoral staff.**

THE PASTOR

A member of the pastoral staff of Forest Hill UMC is to be in charge of all weddings and premarital counseling conducted at Forest Hill. If another pastor is to participate in the Service, the invitation must be extended by the Senior Pastor of Forest Hill **prior** to finalizing your date on the Church calendar. Because planning your life together is a critical part of planning your wedding, pre-marital counseling is required prior to your wedding. All pre-marital counseling sessions will be conducted by a member of the Forest Hill pastoral staff unless otherwise approved the Senior Pastor of Forest Hill UMC. Please allow at least six months prior to your wedding date for these sessions.

BUILDING ACCESS

Access to Church buildings for visits or deliveries by the couple, florists, musicians, caterers, etc., must be arranged by the couple, or their representative through the Church Office during regular business hours (Monday – Friday, 9 am – 3 pm).

DECORATIONS

Decorations should be used sparingly and in good taste. The sanctuary, with its chancel furniture and symbols of our faith, is already designed for all Worship Services, including weddings. Any decorations used should enhance the sanctuary as a space for sacred worship. Therefore, no furniture

or worship items may be moved or removed from the Chancel area. This includes the lectern, pulpit, Communion Table, pastor's pews, crosses, font, pulpit hangings, and candles. No decorations are to obscure the view of the Communion Table or the cross which is on the table. No screws, nails, staples, or thumbtacks may be used in any part of the sanctuary. Neither can any carpentry work or any temporary construction be erected in the Sanctuary. If an aisle cloth is used, it must be fastened only with tape. All decorations, flowers, additional candles, etc., must be removed immediately following the Service unless permission is granted by the Pastor.

FLOWERS AND CANDLES

Protective coverings must be used under all plants, flowers, and candelabra. The furniture, floor, carpet, and tables must be fully protected at all times from moisture, wax, marks, or scars. The florist and/or the couple will be responsible for cleaning carpet and furniture in the event either is damaged as a result of not following these guidelines. All candles MUST be extinguished following the Service and post-wedding pictures.

MUSIC

All Service music must be appropriate/ in good taste. Musicians can be requested by contacting the church office (704-782-1109).

SOUND SYSTEM AND RECORDING

All Services of Worship require the presence and oversight of a trained sound technician. Please contact John Furr for scheduling a sound technician and to ensure that your wedding will be recorded. (Please refer to page 10 for contact information and pages 8-9 for applicable fees).

PHOTOGRAPHY

Photographs may be taken before, during, and after the Service. All photography occurring during the Service should be done in a manner that does not in any way detract from or interfere with the spirit and practice of the worship of God. Photographers should not place equipment where it is visible in the Chancel, or where it is obtrusive or obstructs an aisle or pew. Photographers must photograph the Service from the rear of the Sanctuary and should be respectful of those who have gathered for worship.

FINAL DETAILS/MISCELLANEOUS

- Church buildings and grounds must be left in exactly the same condition as they were found. This means any items or furnishings that were moved, rearranged, or borrowed must be returned and replaced to their original location. The couple will be responsible for items that are missing or out of place, will be financially responsible for any damages to Church property or equipment, and will be asked to cover the costs of additional cleaning fees if the building and grounds are not left in good condition.
- Absolutely no bird seed or rice is to be thrown inside the church, or on the front entrance, or steps. If bird seed is to be used, it should be confined to the grassy areas of the grounds.
- The church cannot be held responsible for personal items left in dressing rooms during the wedding.
- All personal items must be removed from the church promptly after the wedding service if the reception is held at a different location.
- The United Methodist Church, as well as Forest Hill UMC, prohibits alcoholic beverages and tobacco products on the church grounds or in church buildings. Members of the wedding party are strictly advised that under no circumstances should they come to the rehearsal or wedding under the influence of alcohol or drugs.
- No smoking is allowed in Church buildings or on Church grounds.
- No illegal drugs or firearms are allowed in Church buildings or on Church grounds.

NON-MEMBER WEDDINGS

Forest Hill UMC strives to welcome all people as Christ. Therefore, we do host and celebrate non-member weddings. However, because we believe marriage is a vocation and an expression of our life of discipleship, we believe that marriages are best celebrated within the Christian community that a couple are connected to and accountable to. All non-member weddings must be conducted by a United Methodist Pastor. As such, non-member weddings will be permitted at the discretion of the Pastor, following consultation with the couple.

Children and grandchildren of Forest Hill UMC members will be charged the same fees as church members.

THE WEDDING LITURGY

The following defines the basic liturgy for a Christian wedding in the United Methodist tradition. This liturgy will form the basic pattern your pastor will use to assist you in developing a Service of Christian marriage.

ENTRANCE

Gathering (The congregation gathers for the Service and honored guests and family are seated.)

Procession of the Wedding Party

Procession

Greeting

DECLARATION OF INTENTION

Declaration

Response of the Families and People

Prayer

PROCLAMATION AND RESPONSE

Scripture

Homily

Intercessory Prayer

THE MARRIAGE

Exchange of Vows

Blessing and Exchange of Rings

Declaration of Marriage

Blessing of the Marriage

THANKSGIVING AND COMMUNION *

Invitation

Confession and Pardon

The Great Thanksgiving

The Lord's Prayer

Sharing the Bread and the Cup *

SENDING FORTH

Dismissal with Blessing

The Peace

Recessional

If Holy Communion is celebrated, all who are gathered for Worship will be invited to share in the Sacrament.

SCHEDULE OF FEES
Members

Use of Facilities:

No Charge

Cleaning Fees:

Sanctuary (all 3 sanctuaries are the same fee).....	\$100
Fellowship Center	\$100
Kerr Street Activity Center.....	\$100

Pastor:

No charge for church members – honorarium is suggested.

Organist/Pianist:

Wedding and Rehearsal.....	\$200
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Facilities Management:

Access Card Fee	\$10
Access Card Fee If Misplaced (\$20)	

Sound Technician:

Wedding and Rehearsal (optional).....	\$100
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Please Note:

Fees for Custodian, Organist, Sound Technician, Wedding Coordinator and Pastor(s) must be paid in full no later than two (2) weeks prior to the wedding date.

All Wedding Directors must be aware of the policies and guidelines included herein.

SCHEDULE OF FEES
Non-Members

Use of Facilities: (A deposit of \$300 is required to secure your date. The remaining \$300 is due no later than two weeks prior to your wedding date.)

Sanctuary (all 3 sanctuaries are the same fee).....	\$600
(includes \$100 cleaning fee to go to custodian)	
Fellowship Center	\$600
Usage of Kitchen.....	\$200
(includes \$100 cleaning fee to go to custodian)	
Kerr Street Activity Center.....	\$600
Usage of Kitchen.....	\$200
(includes \$100 cleaning fee to go to custodian)	

Pastor:

Pre-Marital Counseling, Wedding and Rehearsal.....	\$250
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Organist/Pianist:

Wedding and Rehearsal.....	\$250
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Facilities Management:

Access Card Fee	\$10
Access Card Fee If Misplaced (\$20)	

Sound Technician:

Wedding and Rehearsal.....	\$100
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Please Note:

Fees for Custodian, Organist, Sound Technician, Wedding Coordinator and Pastor(s) must be paid in full no later than two (2) weeks prior to the wedding date.

All Wedding Directors must be aware of the policies and guidelines included herein.

WEDDING STAFF AND ASSISTANTS

Senior Pastor:

Rev. Mandy Neill
mandy@foresthillumc.org

Associate Pastor of Congregational Care:

Rev. Wes Judy
wes@foresthillumc.org

Associate Pastor of Worship Arts & Mission:

Rev. Justin Snyder
justin@foresthillumc.org

Communications Coordinator:

Sydney Yih
sydney@foresthillumc.org

Organist/Pianist:

Aaron Lambert
churchoffice@foresthillumc.org

Sound Technician:

John Furr
704.467.0392

FLORIST AND DESIGNER GUIDELINES

Decorations should be used sparingly and in good taste. The sanctuary, with its chancel furniture and symbols of our faith, is already designed for all Worship Services, including weddings. Any decorations used should enhance the sanctuary as a space for sacred worship. These policies apply to all persons invited into the church to decorate for this special event.

- Protective coverings must be used under all plants, flowers, and candelabra. The furniture, floor, carpet, and tables must be fully protected at all times from moisture, wax, marks, or scars. The florist couple will be responsible for cleaning carpet and furniture in the event either is damaged as a result of not following these guidelines.
- No furniture or worship items may be moved or removed from the Chancel area. This includes the lectern, pulpit, Communion Table, pastor’s pews, crosses, font, pulpit hangings, and candles without the explicit permission of the pastor.
- Arrangements for extinguishing candles following the Service should be made with the wedding director. It is mandatory that all candles be extinguished immediately after the wedding pictures are completed.
- No screws, nails, staples, or thumbtacks may be used in any part of the sanctuary.
- If an aisle cloth is used, it must be fastened only with tape.
- All decorations and flowers must be removed immediately following the Service, unless special permission is granted by the pastor to postpone their removal until the following day.

The importance of compliance with these guidelines for future invitations to participate in the life of Forest Hill cannot be over-emphasized. Please read them carefully. If you have questions, you may contact the church office (704.782.1109).

Please indicate your agreement with and understanding of these guidelines by signing below. Return the completed form to the couple, who will submit it to the church office at least two (2) weeks prior to the wedding date.

Signature

Date

Company

DO YOU WISH TO LEAVE YOUR FLOWERS FOR THE SUNDAY WORSHIP SERVICE?

Yes _____

No _____

IF YES, PLEASE SUPPLY THE WORDING FOR THE SUNDAY WORSHIP BULLETIN:

WILL SOMEONE PICK YOUR FLOWERS UP? _____

I hereby comply with the policies and guidelines stated in this manual. I also agree to make members of the wedding party and other participants aware of these policies and see that they are followed. I understand that I will be held responsible for any damages or expenses the Church might incur that are the result of my disregard of these guidelines.

Couple's signatures: _____ : _____
(name) (name)

Date: _____

For Office Use Only

Form received on: ___/___/___

Received by: _____

Deposit received on: ___/___/___

Amount received: _____

Main Sanctuary

- Center aisle
- Capacity: 400 (543 with balcony)



265 Union St. N, Concord, NC 2025

Historic Sanctuary

- Two aisles
- Capacity: 200



41 Buffalo Ave NW, Concord, NC 28025

Ministry Center

- Open seating, chairs
- Capacity: 100



251 Union St. N, Concord, NC 28025