

GUIDELINES FOR WEDDINGS

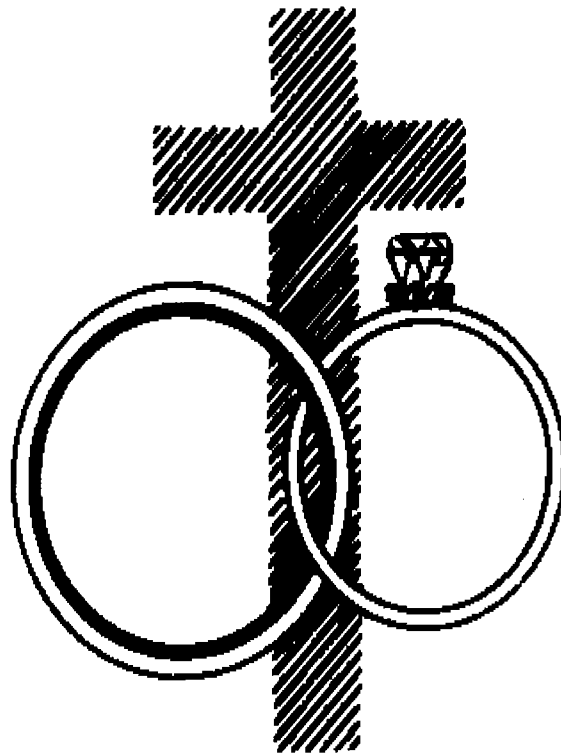
Neal Avenue United Methodist Church

12 Neal Avenue

Newark, Ohio 43055

Phone: (740) 344-3021

Email: office@nealavenue.com



GUIDELINES FOR WEDDINGS

The Neal Avenue Church regards the wedding ceremony as one of the most meaningful of the Christian celebrations. Our hope is to make each wedding ceremony one of sacred beauty, dignity and faith.

CONDUCTING THE WEDDING

One of the pastors of the Neal Avenue United Methodist Church must participate in any wedding which is conducted in the church. Premarital counseling is an important part of the preparation for every wedding ceremony.

The church office must be contacted to determine if the church facility is available on the date and time the wedding is planned. Sunday weddings are scheduled after 2:30 p.m.

An application for a wedding will be provided by the secretary in the church office. The date for the wedding will not be a firm date on the church calendar until the wedding application is completed, returned to the church office and the \$ 100.00 deposit is paid.

1. ARRANGEMENTS

A consultation with the senior minister is required before a date can be set. After the initial consultation and the senior minister has agreed to officiate at the service, a wedding date will be agreed upon and added to the church calendar.

Other ministers are welcome to participate in the wedding at the invitation of the senior minister.

2. PRE-MARITAL COUNSELING

There shall be three required pre-marital counseling sessions between the senior minister and the couple planning to be married. The purpose of these sessions are to help the senior minister and the couple to become better acquainted, to share together a Christian and Biblical understanding of marriage, and to offer some help in good communication in marriage, and to plan the wedding service.

3. THE CHURCH

The church will be opened and available for the wedding party two hours before the wedding music begins. The wedding party should leave the church following the end of the ceremony within a reasonable amount of time after photography. One hour should be an ample amount of time.

4. CANDLES

The Church has two altar candles for which there is no cost. Two seven branch adjustable candelabras are available according to the wedding fee charges. If the unity candle is desired as a part of the ceremony, the appropriate candles should be provided by the couple.

5. THE ORGNAIST

Due to our organ being a pipe organ, we prefer to use our own organist. If our organist isn't available you may use a guest organist, then the guest organist must meet with the church organist and go over the organ with her. If the church organist feels the guest organist cannot play the organ properly, the church reserves the right to refuse the guest organist to play. A \$50.00 fee will be charged to pay the church organist for time and involvement. The senior minister will instruct the couple of the organist's duties.

6. THE WEDDING COORDINATOR

The wedding coordinator's function is to see that the wedding service runs smoothly. It is her responsibility for getting the wedding party in place and on time. She will be present at the rehearsal and the wedding. Please call Brenda Kreider, (740) 763-4347, to see if she is available for your wedding date.

7. FEES

All fees are listed on page four. A non-refundable deposit \$100.00 will be due at the time the wedding date is added to the church calendar. The deposit will be applied to your fees. All other fees will be due two weeks prior to the wedding. A statement of fees will be sent to the bride.

8. DRESSING ROOMS

The bridal party may use the lounge. The groom's party may use the toddler room across from the church office. Please use only the designated rooms.

9. FLOWERS

You can have as simple or as complex a flower arrangement as you wish. However, you must notify the church office if the florist needs to get in early. Make arrangements with your florist to use the milk shake cups which fit very nicely in our brass altar vases. If you wish to leave the altar flowers from your wedding for use at our worship service, please call the church office.

10. PHOTOGRAPHER

The photographer should meet with the pastor the day of the wedding. Also, the couple is responsible to inform him/her of these rules:

- A. Flash shots permitted only during the processional and recessional. The photographer should be seated about halfway down the center aisle at the end of the pew.
- B. Time exposures can be taken during the wedding from the back of the church or balcony.
- C. The photographer is not to be wandering around or taking pictures near the front of the sanctuary.
- D. Pictures can be taken before and after the wedding.
- E. We suggest a maximum of one hour for the pictures.
- F. If the minister is to be involved in any pictures, those pictures should be taken immediately after the wedding.

11. PHOTOGRAPHS BY FAMILY

Please ask family members not to take flash shots during the ceremony. They may take flash shots of the processional and recessional. Pictures may be taken following the service, but please do not get in the way of the photographer.

12. ALCOHOLIC BEVERAGES

There are to be NO alcoholic beverages on the premises at the rehearsal or wedding. Any intoxicated persons will be asked to leave or if the bridal party is intoxicated, the minister reserves the right to refuse to perform the ceremony.

13. FOOD AND NON-ALCOHOLIC BEVERAGES

With the exception of the food and non-alcoholic beverages served at the reception in the fellowship hall, there is to be no food or non-alcoholic beverages in any area of the church at anytime. If this rule is violated and there is damage to the carpets, furniture or any part of the church, the bridal couple will be charged for the cleaning and/or repairs.

14. SMOKING

There is to be NO SMOKING in any area of the church at anytime.

15. BIRD SEED

Birdseed to be thrown on the couple is not to be distributed inside the church. The person distributing must also be outside. All bird seed must be thrown outside. Please pick up empty bags and ribbons. Bubbles may be used as long as they are blown outside.

We ask your cooperation in these matters as a failure to comply with the rules could result in the cancellation of the wedding. The church is the house of God and we ask that you and those in attendance treat it with reverence and respect. If you have any questions not answered above, please feel free to call the church office.

WEDDING FEES - Neal Avenue United Methodist Church

1. MEMBERS

- A. No set fee for the Minister
(However, you should consider the minister's time involved in counseling, rehearsal and wedding)
 - B. No fee for Sanctuary or Chapel
 - C. Custodial Fees
 - Rehearsal Dinner \$ 50.00
 - Reception \$ 50.00
 - Wedding \$100.00 (\$ 50.00 if using the Chapel)
 - D. No Fee for use of Fellowship Hall for the Reception
 - E. \$ 15.00 (2) seven tier candelabras
 - F. Organist Fees
 - Neal Avenue's Organist - \$ 150.00
 - Guest Organist - \$50.00 see guidelines page 2
 - G. \$ 75.00 Wedding Coordinator
 - H. \$ 50.00 Sound Technician (includes rehearsal)
-

2. NON-MEMBERS

- A. \$ 200.00 for the Minister (\$100.00 for Chapel wedding)
- B. \$ 75.00 for the Sanctuary (\$ 50.00 for the Chapel)
- C. Custodial Fees
 - Rehearsal Dinner \$ 50.00
 - Reception \$ 50.00
 - Wedding \$100.00 (\$ 50.00 if using the Chapel)
- D. \$ 100.00 for use of Fellowship Hall for the Reception
- E. \$ 15.00 (2) seven tier candelabras
- F. Organist Fees
 - Neal Avenue's Organist - \$ 150.00
 - Guest Organist - \$ 50.00 see guidelines page 2
- G. \$ 75.00 Wedding Coordinator
- H. \$ 50.00 Sound Technician (includes rehearsal)

Wedding Receipt is on page 6

INFORMATION SHEET FOR WEDDINGS

Neal Avenue United Methodist Church
12 Neal Avenue
Newark, Ohio 43055

Rev. Shawn Morris (740) 366-6450

CHURCH OFFICE HOURS:

Monday: 8:30 a.m.-11:30 a.m.

Tuesday-Friday: 8:30 a.m.- 11:30 a.m. & 12:00 p.m. - 3:00 p.m.

Office Phone: (740) 344-3021 or (740) 344-3308

Office email address: office@nealavenue.com

Diane Frye
Church Secretary

Mary Ellen Strahm (740) 281-0796
Church Organist

Elward Smith (740) 323-2146
Church Custodian

Brenda Kreider (740) 763-4347
Wedding Coordinator

**NEAL AVENUE UNITED METHODIST CHURCH
12 NEAL AVENUE, NEWARK, OHIO 43055
(740) 344-3021 OR (740) 344-3308**

WEDDING RECEIPT

BRIDES NAME _____ PHONE _____

ADDRESS _____

GROOMS NAME _____ PHONE _____

ADDRESS _____

DATE OF WEDDING _____ TIME _____

DATE OF REHEARSAL _____ TIME _____

DATE OF COUNSELING SESSION _____ COUSELING COMPLETED _____

DEPOSIT OF \$100 **NON REFUNDABLE** is required to reserve date for your wedding and will be applied to your fees. (Circle applicable charges)

	MEMBER	NON-MEMBER
Minister	No set fee	\$200.00 (\$100 Chapel)
Sanctuary	No fee	\$ 75.00 (\$ 50 Chapel)
Chapel	No fee	\$ 50.00
Custodial Fees:		
Rehearsal Dinner	\$ 50.00	\$ 50.00
Reception	\$ 50.00	\$ 50.00
Wedding	\$100.00 (\$50.00 Chapel)	\$100.00 (\$50.00 Chapel)
Reception, FH	No charge	\$100.00
(2) Seven-Tier Candelabras	\$ 15.00	\$ 15.00
Church Organist	\$150.00	\$150.00
Wedding Coordinator	\$ 75.00	\$ 75.00
Guest Organist (see guidelines pg. 2)	\$ 50.00	\$ 50.00
Sound Technician	\$ 50.00	\$ 50.00

Total Fee _____

Deposit Paid _____

Amount Due _____

Balance due two weeks before wedding: ___/___/___

Received from _____ Date _____

Received by _____ Date _____

Copies to: Pastor, Couple, Office, Custodian, Organist

Neal Avenue United Methodist Church
Wedding Application

Date of Wedding ____/____/____ Time _____ Minister _____

GROOM

BRIDE

Name _____

Name _____

Address _____

Address _____

City _____

City _____

Phone _____

Phone _____

Birth Date ____/____/____

Birth Date ____/____/____

Previous Marriage _____

Previous Marriage _____

Church Relationship _____

Church Relationship _____

Address After Marriage _____

_____ Phone _____

Location of Ceremony: Sanctuary Chapel Other _____

Rehearsal Date ____/____/____ Time _____ Rehearsal dinner _____

Organist _____ Soloist _____ phone _____

Number of Ushers _____ Number of Bridesmaids _____

Bride to be given away by _____ Relationship _____

Photographer _____ Place of Reception _____

Florist _____ Leave flowers on the altar for Sunday service? Yes No

This form (and \$100.00 deposit) must be filled out and returned to the church
office before the date can be reserved on the church calendar.