

General Rules

NO SMOKING OR DRINKING

Smoking or drinking alcoholic beverages is not allowed anywhere in the church building. **SMOKING IS ALLOWED ONLY** in designated areas on the West side of the building. Receptacles will be placed at this DESIGNATED SPOT for disposal. Smoking is not allowed anywhere else on church property and alcohol is not allowed on church property at all! *Persons arriving for the rehearsal or for the wedding in an intoxicated state will be prohibited from participation in the service.*

RICE/BIRDSEED

No rice or birdseed may be thrown on church property. You may use bells, bubbles, butterflies, or other materials not harmful to the Church facility, sidewalk, or wildlife. Please do not use these items inside the building.

MARRIAGE LICENSE

The marriage is not valid unless the marriage license is signed and filed at the county courthouse. The license is usually signed by the pastor and the witnesses, either before or after the wedding ceremony. **Please give the marriage license to the pastor at the wedding rehearsal.**

PICTURES

Pictures, whether by professionals or friends, must *not* be taken at times that distract from the worship service. **FLASH PICTURES DURING THE SERVICE ARE NOT ALLOWED!** Pictures may be taken without the use of flash as long as the photographer remains at the back of the Sanctuary or in the balcony. Official pictures may be taken prior to or following the service of Worship. Videotaping is permitted in a manner that does not draw attention.

Other Helpful Information

- The seating of guests runs more smoothly with ushers, with two ushers being the minimum suggested.
- The person responsible for presenting the rings during the ceremony should have the rings before the ceremony begins.
- Have someone in charge of receiving and securing gifts that are brought to the Church.
- Have a wedding coordinator, host person / couple to help keep things running smoothly and on time.

Financial Arrangements

\$75	Damage Deposit and Reservation Fee <i>Under normal circumstances, if there is no damage the deposit check will be returned within seven working days after the wedding.</i>
\$50	Custodial fee
\$80	Organist, if used (fees for additional rehearsal times will be negotiated with the organist); to be paid directly to the organist.
\$200	Pastor; to be paid directly to the pastor
\$5	Candelabra rental (if applicable)

Damage Deposit and Reservation Fee is due when the church is reserved.

Fees for Use of Sanctuary, Custodial and Candelabra rental (if applicable) are due no later than Thursday before the wedding.

Checks will be made payable to Chadron United Methodist Church

Use of the Fellowship Hall for the Reception and/or Rehearsal Dinner:

\$50	Fellowship Hall rental
\$100	Fellowship Hall w/kitchen
\$50	Custodial fee

Fees are due Thursday before the wedding.

Checks will be made payable to Chadron United Methodist Church.

YOUR CHRISTIAN WEDDING



CHADRON UNITED METHODIST CHURCH

847 Shelton Street
Chadron, NE 69337
(308) 432-2866
FAX: (308) 432-3695

Chadron UMC Members

Policies and Guidelines

We believe that your wedding is an opportunity to create an environment where Christians find both community and vital support for life commitments, including the pledge of faith and fidelity contained in the marriage covenant. Because God's blessings are communicated through this covenant, the marriage service is an occasion to worship and to be surrounded by God's love.

These policies and guidelines are designed to assist persons who are planning to be married in the Chadron United Methodist Church (Chadron UMC), Chadron, Nebraska.

Making the Plans

SCHEDULING

All weddings must be scheduled with the office manager and the officiating Pastor.

OFFICIATING PASTOR

As soon as possible after scheduling, you should talk with the Pastor handling your service.

PRE-MARITAL COUNSELING

A pre-marital counseling plan and details for the service will be discussed at this first meeting. Please do not announce time or place of the wedding until you have met with the Pastor.

GUEST PASTOR

If you would like a guest clergy person to be involved in the wedding ceremony, this must be approved by the Pastor of the Chadron UMC, who will issue the invitation to the guest pastor. All weddings performed in the Chadron UMC will have the pastor of the church involved in the wedding ceremony in some capacity, even if a guest clergy person has been invited.

Rehearsal

The usual time for the rehearsal is the evening before the ceremony. All members of the wedding party, the parents, and grandparents, and any other participants should be at the rehearsal. Allow one hour for this session and *please be on time!* Dinner plans should allow for this hour plus travel time.

Wedding Ceremony

ARRIVAL

Please arrive in adequate time for what you plan to do. Photography in the Sanctuary, if done prior to the ceremony, should be completed 40 minutes beforehand. All arrangements for the wedding will have been planned with no surprises or major changes on the day of the service.

MUSIC

A Wedding Ceremony is a religious service. All music used should be consistent and appropriate to the expression of Christian faith and love. Selection of music should be done in consultation with the pastor. An organ is available and we have the names of persons who are familiar with our organ and who are willing to serve as organist at weddings. Copying music is illegal. Please do not ask the church to copy music.

PA system is available for use for flash/thumb drives; however you must provide someone to operate the system.

PROGRAMS AND BULLETINS

All bulletins and programs are the responsibility of the bride and groom. Program/bulletins may be printed in the church office. Copy ready format and covers as well as paper of choice shall be provided by the couple. Please have this to the church office one week ahead of the rehearsal date. Cost for printing is \$.015/page for B/W and \$.13/page for color. 2 sided copies count as 2 pages.

DRESSING ROOMS

Women may dress in the Christian Education wing (second floor) and the men in the Choir Room (basement on the west side).

DECORATIONS

Flower arrangements are frequently placed at the front of the church for weddings. They may be placed on the altar; however, please do not remove the cross or the candles from the altar. If they are large arrangements, please place them in front of the altar. If flowers arrangements are to be left for Sunday worship, the Church should be so informed.

Other decorations may include bows on the pews. If used, please attach with string rather than tape. Please do not put candles on the ends of the pews.

The Church has one pair of candelabras with oil candles available for your use. If you prefer wax candles, you will need to provide 7 candles per candelabra. If a Unity Candle is to be used, you will supply it and the two candles required for lighting the unity candle.

FURNITURE

Please do not move any furniture in the sanctuary or on the chancel without consent from the pastor of the Chadron UMC.

RECEPTION

You may use the Fellowship Hall of the Church for your reception. Separate arrangements need to be made with the church office. An official from the church will act as your church representative for this event. No alcoholic beverages are allowed on the church property.

CLEAN UP

Please designate someone in your party to make sure all dressing rooms are cleaned and put back in their original order after the service. This is your responsibility.