

CHAPEL HILL

united methodist church

Planning Your Wedding

Chapel Hill United Methodist Church rejoices with you in your upcoming wedding!

Along with you, we give thanks to God for the gift of a life partner, and affirm the holy bond of marriage with gratitude to God. This booklet has been prepared to help you plan for your wedding and contains basic requirements for marriages celebrated at Chapel Hill, and will assist you in maintaining the sanctity befitting this major transition in your life.

A Christian wedding is a statement of faith and lifestyle. It is for those who make Jesus Christ and His church the foundation of their lives. By requesting a church wedding, couples are asking God to give his blessing to their vows and future married life. Therefore, Chapel Hill expects that couples requesting the celebration of marriage here intend to honor Jesus Christ in their home and new life together.

Requirements for Marriage at Chapel Hill

Application and Approval: Couples desiring to be married at Chapel Hill are required to complete the Chapel Hill Marriage Ceremony Agreement, a copy of which may be obtained from the Wedding Coordinator (see Professional Staff). The Agreement must be reviewed and approved by the Senior Pastor. Wedding dates cannot be confirmed prior to approval. **All reservations are made on a first-request basis.**

Premarital Counseling: Both individuals are required to take part in premarital counseling. Please indicate on the application if you plan to receive counseling together through Chapel Hill, or through an outside source. A staff therapist is available. (Contact the church office for fees and availability). You may choose an outside source, or attend an Engaged Encounter weekend at the Spiritual Life Center in Bel Aire, KS. In the event an outside source is used, a letter of counseling completion is required to be delivered to the church no later than two-weeks prior to your wedding date.

Pastoral Consultation: You will meet with the officiating Pastor that will perform your ceremony at least one time in advance of your wedding day to review the details of your ceremony and to discuss any personal concerns or questions.

Musical Selection: Both instrumental and vocal selections should express praise, joy and love; and while it's important that this element express the individuality of the couple, we would ask that the choices be listed on your application for final review and approval of the officiating Pastor.

Our Professional Staff

Officiating Pastors: One of Chapel Hill's clergy are required to officiate at all weddings at Chapel Hill. The officiating Pastor may invite outside clergy to assist if requested.

Wedding Coordinator: The Wedding Coordinator will assist you with your wedding at Chapel Hill. Please schedule an appointment at least six (6) weeks prior to your wedding date to review details. The Wedding Coordinator will be present at the rehearsal and the wedding, and will provide access to appropriate facilities of the building. All fees are paid to the church through the Wedding Coordinator.

Musicians: The Wedding Coordinator can provide contact information for the Director of Music and/or Church Accompanist to assist you in finding musicians and/or vocalists.

Custodian: While the wedding party is expected to take out any materials that they bring in and return each room they use to a state of readiness, we have a staff custodian responsible for final clean up and these expenses are a part of the wedding fee.

Nursery Workers: All child-care on site is handled through our staff of nursery workers. Please let the wedding coordinator know if you will be needing this service. There is an additional cost for this service

Wedding Procedure

Scheduling:

Saturday weddings may be scheduled to begin from
10:00 a.m. to 6:00 p.m.

Weekday Weddings must begin prior to 5:00 p.m.

The Wedding License: must be available to the officiating Pastor at the rehearsal event.

The Rehearsal: Usually held the day prior to the wedding, must be scheduled to begin by no later than 5:00 p.m.

Wedding Day:

The Ceremony: The wedding ceremony will ordinarily be from the United Methodist Book of Worship, with the officiating Pastor deciding on the appropriateness of any requests made concerning additions to the service.

Receptions: To allow for preparation for Sunday, all receptions held in Fellowship Hall are limited to cake/punch and the reception must conclude by no later than 6:00 p.m.

Other Items:

Holy Communion – In keeping with the United Methodist tradition of open communion, Chapel Hill requires that if communion is to be a part of the wedding ceremony the entire congregation must be invited to participate.

Invitation to the Officiating Pastor – If the couple desires to invite the officiating Pastor and spouse to attend either the rehearsal dinner and/or reception, please feel free to extend such an invitation, however the Pastor's schedule may not accommodate attendance.

Fee Schedule – Wedding Service *

Sanctuary (capacity 864)	
Member	\$ 1,000
Non-Member	\$ 2,000
Musicians	\$ 100
Reception in Fellowship Hall	\$ 750
Deposit	\$ 300
(non-refundable, deducted from final wedding service fee)	

* Note: Wedding Service fee includes: Pastors fee, use of facility, Wedding Coordinator, Custodian, and Sound Technician.

Facility Guidelines

- **Tobacco products of any kind are prohibited in any Chapel Hill facility or vehicle. Alcoholic beverages are prohibited anywhere on Chapel Hill property.**
- Children or youth may not use the buildings and grounds without adult supervision. As a church-wide policy no child or group of children must ever be left alone at an event or in the church facility without the presence and supervision of at least two adults.
- No pets are allowed in Chapel Hill facilities.
- All supplies used must be brought in by the wedding party. Items supplied by the florist must be picked up the day of the wedding or storage arranged with the wedding coordinator.
- If you wish to have your flower girl toss flower petals, they must be silk, as fresh flowers stain the floor.
- Items in the chancel (stage area) of the Sanctuary must not be moved or rearranged.
- No balloons, confetti, rice, birdseed or loose leaves are to be used.
- Decorations are not to be attached to any walls within the building. If you choose to put bows on the aisles, please use felt or ribbon. Reception decorations may be placed on tables, and all candles must be surrounded by a globe and placed in a holder.
- Please discuss in advance other celebratory traditions, to be allowed at the discretion of the officiating Pastor.

- Please be considerate of our neighbors. Chapel Hill is located in a residential area and guests are asked to be quiet when outside, particularly from sunset to sunrise.
- God has blessed us with a wonderful facility. Guests are invited to have fun, but not at the expense of other people or property. The user will be held responsible for any damage done to the church property and assumes liability for injuries to persons attending the events, including damages or loss of property. **Please respect the facility.**

Important!

- **Remember to bring the marriage license to your rehearsal.**
- **All fees must be paid no later than four weeks prior to the wedding date.**
- **The bride and groom are asked to remind the wedding party of the need for promptness at both the rehearsal and the wedding.**

Our Mission

To welcome all people to
experience and share the
extraordinary grace and love
of Jesus Christ.



united methodist church

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Sunday Services: 9:00 a.m. and 11:00 a.m.