



Wesley United Methodist Church
 98 North Maple Street, Hadley, Massachusetts 01035
 413-549-1550 * office@wesleyfamily.org

Guidelines for Weddings

1. The wedding ceremony is a sacred worship service conducted by the pastor of the church or by the pastor of another church that has been invited by the Wesley Church pastor to officiate. It is intended to glorify God and to petition God’s blessing upon the couple in marriage and in their home. Therefore, the ceremony should reflect the same meaningful, orderly, and respectful structure as a Sunday worship.
2. To be assured of such dignity, the bride and groom need to arrange first a series of sessions with the pastor at least six months before the desired date for the wedding.
3. A wedding cannot be placed on the official church calendar without having a first meeting between the couple and the pastor. Wedding dates can be added to the calendar on a preliminary basis upon first contact with the church office, but are not secure until after the initial pastoral visit.
4. Should there be a conflict with another couple desiring the same particular date for a wedding prior to the initial pastoral visits, priority will be given in the following way:
 1st Priority – A couple in which one or both is/are members of Wesley UMC
 2nd Priority – The earliest date of a first contact with the church office/pastor in order to set up pastoral visits.

Policies and Procedures

1. A Fee Schedule for all weddings is as follows:

<u>Wesley UMC Member Wedding</u>	<u>Non-Wesley UMC Member Wedding</u>
Use of Sanctuary.No charge	Use of Sanctuary.....\$450
Pastor.....Honorarium	Pastor.....\$200
Organist ¹\$125	Organist ¹\$125
Custodian ¹\$ 50	Custodian ¹ \$ 50
(If Reception @ church).....\$ 70	(If Reception @ church)..... \$ 70
Use of Great Hall (Reception).....No charge	Use of Great Hall (Reception).....\$250
Use of Great Hall & Kitchen ² ...No charge	Use of Great Hall & Kitchen ² ... \$300
**Videographer ³\$ 50	Videographer ³ \$ 50

¹Payable directly to organist by the day of rehearsal: Cathy Bennett; to custodian Dan McDonald

²Must receive written permission from the Board of Trustees for use of the kitchen & kitchen equipment.

³If using church owned video equipment

2. Non-members wishing to use the church must put a deposit down equal to 50% of the total charges following the official setting of the wedding date. This provides a security that insures the day for the wedding.
3. A check to the remaining expenses must be given to the church administrative assistant before 2:00 PM, two days prior to the wedding.

4. All fee payments should be made through the Wesley Church Office Administrator, 98 North Maple, Hadley, MA 01035.
5. No smoking is permitted in the building or on the grounds of the church at any time.
6. No drinking of alcoholic beverages by members of the wedding party on the day of the rehearsal prior to the completion of the rehearsal and on the day of the wedding prior to the completion of the ceremony.
7. No alcoholic beverages may be served at wedding receptions inside the church building.

Pictures

1. Flash pictures may be taken prior to the wedding service up to and through the time of the bride coming down the aisle.
2. Time exposure photographs, with no flash, are the only ones that should be taken during the ceremony and only from the back or side of the sanctuary. No pictures should be taken from the front during the ceremony.
3. The wedding may be videotaped either by Wesley Church technicians using Wesley Church equipment for a fee or by others using their own equipment and placing cameras only in areas designated by the pastor.

Music

1. As the wedding is a sacred event, music should also maintain the same sacred integrity. Music may be either contemporary or traditional and must first be approved by the pastor officiating the wedding.
2. Should the couple not have other options for musicians, it is their responsibility to contact the church's Director of Music, Cathy Bennett, H: (413) 256-1502 or W: (413) 586-8213, to determine availability.
3. Should outside musicians want to use the church organ, the selected musician(s) must contact the church's Director of Music in order to get instruction on the organ's use.

Miscellaneous

1. Please advise guests against throwing rice inside the church building. Birdseed, grass seed, or bubbles outside are good alternatives for outside use.
2. All candles used inside the church should be dripleless.
3. Couples should present the marriage license that has been obtained in Massachusetts to the pastor at least three days prior to the wedding date.