

## 1 Corinthians 13:4-8 (NIV)

Love is patient, love is kind.  
It does not envy, it does not boast,  
it is not proud.

It does not dishonor others,  
it is not self-seeking, it is not easily angered,  
it keeps no record of wrongs.

Love does not delight in evil  
but rejoices with the truth.

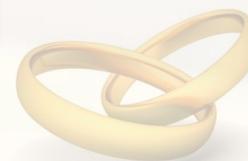
It always protects,  
always trusts, always hopes, always perseveres.

Love never fails.



Mills River United Methodist Church  
137 Old Turnpike Road  
Mills River, NC 28759  
(828) 891-7788  
[www.millsriverumc.org](http://www.millsriverumc.org)

# Wedding Ministry Planning Guide



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Welcome and congratulations! This booklet is designed to help familiarize you with weddings at Mills River United Methodist Church. We are so glad you have chosen to be married in this church and we desire to provide you with resources and guidelines as you plan your special day!

## Philosophy of our Wedding Ministry

A wedding is a service of worship that recognizes a spiritual bond between two people and God. A wedding service performed at Mills River United Methodist Church will reflect and witness to the Christian faith. Additionally, the service will bless the bond between two people according to the laws of the state. Our sincere hope is that your faith will be strengthened as you plan your wedding while also deepening your love for each other.

Since the wedding is a worship service, music, readings, and other elements must reflect a worshipful tone. The officiating pastor will help guide you in your choices.

## Contact Information

Church Office Phone Number	(828) 891-7788
Church Address	137 Old Turnpike Road, Mills River, NC 28759
Church Website	www.millsriverumc.org
Sr. Pastor	Rev. Ashley Crowder Stanley
Associate Pastor	Rev. Jeff McCumber
Director of Music	Steve Carson
Wedding Director	In consultation with pastor
Church Administrator	CJ Lindsey
Church Secretary	Diana Spitzer
Sound System	Alan Lowe
Facilities	Richard Babb, Jay Blanton

## Fee Schedule

*A refundable deposit of \$100 is required for use of facilities at time of reservation.*

	<u>Members</u>	<u>Non Members</u>
Sanctuary	No fee	\$100
Chapel	No fee	\$50
Fellowship Hall	No fee	\$100
Custodian	\$100	\$100
Facilities Manager	\$50	\$50
Wedding Director	TBD	\$200
Sound Technician	\$100	\$100
Minister	Determined by Minister	
Music Director	Determined by Director	

*Please make all fees and deposits payable to  
Mills River United Methodist Church  
at the time of reservation of the facility.*

## Other Important Information

A marriage license is required to be legally married in the state of North Carolina. Please obtain your license prior to the date of your rehearsal. Two witnesses and the pastor must sign your license following your wedding service.

Alcohol, illegal drugs, or use of tobacco products are not allowed on the grounds or in the buildings of MRUMC. No member of the wedding party who is under the influence of alcohol will be permitted to participate in the wedding. No alcoholic beverages may be served on the church premises at any time.

Nursery care can be arranged for small children. If you need childcare, please contact the Church Administrator at least ONE MONTH in advance of the wedding.

## Checklist of Things to Do

- \_\_\_ Contact the Pastor to reserve date and make preliminary arrangements
- \_\_\_ Set up first meeting with the Pastor
- \_\_\_ Schedule pre-marital counseling session
- \_\_\_ Contact the Director of Music
- \_\_\_ Contact the Photographer and/or Videographer
- \_\_\_ Schedule a rehearsal date
- \_\_\_ Notify your wedding party of the date, time and place of rehearsal
- \_\_\_ Enlist the Wedding Director
- \_\_\_ Contact your Florist
- \_\_\_ Reserve needed rooms for wedding attendants to dress and visit prior to wedding.
- \_\_\_ Enjoy this wonderful time in your life!

## Leadership

### Pastors

One of the current pastors is available to assist you in planning your wedding and should be contacted as soon as you begin your wedding arrangements. If desired, a pastor from another church or denomination, or a former pastor may be invited to officiate at your wedding, but the invitation to participate shall come from one of the MRUMC pastors, not from the bride or groom. This is proper United Methodist protocol and the MRUMC pastors will gladly make the contact.

### Musicians

Once you have contacted one of the MRUMC pastors, you will meet with our Director or Assistant Director of Music for consultation. If soloists or instrumentalists are desired, please consult with our staff musicians who can help you with your planning.

### Wedding Director

MRUMC will refer you to one of our wedding directors who can help with logistics at your wedding rehearsal and wedding service. These are members of MRUMC who know the buildings and policies of the church.

### Sound System Technician

A MRUMC sound system technician will manage the sound and lights for your ceremony and for the reception in the Fellowship Hall if needed.

### Church Administrator

The church administrator coordinates all activities and events on the church campus and the church calendar. The Church Administrator will have access to our Wedding Ministry Planning Guide, contact information for personnel and oversight for facilities. Please contact the Administrator with any questions. Also, deposits and payments will be received in her office at least two weeks prior to the rehearsal.

### Facilities Personnel

The spaces you will use for your wedding and reception will be cleaned before and after your wedding by one of our facilities personnel. This cleaning will include restrooms, the sanctuary or chapel, the Fellowship Hall and kitchen, and any other rooms that will be used.

## Scheduling and Planning

Tentative arrangements for wedding, rehearsals and reception including date, officiating clergy, location are to be made in consultation with one of the MRUMC pastors.

The wedding date is put on the church calendar only after the date and time is confirmed with the pastor, church administrator and other wedding service leaders.

Weddings may be scheduled on any date except on holidays or holiday weekends such as Thanksgiving, Holy Week (Palm Sunday through Easter), Independence Day, Christmas Day, and the day before and after Christmas Day, New Year's Eve, New Year's Day or any other day that has not been previously reserved by a church group using the requested space.

After a wedding date has been confirmed, the couple is responsible for contacting the officiating pastor to schedule the pre-marital counseling sessions. Premarital counseling is a requirement of the United Methodist Church.

After a wedding date has been confirmed, the couple is responsible for contacting the church musicians to begin consultation about music selection and performance.

## The Wedding Service

The order of service will be established in consultation with the pastor and wedding couple. Generally, we will recommend following the order set out in our United Methodist Book of Worship. This service allows for creativity in the selection of scriptures, music, prayers and vows but follows a commitment to meaningful and holy worship.

### Photography:

In keeping with the worshipful nature of the wedding service, no flash photography is allowed during the service. The guests may take no photographs during the service. Wedding photography should be done prior to or immediately following the wedding. If the service is to be videotaped, the camera must be stationary and use natural light. The photographer may not move around the building or stand in the aisle. The camera may be located in the choir loft, or in the rear of the sanctuary. The photographer and videographer will consult with the pastor two weeks prior to the wedding to review procedures.

Please do not use rice, birdseed or flower petals inside or outside.

### Flowers:

You are welcome to choose your flowers and other decorations. Please do not use nails, tacks or tape to decorate the sanctuary, pews or in the altar area. Flowers and other decorations must be removed following the wedding service.

### Communion:

If the Sacrament of Holy Communion is to be a part of your wedding service, please note that everyone who is in attendance will be served. Arrangements for communion should be made with one of the MRUMC pastors.

### Candles:

Use dripless candles only. A unity candle may be used.

### Guest Register Stand:

MRUMC has a small wooden podium that may be used for the guest book.

## The Wedding Rehearsal

The rehearsal is an important part of the festivities surrounding any wedding. During the rehearsal, all of the participants will be instructed on the basic parts of the service including where to stand, when to arrive and all of the other details which will help make the wedding itself run smoothly.

Usually, the rehearsal is scheduled for one or two days prior to the wedding day and an agreed upon time. However, under some circumstances, other arrangements can be made.

Please make certain that your wedding party and all other people involved with the wedding are informed about the importance of the rehearsal and help ensure that they arrive on time. The rehearsal should not last more than an hour.