

WEDDING POLICY

THE UNITED METHODIST CHURCH OF ESTES PARK

1509 Fish Hatchery Rd.
Estes Park, CO 80517
(970) 586-4153



(approved x, 2016)

INTRODUCTION

We believe that the wedding ceremony is a religious service and one of the most sacred moments two people can experience in a lifetime. It is a time when two persons invoke God's blessings upon the making of their marriage covenant. We view it as the establishing of a home in which God is at the center.

The Pastor and staff of The United Methodist Church of Estes Park are available to assist you in planning your wedding and will help in making it an inspiring and meaningful experience. This wedding policy is the result of serious study and careful consideration of Christian marriage.

You are requested to study this material carefully, and in planning your wedding, to cooperate fully in upholding the high standards of the Church.

WEDDING COORDINATOR

The church provides a Wedding Coordinator for church weddings. It is mandatory to use the church's wedding coordinator. The Wedding Coordinator will act as your host/hostess and assist you with all logistical questions and to ensure your wedding runs smoothly.

SCHEDULING YOUR WEDDING

You may obtain information about The United Methodist Church of Estes Park's (UMCEP) facilities for your wedding by calling the church office at 970-586-4153 or via email at epumc@questoffice.net and asking for the Wedding Coordinator. The Wedding Coordinator can help you with any questions you may have prior to reserving the church for your wedding.

To secure a wedding date, you must make an appointment with the wedding coordinator where you will sign all required forms and make a non-refundable deposit of \$300. This deposit will be credited toward the total amount due for the wedding service. There will be only one wedding scheduled per weekend. All weddings are booked on a first-come / first-served basis.

No weddings or rehearsals, whether for members or non-members, will be scheduled on any Sunday, nor on any of the following holidays or seasonal observances: Holy Week (includes Palm Sunday weekend), Memorial Day weekend, Independence Day or weekend, Labor Day weekend, Thanksgiving weekend, Christmas Eve or Christmas Day, New Year's Eve or New Year's Day, or during other major church events. In the event of scheduling conflicts, the Wedding Coordinator's decision will be final.

PRE-MARITAL COUNSELING

The bride and groom must meet with the UMCEP Pastor to review the ceremony and any counseling the Pastor feels is necessary. The bride and groom are responsible for calling the church office to schedule the counseling appointments.

GUEST CLERGY

Guest Pastors from other United Methodist churches may, at the discretion of the UMCEP Pastor, officiate the wedding ceremony. Upon invitation of the UMCEP Pastor, clergy from other denominations may assist the UMCEP Pastor in the service. The Service of Christian Marriage found in the United Methodist hymnal must be followed and the policies of the

church must be observed. Other liturgy may only be used as approved by the UMCEP Pastor. Our Wedding Coordinator will oversee the rehearsal and wedding.

FACILITIES

The wedding ceremony may either be conducted in the Sanctuary or outside, weather permitting. A bride's room is provided behind the loft area of the Sanctuary. The men may dress downstairs. The wedding reception may be held in the Fellowship Hall immediately following the ceremony. Kitchen facilities are also available upon request for an additional fee.

Parking is available along the street in front of the church and in the parking lot across the street from the church.

No food or drink is allowed in the Sanctuary at any time. You will have access to the building for three hours before and two hours after the wedding. An additional fee may be charged for weddings requiring additional time or the services of two custodians. All church facilities must be left in the condition in which they are found and care must be taken by the bridal party to protect the church furnishings.

CODE OF CONDUCT

The bride and groom are responsible for ensuring that all members of the wedding party, family and friends behave in a manner appropriate for a worship service. Absolutely no alcohol, illegal drugs (including cannabis), or firearms are allowed in the church building or on church property, grounds, or parking lot. No member of the wedding party under the influence will participate in the rehearsal or the wedding. Smoking is not permitted in the church building or on the church grounds.

FLOWERS AND DECORATIONS

The UMCEP Sanctuary requires very little decoration. Wedding decorations should not detract from the symbols of the church. Placement of all of the sanctuary's furnishings is set by the church and may not be moved without prior approval from the Wedding Coordinator. Included are the cross, Bible, pulpit, altar, paraments, any hymnals. Also included are the pew Bibles and hymnals.

Flowers may be placed on tables provided by the bridal party or florist and on the floor around the altar.

No flowers may be placed on the altar, piano, or organ.

Only bubbles may be used when exiting the church.

Nails, tacks, staples, clamps, pins or anything which can mar the woodwork or walls may not be used. Pew bows may be attached with ribbon only.

Candles and/or candelabras may be used on the altar.

The candelabra set and unity candle is an option at the discretion of the UMCEP Pastor. Any candles supplied by the bridal party or florist must be dripleless. A dripleless candle is one that is encased in steel or an oil-burning candle. No wax candles are to be used.

The bridal party or florist is expected to remove all decorations and equipment immediately following the ceremony and leave the altar clean.

The church property must be left in the condition in which it was found. The bride and groom will be held responsible for any damages.

The bride and groom must provide these rules and regulations to the florist of their choice.

PHOTOGRAPHY AND VIDEOGRAPHY

Photography is an important part of your wedding day. UMCEP and its staff will cooperate with you in every way possible. We expect you to follow our policies regarding wedding photography.

All photographers, amateur and/or professional, are asked to respect the ceremony and the church. Photographers may take pictures freely before and after the ceremony in any part of the building.

At no time and under no conditions shall flash photographs be taken or videotape lighting equipment be used while the ceremony is in progress. Any exceptions must be approved by the UMCEP Pastor prior to the ceremony.

Placement of photo or video equipment must not detract from the worship service and must be approved by the church's representative.

Following the ceremony, the wedding party may return to the Sanctuary for pictures, at which time flash and other lighting equipment may be used. The photographer should limit post-wedding photography time to 30 minutes.

Pictures of the wedding party may be taken in the foyer or rear aisle of the church before and during the processional and recessional, provided that the photographer stays behind the congregation and does not delay the wedding. The photographer must check with the church's representative for information about the exact areas from which photographs may be made at these times.

Photographers must not mar the furniture. They may not stand or place equipment on equipment on the pews or other church furnishings. The photographer will be held responsible for any damage.

The bride and groom must furnish these rules and regulations to the photographer and/or videographer of their choice.

MUSIC AND SOUND SYSTEM

The Christian marriage is a service of worship before God. The music that accompanies the ceremony should direct attention to God, who sanctifies the Christian marriage. Special care should be taken to ensure that it is suitable in quality and text. All music in worship should represent the best Christians have to offer God.

The church offers both an organ and piano for musical accompaniment. Please note that the piano must not be moved under any circumstances. Music for your wedding should be selected in consultation with the church Wedding Coordinator.

The church organist and pianist may be available to play for your wedding for a separate fee. The church Wedding Coordinator can assist you in contacting these individuals. In addition, you may provide other musicians to perform at your wedding as well.

The Sanctuary is equipped with an excellent sound system for use during wedding ceremonies. A church sound technician is the only person authorized to use the system. Use of the sound system is available for a separate fee.

THE WEDDING REHEARSAL

The wedding rehearsal is usually scheduled on the day preceding the wedding ceremony. The wedding rehearsal should begin promptly at the scheduled time, and is for the purpose of making sure that all participants know what they are to do. This makes for a more meaningful experience. All members of the wedding party should be present.

The following suggestions will guide you as you prepare for your rehearsal:

- The Pastor will be in charge of the rehearsal and the church Wedding Coordinator will be present to assist.
- The rehearsal should take approximately one hour and will begin promptly as scheduled.
- It is helpful if all parents can be present for the rehearsal.
- The ushers should be present for the rehearsal.
- The marriage license should be delivered to the minister at the rehearsal.
- Do not leave any personal items at the church after the rehearsal.

MARRIAGE LICENSE

It is the responsibility of the bride and groom to obtain a valid Colorado marriage license from the County Clerk and Recorder's office. The marriage license must be submitted to the officiating minister at or before the rehearsal dinner; the wedding ceremony cannot proceed otherwise. Immediately following the post-ceremony pictures, the bride and groom must sign the marriage license in the presence of the officiating clergy and two witnesses. Once this document is signed, the couple may proceed to the reception.

EXPLANATION OF FEES

Fees for weddings at UMCEP are determined by two factors: UMCEP membership status and the location of the wedding.

Member Fee - to qualify for this fee structure, the bride or groom, or their parents or grandparents must have been an active member of UMCEP for at least 12 months prior to the application date.

Non-Member Fee - neither the bride, groom, parents, nor grandparents have been an active member at least 12 months prior to the application date.

Sanctuary Ceremony - This is the traditional wedding ceremony held in the Sanctuary. Included in fees for this ceremony include use of the Sanctuary, dressing rooms, organ, piano, and sound system for the rehearsal as well as the wedding ceremony. In addition, this fee includes the officiating minister and pre-marital counseling. Use of the fellowship hall and kitchen are available for an additional fee.

Office Ceremony - This is defined as a ceremony which will take place in the Pastor's office or study with only the bride, groom, and two witnesses present. There is no fee for the use of the Pastor's office or study, but you are required to attend the counseling sessions.

Off-Site Ceremony - This is defined as a ceremony that will not take advantage of the use of any of the church facilities. However, the couple would like the Pastor to officiate the wedding.

Fee Structure	Member	Non-Member
Wedding Coordinator	\$150	\$200
Sanctuary Ceremony	\$200	\$300
Office Ceremony	\$100	\$150
Off-Site Ceremony	\$150	\$200
Fellowship Hall	\$100	\$200
Kitchen (cooking)	\$100	\$200
Kitchen (no cooking)	\$50	\$100
Sound Engineer	\$100	\$150

All fees shall be paid in full not less than one month prior to the wedding date. In the event fees have not been paid in full by this date, the reserved wedding date will be released and all fees will be refunded with the exception of the non-refundable deposit.

KITCHEN USE GUIDELINES

1. Food brought in for an upcoming event should be clearly labeled. The label should indicate the person's name, the event, and the date the food was deposited.
2. Food left over from an event should be taken home, or it will be disposed of. Nothing should be left in the refrigerator.
3. All glassware, cups, and dishes must be washed and put back in the appropriate cabinets.
4. People using the kitchen for events should take towels and dish cloths home afterwards, launder them, and return them promptly.
5. Outside groups using the Church kitchen must furnish their own paper and plastic products (paper plates, paper or Styrofoam cups, plastic spoons and forks, paper table coverings, etc.).
6. All food scraps in or on pots, pans, and dishes must be scraped into the garbage disposal.
7. If the dishwasher is used, directions must be carefully followed. No food should be left on dishes.
8. Someone from UMCEP must be present when outside groups use the kitchen. An hourly fee of \$10/hour should be paid to the Church person assisting in the kitchen.
9. The Church Administrative Assistant or member of the Trustees will inspect the kitchen after each use. The use deposit will be withheld if the kitchen has not been restored to its pre-use condition.

WAIVER OF LIABILITY & HOLD HARMLESS AGREEMENT

1. In consideration for receiving permission to use the church's facilities, I and the group I represent hereby release, waive and discharge The United Methodist Church of Estes Park from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, and we covenant not to sue The United Methodist Church of Estes Park, its officers, agents, servants, or employees (hereinafter referred to as releasees) for any damage or harm sustained by any group member, or any of the property belonging to us, whether caused by the negligence of the releasees, or otherwise, while participating in such activity, or while in, on or upon the premises where the activity is being conducted.
2. I further hereby agree to indemnify and hold harmless The United Methodist Church of Estes Park from any loss, liability, damage or costs, including court costs and attorney fees, that they may incur due to my group's use of the church/s facilities, whether caused by negligence of releasees or otherwise.
3. I understand that The United Methodist Church of Estes Park does not maintain any insurance policy covering any circumstance arising from my participation in this event or any activity associated with or facilitating that participation. As such, I am aware that I should review my group's insurance portfolio.
4. It is my express intent that this Waiver of Liability and Hold Harmless Agreement shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a release, waiver, discharge and covenant not to sue the above named releasees. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with the laws of the State of Colorado.
5. In signing this release, I acknowledge and represent that I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; I am at least eighteen (18) years of age and fully competent; and I execute this release for full, adequate and complete consideration fully intending to be bound by same.

Signature

Date

Printed Name

Date of Wedding

WEDDING RESERVATION FORM

Please return the completed forms to the church office or electronically to umcep@questoffice.net.

The United Methodist Church of Estes Park
1509 Fish Hatchery Rd
Estes Park, CO 80517

BRIDE'S INFORMATION

Member

Non-Member

Name _____

Address _____

Home Phone _____ Mobile Phone _____

E-Mail Address _____

GROOM'S INFORMATION

Member

Non-Member

Name _____

Address _____

Home Phone _____ Mobile Phone _____

E-Mail Address _____

REHEARSAL AND WEDDING INFORMATION

Wedding Date _____ Time _____

Rehearsal Date _____ Time _____

Officiating Clergy _____

Deposit Received \$ _____ Date Paid _____

Balance Due \$ _____ Date Paid _____

WEDDING CONTRACT

I have read and/or the Wedding Coordinator has reviewed the Wedding Policy and fee schedule.
I understand and will abide by these policies.

Signature

Date

Printed Name

Date of Wedding