



Section 10 – WEDDINGS

All guidelines and regulations as previously stated apply to the Wedding party and guests.

10.1 The Senior Pastor must be notified and premarital counseling begun no less than six (6) months prior to all weddings. All couples must complete a minimum of three sessions.

10.2 Scheduling

10.2.1 The Facilities Use Policy form may be obtained from the church office, on the church website, or from the Scheduling Coordinator and should be submitted in writing well in advance of the wedding to avoid scheduling conflicts. Reservations are not placed on the Master Calendar until receipt of your deposit check and signed copies of the Facility Use Policy, Waiver of Liability, and reservation form.

10.2.2 The church will not schedule other activities, in areas common with event, during the period reserved for the wedding; however, weddings cannot be scheduled if the requested time conflicts with a previously schedule service or event.

Access to the church on your wedding day is permitted during a pre-determined and pre-approved time block. During this time block, all wedding members, florists, photographers, etc. will be allowed access. This time block must be arranged in advance with the Wedding Coordinator and the Scheduling Coordinator.

Only church members may schedule weddings at ORUMC in the month of December.

10.2.3 Rehearsal is a time for you and your wedding party to become familiar with the flow of the wedding service and is scheduled the night before your wedding day for a period of two hours. There is no additional fee for this two-hour rehearsal.

The church musicians will not be present at the rehearsal, however, if their schedule permits, may be available for an additional fee.



10.3 Personnel

- 10.3.1 The Pastor of the church is available to conduct and/or assist in wedding in the church, as his calendar allows.
- 10.3.2 If an outside minister is to conduct the wedding, the Senior Pastor of ORUMC must be consulted and must approve.
- 10.3.3 The church Wedding Coordinator is a part of every wedding at ORUMC and must be consulted with regard to all matters pertaining to the wedding (see “Fee Schedule”). A wedding coordinator of the bride’s choosing may also be used, but in accordance with the Facility Use Policies and in addition to the church’s Wedding Coordinator. The church’s Wedding Coordinator or approved representative must be on site for both the rehearsal and the wedding and will have full charge and final decision on all matters pertaining to the wedding.
- 10.3.4 Use of church audio/video equipment must be stipulated on the “Facilities Use Policy” and requires the services of an authorized member of the Audio/Visual Team (see “Fees” and “Audio/Visual Services”). It is the responsibility of the wedding party to contact and schedule audio services.
- 10.3.5 Services of the church musicians are also available, as the musician’s calendar allows, (see “Fee Schedule”). It is the responsibility of the wedding party to contact and schedule the musicians.
- 10.3.6 Guest organists must contact the Music Director for special instructions on use of the organ.
- 10.3.7 Photographers will be permitted in the sanctuary during ceremony. Please discuss in advance with Wedding Coordinator for guidance as to where photographer may stand, how far down the aisle photographer is allowed, and at which point during the ceremony photographer may be given restrictions.



10.4 Facilities

- 10.4.1 No changes may be made on the sanctuary altar or to the Sanctuary furnishings unless approved in advance by the church's Wedding Coordinator.
- 10.4.2 Your wedding is first and foremost a service of worship. You are asking God to bless and sanctify your wedding and marriage. Therefore, careful consideration should be given to the selection of music to be used so that it is appropriate for a Christian worship service. A listing of all music to be used in the service must be submitted to the Wedding Coordinator and approved in advance. This also includes all vocal lyrics which will be sung during your ceremony.
- 10.4.3 Decoration and set-up of the facilities may be done no earlier than one (1) day preceding the wedding, unless other arrangements are made and according to the sanctuary's calendar and must be scheduled through Wedding Coordinator.
- 10.4.4 The church offers use of its tables and chairs, if arrangements made in advance. These must be cleaned and returned to their appropriate places.
- 10.4.5 No church paper products are available for use. All "Kitchen Use" policies apply.

10.5 Decorations

- 10.5.1 No decorations may be placed on walls in the sanctuary.
- 10.5.2 Plants may be used only if placed in waterproof, leak-proof containers.
- 10.5.3 No regular tape, Velcro, glue, etc. may be used to secure decorations to pews, chairs or other fixtures. Non-marking tie-wraps may be used.
- 10.5.4 No candles, sterno, or open flames of any type are permitted in the multi-purpose room without approval through the Trustees or Facility Usage Team.



- 10.5.5 Only dripless candles may be used in candelabras, stands, etc. in the sanctuary. All surrounding areas must be protected by plastic or “wax-resistant” coverings.
- 10.5.7 Rice is not permitted for the “couple send-off.” Birdseed is permitted outside of the church buildings.



10.6 The applicant's "responsible person" must sign the following statement.

Please sign and date the agreement below. Your signature signifies that you have read, understand, and agree to the full Facility Usage Policy, Kitchen Policy (if applicable), checklists, Appendix and agree to all terms and fees.

I, _____, representing myself, or representing the organization
(*name of organization*) _____ understand that my
participation and/or involvement in (*name of the event*) _____
_____ carries with it the potential for certain risks, some of which
may not be reasonably foreseeable.

I further acknowledge that these risks could cause me, or others around me, harm,
including, but not limited to, bodily injury, damage to property, emotional distress, or
death.

By signing this agreement, I agree to release, indemnify, and hold harmless Oak Ridge
United Methodist Church, as well as all of Oak Ridge United Methodist Church's
employees, agents, representatives, successors, etc. from all losses, claims, theft,
demands, liabilities, causes of action, or expenses, known or unknown, arising out of
my participation in (*name of the event*) _____.

Signed:

Responsible Party's (Printed) Name

Signature

Responsible Contact Person

Date