



Saint Matthias United Methodist Church
426 Deacon Road
Fredericksburg, Virginia 22405
540-373-8759

Congratulations! What an exciting and wonderful time in your life! A wedding is also a Christian ceremony deserving of a celebration of dignity and reverence and is a religious service that is conducted in keeping with the *Book of Discipline* of The United Methodist Church. We know you have many concerns and questions about this important time and we have assembled this information to assist you.

1. Wedding Day Reservations. Please reserve the sanctuary as soon as possible before the date of your wedding. It is important that you meet with the minister as early in your planning process as possible to avoid possible conflicts and disappointment in scheduling the use of the sanctuary and the Social Hall. When you meet with our church office, we will arrange for you to meet with our minister and pianist to discuss your plans and to reserve that important date on our calendars. No weddings will be permitted during Holy Week and Easter Sunday. No Christmas decorations will be removed from the sanctuary should a couple decide to be married during Advent season.
2. Rehearsal. In addition to the wedding day itself, we need to arrange a mutually satisfactory date for your wedding rehearsal. Rehearsals are usually scheduled for the evening preceding the wedding or any other time that is suitable for all parties involved (wedding party, minister, and pianist). It is important that everyone arrives promptly for the rehearsal and that it be limited to one hour. There will be no cell phone use during the rehearsal. A properly conducted rehearsal will go a long way toward insuring that your wedding ceremony proceeds smoothly.
3. Designated Rooms for the Wedding Parties. The bride and her attendants shall have use of the Social Hall and the restroom nearest the social hall. The groom and groomsmen shall have use of Room 10 and the restroom across from the church office.
4. Music. The pianist will assist you in planning your music. It is his/her responsibility to help you choose appropriate music for both the prelude and the service. Ideally, an arrangement should be made to talk with the pianist at the same time that you meet with the minister. If you wish to include others in your music plans, it is very important that they coordinate with the pianist and coordinate rehearsals as necessary. The pianist must approve all live music not only for the wedding, but for the reception as well, if the reception is held in the social hall. The use of a DJ is not permitted at the reception. The Sound Technician at St. Matthias is the only person allowed to operate the sanctuary sound equipment. Should you need his service, there will be a charge for his service.
5. Flowers and Other Church Adornments. We are very proud of our church facilities and think you will agree that they well enhance the beauty of your wedding. Decorations must be carefully planned and anything out of the ordinary must be approved by the church worship committee and/or the minister. Generally, conservative decoration yields the most impressive results. You may choose to provide your own decorations or enlist the services of a florist. Either real or silk flowers may be used. Florists must us their own vases or containers

- for all flowers. We offer chairside candlesticks and an installation fee will be charged for this service. We have three wedding banners that also may be hung in the sanctuary at no extra charge. If you wish to have the lighting of a unity candle included in your ceremony, you must provide your own. If you wish to leave any of the flowers for us to use for our Sunday worship service, please tell us ahead of time. It is required that drip less candles be used throughout the sanctuary. If a white wedding aisle runner is to be used, it may be secured to the altar with masking tape. Absolutely no tacks, nails, staples, glue or tape other than masking tape are permitted. All decorating must be completed at least two hours prior to the scheduled time for the ceremony.
6. Photograph. No flash pictures will be permitted by anyone in the sanctuary once the ceremony has begun. Time exposures may be taken quietly from discreet locations in the sanctuary. Also, the official photographer may stand at the rear of the middle aisle to take pictures of the bride and groom when they recess at the conclusion of the ceremony. If close-ups at the altar are desired when the service is concluded, the bridal party may return to the altar and permit additional photos to be taken.
 7. Receptions. We have a spacious social hall available for your use by reservation only. Reservations must be made at the time you reserve the sanctuary for your wedding, to insure availability. Please contact the church kitchen committee regarding use of the kitchen.
Food and drinks are not allowed in the sanctuary at any time. Absolutely no smoking or alcoholic beverages are allowed in the church. A participant who appears to be under the influence of alcohol will be asked to leave. If your party wishes to send you off in a shower of bird seed, please be sure they do so out of doors well away from the entrance and entrance walkways. NO RICE OR CONFETTI will be allowed.
 8. Nursery. We have a church nursery that we will also make available upon request and we may be able to recommend individuals who may be available to baby-sit during the festivities.
 9. License and Fees. The marriage license and all fees should be brought to the church office several days prior to the ceremony but not any later than the rehearsal.
 10. Arrival. All wedding party members must be at the church at least 1 hour prior to the service. Please see that the ushers ask all guests to turn off their cell phones during the Ceremony.

Guidelines for Non-Church Members

- Non-church members of St. Matthias United Methodist Church will follow the same cleaning guidelines for use of the kitchen and Social Hall as members do.
1. If an outside caterer is to be used, they will not be allowed use of the kitchen.
 2. Non-members as well as members may hire the St. Matthias United Methodist Church Women's organization to cater the rehearsal dinner and/or reception. You will need to contact the president of the UMW and give her a menu and ask for a price.

RECEPTION AND CHURCH CLEANING GUIDELINES (CHURCH MEMBERS ONLY)

As members of Saint Matthias United Methodist Church, you have the option to perform all custodial services yourself. Please remember that it becomes your responsibility to restore the church to an orderly state for immediate subsequent use. Since the wedding day is often filled with many other concerns, it is recommended that you consider allowing the church to arrange for custodial services. However, if you elect to do it yourself, please use care to be thorough and resist the temptation to rush through it due to other events in the day.

KITCHEN

1. All utensils, pans, dishes, etc. are to be washed, sanitized, dried, and returned to their proper places.
2. Sinks are to be cleaned and dried with a towel. Please do not empty coffee grounds and other foreign matter into the sink.
3. Dishcloths, towels, etc. must be laundered and returned to the kitchen as soon as possible, but not later than two to three days.
4. Be sure to clear all counter tops and clean them thoroughly.
5. Do not leave food items in the refrigerator or elsewhere in the kitchen without permission. Label and date food items that are left. If no one is aware that such items are being left and by whom, they will only go to waste and create unsanitary conditions.
6. Range and oven must be thoroughly wiped out after use.
7. Empty trash and garbage cans and reline containers with plastic bags. Remove all trash and garbage from church premises or make arrangements with church custodian to do so.
8. Kitchen floor is to be swept and mopped.
9. Please report any damages (for example, broken dishes) or out of order appliances to the church office as soon as possible.
10. Do not remove any items from the kitchen without permission from the kitchen committee.
11. When you leave, please double check that all appliances are off, turn off the light, lock the doors, and return keys.
12. It will be your responsibility to set up and arrange the tables and chairs for your guests. They may be arranged in any fashion you choose.
13. If you choose to pay for the custodial services to clean up the social hall after rehearsal dinner or the reception, the custodian will put away all tables and chairs. He/she will also sweep and mop the floors and empty the trash. Any disposable containers of food will be thrown out unless prior arrangements are made.

FEES

MEMBERS

No fees for use of facilities

Organist-----\$100

Minister's Fee-----no charge

Sound Technician-----\$35

Custodial fee for cleaning of sanctuary-----\$25

Custodial fee for cleaning of kitchen/social hall-----\$25

NON-MEMBERS

Use of sanctuary-----\$150 (\$125 + \$25 custodial fee)

Organist-----\$100

Minister's fee-----\$150

Sound Technician-----\$35

Chairside Candlesticks----\$150

Social Hall/Kitchen-----\$150 (\$125 + \$25 custodial fee)

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BRIDES FULL NAME _____

ADDRESS _____

PHONE: HOME _____ WORK _____ CELL _____

GROOMS FULL NAME _____

ADDRESS _____

PHONE: HOME _____ WORK _____ CELL _____

ADDRESS AFTER THE

WEDDING _____

WEDDING DATE: _____ REHEARSAL _____

WILL THERE BE A RECEPTION AT THE CHURCH? _____

WILL THERE BE A WEDDING DIRECTOR _____

NAME: _____ PHONE: _____

FLORIST _____ PHONE: _____

PHOTOGRAPHER _____ PHONE: _____

WILL YOU NEED THE CHAIRSIDE CANDLESTICKS? _____

WILL YOU BE LIGHTING A UNITY CANDLE? _____

FEES
SANCTUARY _____ DATE PAID _____

ORGANIST _____ DATE PAID _____

MINISTER'S FEE _____ DATE PAID _____

SOCIAL HALL/KITCHEN _____ DATE PAID _____

SOUND TECHNICIAN _____ DATE PAID _____

CANDLESTICKS _____ DATE PAID _____