

Revised 3/1/24

## First United Methodist Church Sedalia Wedding Policy

*Congratulations on your upcoming wedding! We are truly grateful and excited that you have chosen to have your wedding at First Church. Often those marrying will have a special request for a certain clergy to officiate at their wedding. When possible we try to accommodate that request. However, it is not always possible to accommodate every request.*

*We believe that a wedding is a religious service - the Christian celebration of your love and commitment to each other and to God. Your wedding is a worship experience, involving family and friends who want to participate in your joy and are witness to your commitment to each other. We believe that: both words and actions consistently reflect the belief that husband and wife are equal partners in Christian marriage and that they are entering into the marriage of their own volition.<sup>1</sup>*

*We look forward to being part of your special day!  
Pastor Candace*

Please read this Wedding/Event information before filling out any forms or inquiring about a specific date.

### Requirements for Marriage at First United Methodist Church locations

- A conversation with our Lead Pastor is required to enable an understanding of our denomination and our church
- A meeting with First Church Pastor/s prior to the ceremony
- All plans must be run by the Venue Coordinator
- Presentation of a properly executed marriage license presented at the rehearsal
- Event insurance to cover the weekend of your wedding. This can be purchased from Preuitt Insurance, 660.826.6262, or your own insurance agent. This must be presented a week before the wedding with the final payment.

### Scheduling the Wedding

Once the date has been confirmed, please fill out the "Wedding Form" on the website [www.firstsayes.com](http://www.firstsayes.com), sign the Venue Agreement at the bottom of this page, and drop off or mail the agreement with the \$100 booking fee to

Celebration Center, 1701 W 32nd, Sedalia, MO 65301

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<sup>1</sup> *The United Methodist Church Book of Worship, 1992.*

## **The Venues**

The Celebration Center seats 400. Weddings may be held Monday through Friday.

The Thompson Site seats 400. Weddings may be held Monday through Saturday.

For small, intimate weddings, the Garden Downtown or the Chapel under the stars is an option, Sunday - Saturday.

Typically, the following days are not available at either location:

New Year's Eve, New Year's Day, Eight days before and including Easter, Memorial Day weekend, 4<sup>th</sup> of July weekend, Labor Day weekend, Thanksgiving Day weekend, Eight days before and including Christmas.

Use of the building is available at 8am the day of the wedding. The building use is restricted to dressing rooms for the wedding party, the sanctuary, the Fellowship Hall and kitchen, if reserved for a reception or rehearsal dinner.

Wedding events held on a Saturday night must conclude by midnight.

## **Clergy**

The Lead Pastor or Associate Pastor of First Church officiates the weddings. Guest clergy may assist or officiate with the approval of the Lead Pastor.

All engaged couples will meet with the officiating pastor to discuss the upcoming marriage. The pastor expects to spend one or more sessions in conference with a couple. This will include discussions of both the service and the marriage itself. The couple must contact the pastor to schedule these sessions.

## **Marriage License**

The wedding cannot take place without a marriage license. Please be aware that some counties require multiple days to process a request for a marriage license. The license is to be given to the Venue Coordinator at the rehearsal. The Pastor can only perform weddings in full accordance with the law and The United Methodist Church Book of Discipline.

## **Venue Coordinator**

The Venue Coordinator represents the church in coordinating the details of the wedding and rehearsal within the church. Their responsibilities include: ensuring the wedding venue is ready for the rehearsal and wedding, unlocking rooms for the wedding party, coordinating audio set-up, assisting family in arranging guest book podium and gift

table, assisting Pastor with rehearsal, orchestrating processional and recessional, monitoring time schedules related to the ceremony, and overseeing any other needs within the church.

When the wedding date has been confirmed and placed on the wedding schedule by the Building Coordinator, the Venue Coordinator will call to discuss plans and answer questions. They will assist with rehearsal and will be at the church during the designated hours on your wedding day. All future questions about the wedding should go through the Venue Coordinator.

The fee for the Venue Coordinator is \$300. This is non negotiable.

## **Dressing Rooms**

**Thompson Site:** The bride and her party may dress at the church in the bridal room and designated rooms, if additional space is needed. The groom and his party may dress downstairs in the Togethering Place.

**Celebration Center:** The bride and her party may dress at the church in the bridal room. The groom and his party may dress in the Gathering Place.

It is the responsibility of the bride and groom to arrange for the care of the property of the wedding party before, during and after the wedding, as well as the removal of such items immediately following the service/reception. The church is not responsible for any articles belonging to any person in the bridal party, any guest at the wedding, or any vendor serving the wedding.

If any furniture is moved it is your responsibility to put it back as it was found before leaving the building after the ceremony/reception. Please check the room photo on the wall to know how the room needs to be left at the conclusion of the event.

## **Wedding Music**

The church wedding is a sacred rite invoking the blessing of God on the founding of the home. The music and texts, selected with the underlying thought of glorifying God, should be suitable for a church service, as distinguished from a social gathering.

Prerecorded music can be used and needs to be suitable for a church setting. If you want to use live music, the piano or organ, First Church can suggest musicians. This fee for these musicians is above what is listed on the current wedding fees.

Contact Jeff Leeman, Director of Sound and Technology, by email [jeff@firstsayyes.com](mailto:jeff@firstsayyes.com) or calling 660.553.0192 to speak about the format of music you are intending to use for the ceremony. The music files must be in an MP3 format and on a flash/USB drive. Please confirm with the sound technician if you will have a vocalist or a pianist playing at the ceremony.

## Photographers and Videographers

First United Methodist Church encourages the couple to employ a professional photographer for the wedding. Our church allows videography. The wedding party is responsible for providing personnel for this service.

## Flowers and Decorations

Flowers that are real or silk are permitted *with the exception* of the flowers strewn in aisles.

Decorations may **not** be attached by nailing or pinning items to walls, chairs, or furniture. All decorations and flowers must be removed from the building following the service.

Decorations belonging to the church may be moved but must be put back in place at the end of the service/reception.

No furniture on the stage is to be moved. The altar **may not be moved**. The piano or organ **may not be moved**.

Helium balloons are **not** allowed in the Sanctuary.

Glitter may **NOT** be used on decorations.

## Candles

Please use flameless candles for all decorations in all areas of the church. If a unity candle is being used during the ceremony, it is to be extinguished at the completion of the ceremony.

## Restrictions

Holy Communion may only be used in the ceremony if all attending are invited to partake. There should be no pressure that would embarrass those who for whatever reason do not choose to receive communion. It is important that the significance of Holy Communion must be made clear.

Confetti or glitter are not allowed on the premises, inside or out.

Confetti, rice, birdseed and sparklers are **NOT** to be distributed and/or thrown inside or outside the church. Bubbles may be used outside the church for the parting tradition.

Animals are prohibited to be a part of the ceremony unless said animal is a certified service animal.

No nails, tape or pins are allowed to be used on **any surface**.

Do not remove any furniture from its location, with the exception of a pew chair for a wheelchair. (See building coordinator for instructions on how to do this.)

No weapons are permitted on any of the First Church campuses.

The church grounds and buildings are alcohol, smoke-free and drug-free. If alcohol is present on the premises, the ceremony will be canceled.

**It is the responsibility of the bride and groom to communicate these instructions and restrictions to family members, decorators, caterers, and other parties involved in the planning of the day.**

## **Financial Responsibilities & Fees**

There is a \$100 booking fee due with paperwork. This allows your event to be scheduled and is non refundable.

### **Wedding Fees:**

Booking fee of \$100 is due at time of booking. This fee is only refundable if a change in date is made on the behalf of the church.

Building Fee: \$200 for members, \$750 for non members

Janitorial Fee: \$125 sanctuary, \$125 rehearsal dinner, \$125 reception

Sound Technician: \$150 this covers rehearsal and wedding

Kitchen Fee: \$75 for rehearsal dinner and \$75 for reception

Clergy Fee: \$200 \*The availability of the church does not ensure that one of our pastors is available for your date. Please confirm the date with the Pastor.

Venue Coordinator: \$300 \*Thompson Site only

**There will be a \$500 cleaning fee added if guests of the reception go to other areas of the church and there is additional cleaning required.**

The balance must be paid by the **Monday before the wedding day**. Please make all payments in the form of a check payable to "First United Methodist Church."

*We believe that each person should have the wedding of their dreams. If the fee structure would keep anyone from using one of our locations, we hope they would have a conversation with one of our pastors to discuss financial options.*

## First United Methodist Church - Venue Use Expectations

**Event:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_

\_\_\_\_\_ I have read and understand the expectations of the wedding policy.

\_\_\_\_\_ I agree to provide Event Liability Insurance for the dates of the event.

\_\_\_\_\_ I agree with the wedding fee structure and understand that all fees will be paid in full one week prior to the wedding day.

As a participant and the person in charge of this Event, I recognize and acknowledge that there are certain risks of physical injury and I agree to assume the full risk of any injuries (including death), damages or loss which any participants may sustain as a result of participation in any and all activities connected with or associated with such event, including, but not limited to, arrival at and departure from church.

I agree to waive and relinquish all claims that any participant may have as a result of participating in the event and being present on church property for said event against the church and any of its officers, agents, servants, and employees.

I do hereby fully release and discharge the church and any of its officers, agents, servants, and employees from any and all injuries (including death), damage or loss which any participant may incur or which may accrue to any participant and their executors, heirs and assigns, on account of their participation in the event and presence for said event on church property.

As the person in charge, I further agree to indemnify and hold harmless and defend the church and any of its officers, agents, servants, and employees from any and all injuries (including death), damages and losses sustained by any participant or arising out of, connected with, or in any way associated with any participant's participation in the activities of the event and presence for said event on church property.

**I HAVE READ, FULLY UNDERSTAND AND AGREE TO: THE EVENT EXPECTATIONS, AND WAIVER AND RELEASE OF ALL CLAIMS.**

\_\_\_\_\_  
Name Printed

\_\_\_\_\_  
Signature Signed and date

**\*Return this form and \$100 to Celebration Center, 1701 W 32nd, Sedalia, MO ATTN:Venue Coordinator**