

Benson Memorial United Methodist Church  
Raleigh, North Carolina

WEDDING POLICY AND GUIDLINES

Wedding Coordinator - Ginny Wise (848-1559 cell 608-9204)

This will be one of the most sacred experiences of your life. There are no vows which are more inviolate than the wedding vows. Your choice of the Sanctuary of the church as the site for the assumption of these vows indicates the fact that you consider matrimony in this sacred light, and that your promises and vows are for all of your life.

It is not necessary for a wedding to be elaborate in order to be beautiful. The true beauty lies in the spirit and attitudes of those involved and the fulfillment of the real purpose of the wedding ceremony, namely that of worshiping and glorifying God.

I. WHO MAY BE MARRIED AT BENSON MEMORIAL UNITED METHODIST CHURCH?

1. Couples, when either bride or groom is a member of this church. Every couple is encouraged when possible to be married at the "home church" of either the bride or groom, and normally the church of the bride.
2. When circumstances make it impractical for a couple who are not members of Benson Memorial to be married in their home church, the pastor may at his/her discretion make this church available. There is a fee for non-church members for the use of the church.

II. ARRANGEMENTS

1. The church/pastor secretary is your initial contact when requesting the use of the church. The church secretary will give you a copy of this policy and arrange for a scheduled conference with the pastor. No arrangements can be considered official until they have been approved by the pastor and recorded by the church secretary.
2. Reservations of facilities are not placed on the calendar until receipt of the attached Acceptance of Terms and Waiver of Liability Form and receipt of the non-refundable Sanctuary fee for non-members (at least half of the Sanctuary Usage fee).
3. The bride should contact the Wedding Coordinator (contact numbers are top of this document) as soon as possible.
4. It is anticipated that the wedding service as well as the rehearsal will not exceed one hour in length; timely arrivals at both are expected.

### III. THE WEDDING SERVICE

1. As with other services of the church, the wedding and rehearsal are under the direction of the pastor. The pastor of Benson will officiate at all weddings. The United Methodist Ritual is the required service. If the bride or groom desire to ask another ordained minister to conduct or assist in the marriage service, the pastor of Benson must be consulted prior to such invitation being extended. If approved, the invitation to another pastor will be extended by our pastor who has final authority over the conduct worship and the use of the building.
2. The Book of Discipline of the United Methodist Church requires that the pastor counsel with couples concerning the meaning and responsibility of Christian marriage. The pastor, at the time of the initial interview, will go over the plans and requirements with the prospective bride and groom. Except when impossible to do so, both bride and groom should be present for the initial interview. Counseling should begin as early as possible.
3. Please bring the wedding license and all fees (separate payments for each of the fees) to the rehearsal. The license and fees should be given to the Wedding Coordinator.

### IV. WEDDING COORDINATOR

The wedding parties must utilize a wedding coordinator assigned by the church. The coordinator will supply procedural direction at the wedding rehearsal and service. The church wedding coordinator will be required in order to protect the policy and facilities of the church.

### V. MUSIC

1. Music will be selected in consultation with the organist and pastor. The quality of music should be appropriate to Christian worship. The bride should be encouraged to express her desires and individuality within this framework. Approval rests with the organist and pastor.
2. The church organist is available to play at weddings unless the bride wishes to invite another approved organist. Any guest organist must be approved by the church organist and must contact the church organist for any special instructions on the use of the organ.
3. There will be a fee for the services of the church organist for the rehearsal and wedding. This fee is to be paid at the rehearsal. See the FEES section for the specific fee amount. The organist fee covers only the rehearsal night and wedding. The fee listed in the FEES section is the fee for a simple wedding. If the organist is requested to work with additional vocalists and or instrumentalists, an additional fee will be added at the discretion of the organist after discussions with the wedding couple on their total music requests for the wedding service. Our organist is Mrs. Mary Elizabeth Hearn whose telephone number is (H) 787-3232.

4. There will be a fee for the services of the audio technician for the rehearsal and the wedding. The audio technician's services are required if the church audio (microphone/speaker) system is to be used (for readers, singers, and/or recorded music). Typically the audio system is not needed for readers or singers unless they are unusually soft spoken. P.D. Hill is the audio technician contact and his phone number is (H) 848-0427.
5. The bride is responsible for contacting the organist and the audio technician to secure their services. They should be contacted as soon as a date is selected for the wedding.

#### IV. PHOTOGRAPHY

During no time in the ceremony will pictures be permitted. Please convey this message to your friends and family.

If pictures of the wedding party at the altar are desired, the party may reassemble after the conclusion of the ceremony for such pictures.

Videotaping is permitted using a stationary tripod at the back of the sanctuary.

#### V. FACILITIES

It is expected that all members of the wedding party and invited guests respect the church property, and refrain from any activity that would cause damage or disrepair. No alcoholic beverages may be brought to or consumed on church property. Smoking or the use of any tobacco product is not permitted in our facility.

A place is provided at the church in which the bride and her attendants can dress (the choir room). The gentlemen of the wedding party can also be provided a place to dress if necessary.

Bird seed is acceptable outside of the buildings (no rice is to be used). No bird seed is to be brought into the Narthex - this means any packages of bird seed are to be distributed outside the Narthex.

The Fellowship Hall may be used for receptions but its use must also be scheduled with the church/pastor's secretary. The users are responsible for leaving the kitchen clean and the cost of breakage or other damages.

#### VI. DECORATIONS

The decorations in the church and the dress of the wedding party must be appropriate to Christian worship and approved by the Pastor or Wedding Coordinator. In these matters, the simple is preferable to the elaborate.

The furniture and symbols found in the sanctuary are not to be removed or altered. Florists/decorators must insure that the furniture, floor, and carpets are protected against damage from moisture and candle wax. No tape is to be used in the decorating of the sanctuary. It is the responsibility of the florist/decorator to remove all wedding decorations within the hour after the service unless special arrangements are made with the church

Wedding Coordinator. The building must be left in the same condition in which it was found. If it is desired to use the flowers at a subsequent worship service, we ask that you notify the church secretary in advance.

## VII. CUSTODIAN FEE

The charge for the custodian service for the wedding is \$100.00. When the reception is also at the church there is an additional fee of \$70.00. This service will be rendered by the church custodian service. The check for these services should be made payable to Benson Memorial UMC (unless otherwise noted by the wedding coordinator) and given to the wedding coordinator at the rehearsal.

## VIII. FEES

	<b>Members</b>	<b>Non-Members</b>
<b>Organist</b>	\$300.00	\$400.00
<b>Sanctuary</b>	None	\$400.00
<b>Reception Hall</b>	None	\$300.00
<b>Custodian, Wedding only</b>	\$100.00	\$100.00
<b>Custodian, Reception</b>	\$70.00	\$70.00
<b>Audio Technician (if needed)</b>	\$75.00	\$100.00
<b>Wedding Coordinator</b>	None	\$200.00
<b>Pastor</b>	None	\$400.00

All fees should be given to the assigned wedding coordinator at the rehearsal. Please remember to make checks out to the appropriate individual providing the service.

<b>Organist</b>	Mary Elizabeth Hearn or substitute organist
<b>Sanctuary and Reception Hall</b>	Benson Memorial UMC
<b>Custodian</b>	BMUMC
<b>Audio Technician</b>	P.D. Hill or specific technician providing the service
<b>Wedding Coordinator</b>	Ginny Wise or Other Coordinator
<b>Pastor</b>	Rev. Kelly Lyn Logue Rev. Jeff Babajtis

**Benson Memorial United Methodist Church**  
**Raleigh, North Carolina**  
4706 Creedmoor Road, Raleigh, NC 27612  
(919) 787-0789

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**Acceptance of Terms and Waiver of Liability**

I, \_\_\_\_\_, do hereby acknowledge that I have read and understand the Church Wedding Policy and accept all of the terms and conditions. I am requesting reservation of the facilities on \_\_\_\_\_ (date) at \_\_\_\_\_ (time). I am requesting the following facilities and services be reserved:

\_\_\_\_\_ Sanctuary                      Approved: \_\_\_\_\_

\_\_\_\_\_ Fellowship Hall

\_\_\_\_\_ Church Organist Requested

\_\_\_\_\_ Audio Technician Requested

I further recognize that the Benson Memorial Church is not responsible in the case of accident or injury to me or any guests during use of these facilities.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person:

Name: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

\_\_\_\_\_ Email: \_\_\_\_\_

Fiancé's Name: \_\_\_\_\_