

## Wedding Policies and Procedures

A wedding is one of the happiest and holiest moments in life. As two Christian people join their lives to establish a Christian home, the Church rejoices with them and is eager to help make the occasion of their wedding both beautiful and sacred. The true beauty is found in the couple's sincerity and deep devotion to each other.

In the happy excitement of planning for a wedding, many questions arise. Often one wonders just what is proper and acceptable. The following procedures are given to assist in the planning. The pastor and staff of the Church will be glad to render any help possible.

### I. Arrangements

All arrangements for weddings and receptions must be made through the Church office and cleared on the master Church calendar. It is advisable to schedule the wedding date with the Church office as early as possible.

### II. Pastor In Charge

The pastor of the Church is always in charge of weddings held in this Church. When the couple desires, it is proper to have another pastor assist, provided the local pastor is consulted and has given consent.

### III. Wedding Director

It is required that a wedding director be used in planning and directing the wedding. The services of a wedding director may be arranged through the pastor and/or altar guild of the Church. A director from the outside may be used only during extenuating circumstances, given the prior approval of the pastor.

### IV. Pre-Marital Counseling

Pre-Marital conferences with the pastor are required of all couples being married in the Church. The number of conferences shall be determined by the pastor, but not less than three (3). The conferences are designed to enable the pastor to gain greater knowledge of the couple, their preparedness for marriage, and to assist them toward a meaningful and lasting experience in marriage.

### V. Decorations

The sanctuary of the Church is beautiful. We discourage the use of elaborate decorations. The following shall be taken into consideration when planning decorations:

1. Decorations may never obscure the symbols of worship (altar, cross, pulpit, etc.)
2. No tacks, screws, or glue may be used to fasten any decorations to the furniture.
3. No chancel furniture or pews shall be moved or changed in any way.
4. The furniture and floor must be protected from damage or spotting. The bridal party will be held responsible for any damages.
5. All decorations shall be removed from the premises immediately following the wedding and the building must be left in the condition in which it was found.

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#### VI. Music

When the date for the wedding is cleared, the Church organist shall be contacted. If a person other than the Church organist shall be expected to play the organ, it will be necessary to make arrangements with the Church organist. Regulations concerning acceptable music apply to all persons using Church facilities. The music should be dignified and reflect the joyfulness and sacredness of the occasion. The Pastor shall have the final word as to questions of appropriate music.

#### VII. Photographs

No photographs are to be made during the wedding service. Time exposure photographs may be made only from the balcony, provided guests are not seated in this area. Videotaping may be permitted from the balcony with the consent of the pastor.

#### VIII. Fees

1. The Church sanctuary shall be available to members at no charge. For non-members, the fee shall be \$100. In addition, one or both parties must attend worship here on at least six (6) occasions prior to the wedding.
2. Fees charged by the organist shall be arranged by the organist and the couple.
3. The minimum janitorial fee for all weddings is: \$75 for the wedding, \$75 for a reception held at the church, and \$75 for a rehearsal dinner at the church.
4. The fee for the Church's Wedding Director shall be a minimum of \$75.
5. Although the Pastor does not set a fee for the wedding, an appropriate honorarium would be at least \$250, which includes time spent for three pre-marital conferences, rehearsal and wedding day.

#### IX. Other Regulations

1. Members of the wedding party are strictly reminded that under no circumstances shall anyone come to the rehearsal or wedding under the influence of alcohol or drugs. No alcoholic beverages may be served in the Church facilities. The pastor has complete authority to cancel any wedding at the last moment for any deviation from this rule.
2. Weddings will not be held on Sundays or on religious holidays when the ceremony will interfere with regular services of the Church.
3. No rice, confetti, or bird seed is to be thrown on the Church premises.
4. Florist shall made arrangements with the Church office prior to any decorating.
5. The Church will provide a kneeler and a pair of 7-branch candelabras for use in the service. The fee for the candelabra shall be \$25 (to replace the used candles).
6. It is understood that the pastor has the privilege of conducting weddings at any time, according to his or her own schedule and discretion.
7. In order for the date to be reserved on the Church's Master calendar, all fees for non-members must be received by the Church office.

If you have any questions regarding Mouzon's wedding policies and procedures, please do not hesitate to call us at 704-525-1326 or email the financial secretary in the Church office ([brenda@mouzonumc.org](mailto:brenda@mouzonumc.org)). Thank you, and may God bless you!