

CEREMONY GUIDELINES

1. The minister of Queen Street United Methodist Church shall officiate all weddings. Should the bride and groom desire the assistance of another minister, such desire should be communicated to the minister of Queen Street United Methodist Church. **It then becomes the responsibility of our minister to extend an invitation to the assisting minister.**
2. The director of music/organist is responsible for the music and shall play for all church weddings. Additional instrumentalists and/or vocalists are to be scheduled only after consultation with and approval by the director of music/organist.
3. Should the director of music/organist not be available for the wedding, he or she will contract another professional musician to serve as the primary musician for the wedding.
4. Musical selections should be selected prior to the initial consultation with the director of music/organist. Since Queen Street is privileged to have quality musical instruments, it is our policy to use only live accompaniment at wedding services that are held in the sanctuary. Appropriate hymns and vocal selections are such that the language of the piece uplifts God and the sacredness of holy matrimony.
5. The services of the church sexton are necessary both prior to and following the wedding ceremony.
6. The services of the church wedding director are necessary and required for all wedding ceremonies.
7. The services of a sound technician are necessary and required for all wedding ceremonies if any microphones are used.
8. The bride and groom agree to abide by the wedding decorations policy.
9. During no time in the course of the service of marriage will flash pictures be permitted by the official photographer or from those attending the service. One picture from the rear of the church, as the bride enters and one from the rear as she leaves will be permitted. Pictures by the photographer with a time exposure camera may be taken from the balcony. If pictures of the wedding

- party at the altar are desired, the party may reassemble after the conclusion of the ceremony for as many as they wish.
10. Video recording of the wedding will be allowed from an unobtrusive position in either of the corners of the balcony only.
 11. Sanctuary furnishings and/or fixtures are to remain “as is” unless specifically approved by the minister.
 12. The bride and groom are requested to advise all members of the wedding party that under no circumstances may any of them come to the rehearsal or to the wedding under the influence of any controlled substance. Neither will alcoholic beverages, smoking, or use of any other controlled substance be allowed in any of the church buildings. Likewise, food and soft drinks are not allowed in the sanctuary or vestibules.
 13. If you are having a rehearsal dinner or reception in the Fellowship Hall, there are several items available to you. Information and possible scheduling can be obtained through the Administrative Assistant.
 - 14. Should the minister and director of music be unavailable for a specific wedding date, the church cannot be used for the wedding.**

WEDDING DECORATIONS POLICY

The sanctuary is so complete in its appointments and architectural lines, and the furnishings are so inherently attractive that a minimum of decorations is required or desired. Therefore, the following policy has been established:

1. No foliage or flowers may be placed on the pews, altar rail, choir rail, or any other furnishings.
2. Palms, ferns, and candelabra may be used in the chancel area. We do have candelabra available for your use.
3. No type of decoration may be used in front of the pulpit that in any way covers it. You may place flowers on the Communion table, but water must be poured from the flowers before they are placed on the table.
4. All chancel furnishings are to remain in place, with the exception of the chancel chairs that may be removed if absolutely necessary for the placement of a large number of wedding attendants.
5. No tacks, scotch tape, adhesive tape, nails or wires may be fastened to any part of the sanctuary furnishings, including pews and floors. Ribbons may be secured to the pews by means of rubber bands.
6. Any candles used must be non-drip metal candles or oil candles as approved by the church. The church owns the metal candles to be used in the candelabra owned by the church, but inserts for the candles are to be purchased by the wedding party.
7. Candles must be lit and extinguished by using the brass and wood candle-lighters/extinguishers provided by the church. Wicks for the lighters are supplied by the church. Those using the lighters are required to wear gloves to maintain the polish on the brass.

FEES DETAIL

Following is a list of fees incurred by using the facilities and staff at Queen Street United Methodist Church. A description of services for said fees is included, as well as a table with all possible expenses for your convenience. All fees must be received at the church two weeks prior to the wedding rehearsal. Should this not occur, a certified check or cash is required as payment before the wedding rehearsal begins.

1. Minister's suggested honorarium: \$400.00—This fee includes the cost of professional time and services for pre-marital counseling, the wedding rehearsal, and the wedding service. There is no honorarium required for church members.
2. Director of Music/Organist's fee: \$300.00—This fee includes the cost of professional time and services for initial consultation with the bride, the wedding rehearsal, and the wedding service.
3. Additional music fees—These fees are based on the standards set by the American Guild of Organists. A fee of \$40/hour will occur for each hour of rehearsal time with vocalists and/or instrumentalists. Additionally, a contracting fee of \$25/person will occur for each instrumentalist or vocalist hired through the director of music/organist. Should music need to be purchased, the bridal party is responsible for reimbursement of cost.
4. Church Wedding Director fee: \$300.00 base price—Based upon services required of the wedding director, the fee may be more. Additional payment to the wedding director will be agreed upon by the director and bride should additional services be required. If another wedding director is hired, the church wedding director will receive a fee of \$150.00. In this event, the church wedding director will be at the church for the rehearsal and wedding to answer questions and locate items needed.
5. Church Sexton fee: \$150.00—This fee is based on use of the sanctuary only. The sexton is responsible for opening and closing the facility and cleaning the

facility before and after use. If the Fellowship Hall is to be used as well, the fee is \$250.00, which includes cleaning of both facilities before and after use.

6. Sound technician fee—Should you need to use the sound system, a sound technician fee of \$40/hour will be charged. The church is able to supply microphones for soloists, instrumentalists, minister(s), and reader(s). If the sound system is used, sound technicians must be hired for both the rehearsal and ceremony.
7. Non member usage fee: \$600.00—This fee is charged for rent of the sanctuary should a non-member wish to use the facilities for a wedding. If the Fellowship Hall is used, an additional fee of \$200.00 will be charged.

Below are the expenses occurred in list form. Beside each fee is the name of the person or organization to whom checks should be made payable. The schedule of fees and honoraria listed below are usual and customary. Additional financial enumeration above those stated is at the discretion of the bride and groom and their families. Also, at the discretion of the professional staff person involved, the fees/honoraria may be reduced as that staff person sees fit. All payments may be sent to the church office using the following address:

Queen Street United Methodist Church
Post Office Box 508
Kinston, NC 28502

Expense Detail	Amount	Make Checks Payable to
Minister	\$400.00	William Allen Bingham
Director of Music	\$300.00 (+ additional fees)	Jacob Mewborn
Church Wedding Director	\$300.00 , \$150.00, or agreed payment	Mary Catherine White
Church Sexton	\$150.00 or \$250.00	Reggie Little
Sound Technician	\$40.00/hour	Queen Street UMC
Non-member usage	\$600.00 or \$800.00	Queen Street UMC

WEDDING AGREEMENT

By placing my/our signature(s) below, I/we acknowledge reception of a document entitled, "Wedding Policy" for Queen Street United Methodist Church, and I/we agree to be responsible to see that each and every item in these guidelines and policies, as it relates to our wedding, will be fulfilled.

Signature of Bride: _____

Signature of Groom: _____

Date Signed: _____ Date of Wedding Service: _____

Time of Wedding Service: _____

Date/Time of Rehearsal: _____

Officiating minister's name and address, if other than the minister of Queen Street United Methodist Church: _____

Complete address and phone number of Bride:

Complete address and phone number of Groom:

