

# **PULASKI HEIGHTS UNITED METHODIST CHURCH**

## **Wedding Policy and Guidelines**

Welcome and thank you for selecting Pulaski Heights United Methodist Church as your wedding venue!

To assist in your planning, please read over all of the material carefully and if you have any questions you may contact me at 501-978-0517 or [cbowden@phumc.com](mailto:cbowden@phumc.com).

- **Wedding Information Sheet:** After you have read through the policies, fill out the information sheet at the end of this document and send to the church in order to secure your date with the church calendar. Email [cbowden@phumc.com](mailto:cbowden@phumc.com) or mail to Cindy Bowden, 4823 Woodlawn Dr, LR 72205.
- **Policies for Photographer and Florist:** Please share these with your vendors; it is very important that these be observed to avoid last minute problems at the church.
- **Premarital Seminar:** As explained in the policy, all persons married at PHUMC are required to attend the premarital seminar. This session is in addition to the counseling sessions with your pastor. It is held on Saturdays during the calendar year. Select your date to attend and return your payment with the registration form found at the end of this document; mail to Cindy Bowden, 4823 Woodlawn Dr, LR 72205.

The church understands that this occasion is a joy to you and your families as well as sometimes stressful. The staff is glad to share this time with you and will make every effort to make it memorable. Please let me know if I can be of assistance.

Sincerely,



[Cindy Bowden](#)

Executive Assistant to Senior Pastor & Church Administrator  
Pulaski Heights United Methodist Church  
4823 Woodlawn, Little Rock AR 72205  
501.978.0517

# WEDDING CHECKLIST

1. Contact church wedding coordinator:
  - a. determine available dates for wedding
  - b. receive *"Wedding Policy and Guidelines"*
2. Read *"Wedding Policy and Guidelines"*
3. Send in wedding information sheet to confirm your date & your Premarital Seminar registration with payment
4. Meet with a Pulaski Heights UMC pastor:
  - a. to plan worship service (immediately) Date\_\_\_\_\_
  - b. to finalize plans (at least 6 weeks before wedding) Date\_\_\_\_\_
5. Meet with the church wedding coordinator Date\_\_\_\_\_  
Phone 501.978.0517 (at least 6 weeks before wedding)
6. Meet with the church organist to plan music Date\_\_\_\_\_  
Phone 501.978.0520 (at least 6 weeks before wedding)
7. Schedule PHUMC Broadcast for video DVD Date\_\_\_\_\_  
Phone 501.978.0517 (at least 6 weeks before wedding)
8. Meet with the church hospitality coordinator if reception is to be at church Date\_\_\_\_\_  
Phone 501.978.0537 (at least 6 weeks before wedding)
9. Attend Premarital Seminar Date\_\_\_\_\_
10. Pay wedding fees (two weeks before wedding) Date\_\_\_\_\_

# **A GUIDE FOR SERVICES OF CHRISTIAN MARRIAGE**

*Revised 1/1/2020*

In our society, marriage involves legal, social and where desired, religious considerations and customs. The legal aspects are covered by the laws of the state. The social considerations are emphasized in showers, dinners, receptions and parties. The responsibility of the Church, both to God and to the couple being served, is to provide for the expression of the Christian celebration of marriage. Those seeking to be married in a United Methodist Church by a pastor are asking specifically for a Christian marriage and are expressing their intention to be a part of the Christian community after their wedding service.

The purpose of these guidelines is to help you have a ceremony that is as meaningful and problem-free as possible. In planning for your wedding, you will be working with church staff members who are dedicated to making each wedding a significant and joyful act of Christian worship. Decisions regarding personal preferences in the service will be discussed in a spirit of commitment to honor God in worship, and to witness with integrity to the special character of Christian marriage.

**Carefully read and consider these policies and guidelines before signing your Information Sheet and agree to abide by its conditions. We look forward to sharing with you in this important service of worship, and pray it will be one of the most meaningful experiences of your Christian discipleship.**

## **HOW TO MAKE WEDDING ARRANGEMENTS**

After reading this Wedding Policy and Guidelines, mail or email your agreement to confirm your date with the church. For this reason, it is important that you complete the form as thoroughly as possible. Certain sections of the form are completed during your discussions with the wedding coordinator, organist and pastor.

## THE LITURGY

All Services of Christian Marriage performed at Pulaski Heights United Methodist Church have the blessings of this church. One of the Services of Christian Marriage from the *United Methodist Book of Worship* shall be used.

**An order of the worship service will be done in house to use as your wedding program.** You will need to make an appointment to plan the layout and design and printing options with the wedding coordinator.

## THE PASTOR(S)

One of Pulaski Heights United Methodist Church's pastors will officiate in all marriage services. A pastor from another congregation may assist upon the written invitation of the Pastor. The role of a visiting pastor will be determined by the PHUMC pastor in consultation with the couple. **All pastors** wear liturgical robes and stoles. Pastors of other churches are welcome to use our robes and stoles when assisting in a service.

## PHUMC WEDDING COORDINATOR

**The services of our wedding coordinator are required at any wedding in the sanctuary or chapel.** The coordinator works with the pastor(s) and the wedding party and will be present at your rehearsal and wedding to assist you while providing guidance regarding decorations, procedures, facility use, and seating of family and guests, in addition to:

- scheduling the facilities and coordinating the staff for each wedding;
- designing the programs and coordinating with the printer;
- planning and directing the rehearsals;
- facilitating all activities on the day of the wedding;
- overseeing billing and paying the staff.

If the family hires an outside wedding coordinator, it needs to be known that they will have no responsibilities/involvement while at the church the day of the wedding.

## THE WEDDING MUSIC

The music that is sung or played has great power to give the service its character. Congregational singing is most desirable, and a choir may also sing. The use of vocal and instrumental music expresses the joy of the event. The use of specifically Christian music is required. It ensures the proclamation of Christian faith and hope. Such texts and music express the joy, praise, and thanksgiving that characterize marriage in a Christian context. When choosing vocal music for services of Christian marriage, one is usually on safe ground when the text is taken from the Bible or from the United Methodist *Book of Hymns*.

Because the choice of music is so important, the **PHUMC organist or music director must be consulted** in all decisions regarding music selection, choice of soloists or other instrumentalists. Musical selections and rehearsal schedules with soloists should be completed two months prior to the service. Any other arrangement is exceptional and requires approval of the organist or music director. The music staff will assist in scheduling consultation regarding music selections, soloists and instrumentalists. **Only a staff musician will be allowed to play the pipe organ in the sanctuary.**

Just as it is important that the integrity of the service and the musicians be respected, so, also, it is important that the music speak to the needs of the couple. There will be no taped or recorded music played for the service in either the sanctuary or the chapel. Often, a meaningful song, contemporary in text or music, is better sung or played at the reception following the wedding, rather than during the service itself. The organist is available at a separate fee to play if requested. It is concern for the sanctity of the service of Christian marriage which prompts the above guidelines rather than an attempt to proscribe a certain taste. Our music staff is available to guide and help you as you make plans for this most sacred event.

## THE REHEARSAL

Rehearsals are held at 4:30 p.m. and 7:00 p.m. on Fridays. In the event that there are three weddings on Saturday, one rehearsal will be scheduled on Thursday evening preceding or early Saturday morning of the wedding date, to be coordinated by the pastor with wedding party, organist, and wedding coordinator.

Any wedding with music and a bridal party must be rehearsed. All attendants in the wedding party as well as ushers are expected to attend the rehearsal. Remember, one hour should be allowed for rehearsals when planning your rehearsal dinner.

## SCHEDULING

Weddings may be held in the sanctuary or chapel whenever worship services are not being held. However, no weddings are scheduled:

- a) on Sundays
- b) later than 7:00 P.M.
- c) on official church holidays or on the eve of the day following those holidays

Wedding times available are:

Morning: 10:00 or 11:00 a.m.

Afternoon: 2:00 or 3:00 p.m.

Evening: 6:00 or 7:00 p.m.

No weddings will be held on the half-hour.

## INFORMAL WEDDING

An Informal Wedding is one that has no processional, no music, no flowers, no professional photographs, nor additional candles. It requires no rehearsal. Information regarding fees for such wedding is listed at the end of this booklet. \*

## FACILITIES

**There is a total of 4 hours allowed for the wedding event.** The church will open 2½ hours before the wedding begins for the wedding party to dress, take pictures, and for florists to decorate. Clean up should be completed 1½ hours after the wedding begins.

## THE RECEPTION

Wedding receptions may be scheduled, subject to availability on the church calendar. This facility should be reserved when the wedding date is confirmed. **There is a total of 5 hours allowed for a wedding reception.** The facilities will open for 1 hour setup time, 2 hours for the event, and clean up completed in 2 hours. A custodian is required for the reception; the church hospitality coordinator is required if using our serving area/supplies. Any outside catering service must be approved by the church administrator, providing license and deposits.

## **PHUMC ALCOHOL EVENT POLICY**

**Approved by Board of Trustees August 7, 2018**

PHUMC recognizes that scripture offers Jesus' example of the use and serving of wine in his first miracle at Cana and in the institution of the Lord's Supper. However, only the moderate and responsible consumption of alcohol is encouraged. Alcoholic beverages may be served in the Gathering Hall, Argue Great Hall, Church Parlor and Wesley Hall subject to the approval of the Church Administrator and pursuant to the following rules and procedures:

1. Only wine, sparkling wine, champagne and beer may be served. No hard liquor may be served.
2. All applicable federal, state and local laws must be strictly obeyed. Alcoholic beverages shall not be served to anyone under the legal drinking age.
3. Alcoholic beverages and food containing alcohol must be clearly designated and offered as such and attended at all times by a responsible server over the age of 21. No unattended or self-serve alcoholic beverages shall be made available.
4. Non-alcoholic alternatives must be offered with equal attractiveness and accessibility.
5. The serving of alcoholic beverages shall not be publicized and alcoholic beverages may never be sold.
6. Alcohol shall be served for not more than 2 hours.
7. The reservation, fees and expenses for use of the facilities discussed in this document are governed by the PHUMC Facility Use Policy and the PHUMC Guide for Services of Christian Marriage (i.e., Wedding Policy).
8. Any catering service must be approved by the Church Administrator and the Administrator shall be provided with copies of the caterer's license.
9. Violation of the foregoing rules shall be grounds for the immediate suspension of the event.

## DECORATIONS

The flowers for your wedding should be in place at least one hour before the service begins. **Because of the liturgical integrity of the sanctuary and the chapel, we ask that you use discretion in your floral decoration.** The paraments are in order with the liturgical calendar and cannot be removed. There can be no wiring, taping, gluing, or tacking of decorations to pews or furnishings. **No flowers or decorations may be placed on the altar.** The wedding coordinator must approve any exterior decoration. Due to possible staining, no petals may be tossed on the aisles. Your florist or a family member should remove all flowers immediately following the departure of the guests and wedding party unless other arrangements have been made. Florists may bring in candelabras, etc. on Friday (during office hours), unless there is a conflict with the Church's calendar. **Your floral/decorating plans must be submitted to the wedding coordinator for approval four weeks before the wedding date.**

**To notify the church bulletin for altar flowers left for Sunday morning services, please contact the church receptionist desk for availability of date.**

Pulaski Heights will not be responsible for items left at the Church following the ceremony. We will store any items found and attempt to contact the florist. Note: During Advent (4 weeks prior to Christmas) the Sanctuary is decorated for our Services. Consult with the Wedding Director for further information.

**Only the Church's altar candlesticks and paraments are used on the altar.** Candles in other areas of the church must be placed on protective covering so that the carpet or slate is not soiled. No candles may be placed in the center aisle of the church. Air conditioning and heating vents make certain areas of the sanctuary and chapel unsuitable for candles. The wedding coordinator will point these out to you so they can be tested before the candles are placed in or near these areas.

Because of the material of our sanctuary flooring and the risks involved, the use of aisle runners is prohibited.

**Florists failing to abide by the rules as stated in this Policy Guide will not be allowed to perform their services at Pulaski Heights United Methodist Church, and families scheduling weddings in this church will be so informed.**

### ***FOR THE FLORIST:***

We have developed a policy that we believe to be helpful to everyone involved in the wedding. We appreciate your cooperation. If there is obvious disregard in these matters, future participation at PHUMC may be suspended. PLEASE CONTACT THE BRIDE FOR ARRIVAL TIME AND DO NOT PLAN TO ARRIVE BEFORE SET TIME. THE FACILITY HAS BEEN RENTED FOR ONLY THE (4) HOURS SCHEDULED PER THE CHURCH'S CONTRACT WITH THE BRIDE.

The flowers for the wedding should be in place at least one hour before the service begins. **Because of the liturgical integrity of the sanctuary and the chapel, we ask that you use discretion in your floral decoration.** Often a single arrangement behind the altar is adequate. The paraments are in order with the liturgical calendar and cannot be removed. There can be no wiring, taping, gluing, or tacking of decorations to pews or furnishings. **No flowers or decorations may be placed on the altar.** Consideration of string quartets seated behind the altar requires change in placement of arrangements in the chancel area. Due to possible staining, no live petals may be tossed on the aisles; silk petals are permitted. The entrance from the narthex into the sanctuary cannot be blocked and seating cannot be blocked prohibiting exits in the event of an emergency.

**The florist or a family member should remove all flowers immediately following the departure of the guests and wedding party unless other arrangements have been made** (i.e. leaving for Sunday worship). Florists may bring in candelabras, etc. on Friday (during office hours), unless there is a conflict with the Church's calendar. Pulaski Heights UMC will not be responsible for items left at the Church following the ceremony. Note: During Advent (4 weeks prior to Christmas) the Sanctuary is decorated for our Services. Consult with the church's Wedding Director for further information.

**Only the Church's altar candlesticks and paraments are used on the altar.** Candles in other areas of the church must be placed on protective covering so that the carpet or slate is not soiled. Non-drip candles or covered containers are required. No candles may be used in the aisles of the church or to block exits in the chancel area, prohibiting departure in the event of an emergency. Air conditioning and heating vents make certain areas of the sanctuary and chapel unsuitable for candles; placement should be tested before the candles are placed in or near these areas.

## PHOTOGRAPHS

Photographs may be taken before and/or after the ceremony; they must be completed 45 minutes prior to the ceremony for seating to begin on time, **only 30 minutes will be allowed for photographs after the ceremony.** The bride and her escort may be photographed by the professional photographer just prior to their procession. We ask that NO FLASH PHOTOGRAPHS be taken by the photographer, family members or friends from the time guests arrive until the completion of the ceremony. Once the service begins with seating of the mothers, photographers are removed from the sanctuary floor; natural light photographs may be discreetly and quietly taken from the balcony during the service.

### ***FOR THE PHOTOGRAPHER:***

We have developed a policy that we believe to be helpful to everyone involved in the wedding. This helps us maintain the worship integrity of the wedding while allowing you to record it on film. We appreciate your cooperation. If there is obvious disregard in these matters, future participation at PHUMC may be suspended. PLEASE CONTACT THE BRIDE FOR ARRIVAL TIME AND DO NOT PLAN TO ARRIVE BEFORE SET TIME. THE FACILITY HAS BEEN RENTED FOR ONLY THE (4) HOURS SCHEDULED PER THE CHURCH'S CONTRACT WITH THE BRIDE.

With the exception of the bride and her escort being photographed by the professional photographer *just prior to their procession*, NO FLASH PHOTOGRAPHS may be taken by the photographer, family members or friends from the time guests arrive until the completion of the ceremony. **The photographer is not permitted in the lower sanctuary during the processional, starting with seating of mothers/grandmothers.** Natural light photographs may be discreetly and quietly taken from the balcony. **Thirty (30) minutes will be allowed for photographs after the ceremony.**

**Photographers failing to abide by the rules as stated in this Policy Guide will not be allowed to perform their services at Pulaski Heights United Methodist Church, and families scheduling weddings in this church will be so informed.**

## VIDEO PRODUCTION

Pulaski Heights Broadcast Ministry can provide a recording and live stream of your wedding. The service will be recorded by the broadcast ministry staff using the six color cameras and recording equipment permanently installed in the Sanctuary. Live streaming is available upon request at the Pulaski Heights United Methodist Church YouTube channel. A direct link to the live stream can be provided shortly before the service to the wedding party to distribute to those wishing to watch remotely.

By using the six cameras, the recording and live stream will be able to show the wedding party and any soloists that will be singing at the wedding. The recording and live stream will include the wedding music, the entrance of family members, the attendants, and the bride. The audio will be recorded by the microphones in place and a wireless microphone worn by the pastor. The shots used in the recording will be at the direction of the video director. You will receive your video immediately following the service.

The Broadcast Ministry requires six (6) weeks notice to schedule a crew. Any special request will need to be submitted in writing, three weeks prior to the service. Please make your video request known to the wedding secretary so that the necessary contact can be made.

### WHEN VIDEOTAPED BY A CONTRACTED PERSON

Video and/or audio recording of the ceremony by someone other than the Pulaski Heights television crew may be done provided: **All videotaping must be done from the balcony of the sanctuary or from the rear of the chapel. The videotaping must be from a single, stationary position (i.e., the photographer may not move around to various locations), it must be silent, and it must not involve any lighting changes or additional portable lighting.**

**Video recording of the ceremony by an outside contractor/family member may be done provided:** All videotaping is done from the balcony of the sanctuary or from the rear of the chapel. Videotaping must be from a single, stationary position (i.e., the photographer may not move around to various locations), it must be silent, and it must not involve any lighting changes or additional portable lighting.

## **PREMARITAL SEMINAR**

All persons married at Pulaski Heights United Methodist Church are required to participate in the premarital seminar led by Dr. Jeff Hampton, PHUMC Pastor of Congregational Care. This seminar covers the important topics implied in the marriage vows, such as Christian marriage as a vocation, style differences between couples, communication and conflict, intimacy and sexuality issues, financial planning, spirituality, and handling the unexpected in your marriage and family. The seminar also includes a panel discussion by veteran couples, continental breakfast and fellowship with other young couples, church members and pastors. (There is a registration fee for each couple, but scholarships are available to those who have financial needs.) Couples register for one of the following sessions currently scheduled:

**April 18, 2020**

**August 8, 2020**

**November 7, 2020**

- Each seminar will begin at 7:45AM with a continental breakfast; the seminar starts promptly at 8AM and concludes by 12NOON.
- Read "Growing Love in Christian Marriage", the Official UM Resource Couple's Manual by Joan & Richard Hunt (provided).
- In addition, please complete the Myers-Briggs Type Indicator ([www.mbtionline.com](http://www.mbtionline.com) \$49.95 online per person or one of several free sites online) and bring a printout of your test results. You are also responsible for counseling sessions with your pastor.

### **Optional Requirement for Building a Strong Marriage Covenant**

- You may also register for the Financial Peace University Extended Course by Dave Ramsey (<http://www.daveramsey.com/fpu/online>) and bring a printout of your registration confirmation (nine sessions completed at your convenience).
- Rev. Jay Clark, PHUMC Pastor with Youth & Families, will be following up with an email from the online questionnaire "Prepare/Enrich." The results of this online questionnaire will be discussed with you by either Reverend Clark, or the pastor working with you on your ceremony.

The PHUMC Marriage Ministry recommends the Financial Peace University course because we feel it will help you develop a strong foundation for your marriage covenant. By fulfilling this optional requirement, your officiating Pastor may sign for you to receive a Covenant Marriage License from your Arkansas County Clerk if you so desire.

# WEDDING FEES

*\*Revised 1/1/2020*

**All fees must be paid at least 2 weeks prior to the wedding.** An itemized invoice will be mailed at that time. *Checks should be made payable to the individuals listed and mailed to 4823 Woodlawn, Little Rock, AR 72205, attn: Cindy Bowden.* Within a week after the wedding, the Church will contact you to be sure that no articles were left and that extra charges were not incurred (i.e. custodial fees, damages, etc.).

## CEREMONY:

- Clergy \$350.00
- Organist 350.00;400.00 w/instruments, etc\*
- Custodian 250.00
- Coordinator 500.00
- Use of Sanctuary (non-member only) 500.00
- Use of Chapel (non-member only) 200.00

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## RECEPTION:

- Use of Parlor (non-member only) 300.00
- Use of Gathering Hall (non-member only) 400.00
- Custodian 250.00
- Hospitality Coordinator 350.00

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## EXTRA:

- Video 1000.00
- Pre-Marital Seminar 100.00

\*Organist fee includes one consultation, rehearsal, and the wedding; additional fee for soloists and instrumentalists. (Individual soloists and instrumentalists are available upon request with personal fees added.)

## \*INFORMAL WEDDING:

- Clergy \$200.00
- Usage fee (non-member only) 75.00
- Custodian 100.00 \*

\*there will be a custodial fee only if one is not already scheduled on duty

*To qualify for member fees vs. non-member, one must be an active member of Pulaski Heights United Methodist Church for one year, or have immediate family who are established members.*