

OXFORD-UNIVERSITY UNITED METHODIST CHURCH  
POLICY ON WEDDINGS FOR MEMBERS

**ALL ITEMS LISTED THROUGHOUT THIS POLICY WILL BE THE RESPONSIBILITY  
OF THE BRIDE AND GROOM.**

THE CHRISTIAN WEDDING

A wedding ceremony in the United Methodist Church is a service of worship. It is conducted in a manner that is in keeping with the dignity and reverence of a ceremony that is ordained by God and blessed by our Lord Jesus Christ. Although each wedding is an individual expression of love and commitment between two people, it is also an expression of corporate worship. You should, therefore, plan a ceremony in which traditions, symbols, and rituals of the church enhance the corporate nature of the worship.

Because of the nature of the service, the participation of other worshippers in the congregation is of vital importance. It is for this reason, along with some practical reasons, that the Oxford-University United Methodist Church facilities are available primarily to members of the local church. A member is defined as bride, groom, parent or grandparent of the bride or groom who is an active member of OUUMC.

The following is required if you decide to have your wedding at OUUMC:

1. \_\_\_\_\_ Contact Lee Uhlhorn (Wedding Staff Person) for general information 662.607.0181.
2. \_\_\_\_\_ Contact Barbara Camp, Adm. Assistant to Pastors to verify date. 234-5278
3. \_\_\_\_\_ Complete Attached Form 5/6.M and return to Barbara Camp with check made payable to OUUMC for **\$250** if using sanctuary for wedding and rehearsal only. The remaining \$125 owed to the church is due two weeks before the wedding.
4. \_\_\_\_\_ Include additional **\$200** for Wesley Hall for Reception.
5. \_\_\_\_\_ Include additional **\$200** for Wesley Hall for Rehearsal Dinner.
6. \_\_\_\_\_ Include additional **\$100** for use of Wesley Hall Kitchen.
7. \_\_\_\_\_ Include additional **\$50** for use of Wesley Hall as dressing room.
8. \_\_\_\_\_ Include additional **\$100** if using candles in addition to altar candles.
9. \_\_\_\_\_ Include **\$20** per hour (Minimum 2 hours) if using child care services
10. \_\_\_\_\_ Include \$300 for organist fee.
11. \_\_\_\_\_ You are responsible for paying any other musicians.
12. \_\_\_\_\_ Contact Barbara Camp, Pastors' Administrative Assistant to arrange pastoral availability and counseling as well as approval of guest pastor (s).

13. \_\_\_\_\_ Get prior written approval from Barbara Camp if contemplating any change to the order of worship as described in the United Methodist Book of Worship or United Methodist Hymnal.
14. \_\_\_\_\_ Arrange with Lee Uhlhorn if planning to have communion as part of the ceremony. **Her guidelines must be followed strictly by you, your attendants and guests.**
15. \_\_\_\_\_ Have your personal wedding planner contact Lee Uhlhorn to discuss policies. (Your planner is responsible for leading the rehearsal and ceremony. Lee will only be available for guidance in use of building and following church policies)
16. \_\_\_\_\_ Provide Lee Uhlhorn the names, addresses and phone numbers of your proposed wedding planner, florist, photographer and caterer as soon as available as each are subject to her approval.
17. \_\_\_\_\_ Ask your caterer, florist, and photographer to consult with the wedding staff person to review the policy of the church concerning their functions. We require that you give a copy of the church policy to each of these persons. **Remember it is your responsibility to inform all involved in your wedding about the policies.**
18. \_\_\_\_\_ **Maximum number of attendants is 20** (bridesmaids, maids of honor, Groomsmen, and best man)
19. \_\_\_\_\_ Inform your party of No Smoking policy in building.
20. \_\_\_\_\_ Inform your party of No Alcoholic beverages policy in building or on church property.
21. \_\_\_\_\_ Confine eating and drinking to Wesley Hall or Wesley Hall kitchen which requires permission and additional fees. (See items 4-7 above.)
22. \_\_\_\_\_ All worship aids such as Bibles and hymnals are to be left in pews.
23. \_\_\_\_\_ **Do not remove** and chancel furnishings including the baptismal font, armed chairs, altar cushions, seasonal items including poinsettias, Advent wreaths, wall banners or flags.
24. \_\_\_\_\_ Ask custodian to remove or replace choir chairs as needed.
25. \_\_\_\_\_ If using altar vases they must be placed on the altar or alter stands.
26. \_\_\_\_\_ Church owned vases **may not** be removed from church.
27. \_\_\_\_\_ The maximum seating capacity in the sanctuary is 525; fire code limits the seating in the balcony to 75 and the main floor to 450.
28. \_\_\_\_\_ **Nothing can be thrown or dropped on the floor**, both inside and outside of the sanctuary including rose petals and bird seed.
29. \_\_\_\_\_ Floral arrangements may not be higher than the cross on the altar.
30. \_\_\_\_\_ The flowers cannot be artificial.

- 31.\_\_\_\_\_ Inform the Pastor's Adm. Assist., Barbara Camp, if you wish to donate your flowers to the church for use in the following Sunday services. Please mark the form accordingly and fill in information to be included in the bulletin.
- 32.\_\_\_\_\_ No tacks, staples, pins, tape, nails or glue may be used to fasten any decoration to church furniture or the walls. No tape or markers of any kind may be used on the floor of the chancel. No form of decoration should obstruct the view of the altar. Nothing that stands on the floor in the aisles or between the pews can be used. **The wedding staff person is not responsible for any decoration, such as hanging wreaths on front doors or arranging items in the narthex.**
- 33.\_\_\_\_\_ Candles may not be placed on window sills or attached to pews.
- 34.\_\_\_\_\_ **Candles can be used only in the chancel and altar areas of the sanctuary.**
- 35.\_\_\_\_\_ Surface on which the candles are placed must be protected from dripping wax. (See item #8 regarding fees)
- 36.\_\_\_\_\_ Make sure that your florist knows that all flowers, candles, and pew decorations must be removed from the sanctuary immediately after the wedding. Only flowers in the church vases and wreaths on the front doors may stay.
- 37.\_\_\_\_\_ The sacristy stores all sacred items that are used for services. There is a portable kneeler for use if requested. Any such item that is used for a wedding must be returned to the sacristy.
- 38.\_\_\_\_\_ **NO FLASH PICTURES MAY BE TAKEN FROM ANYWHERE IN THE SANCTUARY AFTER THE MUSIC FOR THE WEDDING HAS STARTED.** A flash picture of the bride may be taken as she stands in the narthex before she processes.
- 39.\_\_\_\_\_ Non-flash photography and video-taping during the wedding are permissible **only from the balcony.**
- 40.\_\_\_\_\_ In addition to video- taping from the balcony, an unattended video camera may be used in the chancel if it cannot be seen from the congregation.
- 41.\_\_\_\_\_ Flash pictures may be taken in the sanctuary before and after the ceremony.
- 42.\_\_\_\_\_ You must use OUUMC's organist, Jason Derrick (or his designated substitute) who will also help in your musical selections.
- 43.\_\_\_\_\_ Contact Jason Derrick directly for your wedding. He can be reached at 662-832-6879.
- 44.\_\_\_\_\_ If the organ is not to be used at all, the wedding staff person must approve the musicians and musical selections.
- 45.\_\_\_\_\_ No tapes, CDs, DVDs or other electronic means of music for wedding music and /or accompaniments may be used.

- 46.\_\_\_\_\_ Secular music that would not be unacceptable for a Sunday service is unacceptable for your wedding and is not allowed.
- 47.\_\_\_\_\_The wedding staff person will have total control of the sound system. No one, such as your videographer, can touch the church sound system.
- 48.\_\_\_\_\_ Please remind members of your wedding party that they should be on time and that behavior during the rehearsal and ceremony should be appropriate for a service of worship.
- 49.\_\_\_\_\_ There is a back parking lot available for use especially by family and wedding party members on the day of the wedding in order to have more spaces in the front parking lot for guests.
- 50.\_\_\_\_\_ The printing of a wedding program is your responsibility. The pastor and wedding staff person must approve the format and content.
- 51.\_\_\_\_\_ If you wish the church to provide child care for your wedding guests during the wedding, for an additional fee, you may arrange nursery workers through the Director of Children’s Ministries at 234-4293. If the church provides this service, we are required to have 2 adults. (See Item#9)
- 52.\_\_\_\_\_ Dressing rooms are available for members of the wedding party. These rooms will be available at the time of the arrival of the wedding party. Soft drinks and snacks may be served in the dressing rooms. Please make sure that these areas are cleared of your belongings after the wedding so the custodian might be able to prepare for Sunday. Only designated rooms may be used. (See Items #6 and 7).
- 53.\_\_\_\_\_ Any wedding gifts must be removed following the ceremony.

**Any deviations from the policies and fees listed above must be approved by the Board of Trustees, in consultation with the senior pastor. Any violation of the policies is subject to immediate correction by OUUMC’S staff.**

WEDDING RESERVATION FOR MEMBERS  
OXFORD-UNIVERSITY UNITED METHODIST CHURCH  
424 South 10<sup>th</sup> Street, Oxford, MS 38655  
662-234-5278 office@ouumc.org

WEDDING DATE: \_\_\_\_\_  
TIME OF REHEARSAL \_\_\_\_\_ TIME OF WEDDING \_\_\_\_\_

NAME OF BRIDE : \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
PRESENT ADDRESS: \_\_\_\_\_  
RESIDENT PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

NAME OF GROOM: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
PRESENT ADDRESS: \_\_\_\_\_  
RESIDENT PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

BRIDE'S PARENTS: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
RESIDENT PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

GROOM'S PARENTS: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
RESIDENT PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

Facilities Requested: Sanctuary \_\_\_\_\_ Bride's Room \_\_\_\_\_ Groom's Room \_\_\_\_\_  
Wesley Hall \_\_\_\_\_ Wesley Hall Kitchen \_\_\_\_\_  
Pastor: \_\_\_\_\_ Phone \_\_\_\_\_

Resident Church: \_\_\_\_\_

CONTACT ORGANIST IMMEDIATELY AFTER SECURING WEDDING DATE  
Organist, Jason Derrick Cell: 662-832-6879 E-Mail: wjderric@olemiss.edu  
Wedding Staff Person, Lee Uhlhorn Cell 662-607-0181 E-Mail: leeuhlhorn@gmail.com

Florist: \_\_\_\_\_ Contact \_\_\_\_\_  
Photographer: \_\_\_\_\_ -Contact \_\_\_\_\_

Videographer \_\_\_\_\_  
Contact \_\_\_\_\_

Wedding Director: \_\_\_\_\_ Contact \_\_\_\_\_

Request Flowers left for Sunday \_\_\_\_\_

Bulletin Information: \_\_\_\_\_  
\_\_\_\_\_

Amount paid church: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please mark the check for your wedding with your wedding date.)

I agree that I, \_\_\_\_\_, have received and reviewed a copy of the wedding policy for Oxford-University United Methodist Church and agree to its terms. Signed this \_\_\_\_ day of \_\_\_\_\_. 20\_\_.

Signature: \_\_\_\_\_

Reservation received this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_, a member of the OUUMC Staff.

Staff Member Signature \_\_\_\_\_

Adopted by OUUMC Trustees 1-11-10