

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. Your ceremony should, therefore, be planned where traditions, symbols, and rituals of the church to 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. 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 a member of OUUMC.

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

1. ☐ Contact the Wedding Staff Person for general information, 662-607-0181, leeuhlhorn@gmail.com
2. ☐ The Wedding Staff Person will take your requested wedding date through proper channels to verify availability of church.

FEES

3. ☐ After wedding date has been approved, fill in Wedding Reservation Form (pages 6-7) with the information that you have now and bring or mail to church office with a non-refundable check for \$250 made payable to OUUMC for use of sanctuary for wedding and rehearsal and bride and groom dressing rooms. The remaining \$150 owed to the church is due two weeks before the wedding. Total for members is \$400.
4. ☐ \$100 additional fee for use of the kitchen.
5. ☐ \$50 additional fee per room for use of additional rooms.
6. ☐ \$20 per hour (Minimum 2 hours) if using church child care services. Total \$40.
7. ☐ Organist fee is paid directly to organist.
8. ☐ You are responsible for paying any other musicians.

WEDDING CEREMONY

9. ☐ When you meet with the minister performing your ceremony, he/she will advise you on the order of worship for your wedding. Send by email a copy of your wedding program to the wedding staff person before printing to make sure the order of the Wedding ceremony complies with the United Methodist Service of Christian Marriage.
10. ☐ Arrange with wedding staff person if planning to have communion as part of the Ceremony. Church guidelines must be followed.
11. ☐ Have your personal wedding planner or director contact wedding staff person to discuss procedure for rehearsal and wedding.
12. ☐ Provide wedding staff person the names, addresses and phone numbers of your proposed wedding planner, florist, and photographer as soon as available for the form.
13. ☐ Ask your caterer, florist, and photographer to consult with 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.**
14. ☐ Maximum number of attendants is 20 (bridesmaids, maid of honor, groomsmen, and best man).

FLORIST & FLOWER GUIDELINES

15. ☐ All worship aids such as Bibles and hymnals are to be left in pews.
16. ☐ **Do not remove** any chancel furnishings including the baptismal font, chairs. **Do not move** altar cushions, and seasonal items including poinsettias, Advent wreath, and wall banners.
17. ☐ The custodian will remove or replace choir chairs as needed.
18. ☐ If using altar vases, they must be placed on the altar or altar stands.
19. ☐ Church owned vases **may not** be removed from church.
20. ☐ Nothing can be thrown or dropped on the floor, both inside and outside of the Sanctuary including rose petals and bird seed.
21. ☐ Floral arrangements may not be higher than the cross on the altar.
22. ☐ The flowers cannot be artificial.

- 23. ☐ 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. Please inform your florist that the flowers on the altar will be left at the church for Sunday services.
- 24. ☐ 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.
- 25. ☐ Candles may not be placed on window sills or attached to pews.
- 26. ☐ Candles can be used only in the chancel and altar areas of the sanctuary.
- 27. ☐ Surface on which the candles are placed must be protected from dripping wax.
- 28. ☐ 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 on the front doors hangings may stay.
- 29. ☐ 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.

PHOTOGRAPHY AND VIDEOS

- 30. ☐ **No pictures of video of any kind may be taken from anywhere in the sanctuary's lower floor after the music for the wedding has started.** Pictures may be taken in the narthex before the wedding party processes.
- 31. ☐ Non-flash photography **during the wedding ceremony**, which includes pre-nuptial and post-nuptial music, is permissible **only from the balcony**.
- 32. ☐ Video-taping during the wedding ceremony, which includes pre-nuptial and post-nuptial music, is permissible only from the balcony with one exception. An unattended video camera may be placed in the chancel if it cannot be seen from the congregation, with the staff person's approval.
- 33. ☐ Flash pictures may be taken anywhere in the sanctuary **before** and **after** the ceremony.

MUSIC

- 34. ☐ If the organ is to be used, you must contact OUUMC's organist, who will also help in your musical selections.
- 35. ☐ You are responsible for contracting with OUUMC's organist directly.
- 36. ☐ If the organ is not to be used at all, the wedding staff person may approve the musicians and musical selections.
- 37. ☐ No tapes, CDs, DVDs or other electronic means of music for wedding music and/or accompaniments may be used.
- 38. ☐ Secular music that would be unacceptable for a Sunday service is unacceptable for your wedding and is not allowed.
- 39. ☐ The wedding staff person will have total control of the sound system.

ADDITIONAL INFORMATION

- 40. ☐ 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 can prepare for Sunday. Only designated rooms may be used. Confine all eating and drinking to the bride's and groom's dressing rooms.
- 41. ☐ Inform your party of the No Smoking policy in building.
- 42. ☐ Inform your party of the No Alcoholic Beverages policy in building and on church property.
- 43. ☐ 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.
- 44. ☐ 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.
- 45. ☐ The printing of a wedding program is your responsibility. The pastor and wedding staff person will advise you on the format and content.

46. ☐ 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, two adults are required. (*See item #9.*)
47. ☐ All wedding gifts must be removed immediately 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 person.

OUUMC Wedding Staff Person:

Lee Uhlhorn

Cell Phone: 662-607-0181

E-Mail: leeuhlhorn@gmail.com

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OXFORD-UNIVERSITY UNITED METHODIST CHURCH

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MEMBER WEDDING RESERVATION FORM

Wedding Date: _____ Rehearsal Time: _____ Wedding Time: _____

Name of BRIDE: _____ **E-mail:** _____

Present Address: _____

Resident Phone: _____ Cell Phone: _____

Bride's Parents: _____

Address: _____ E-mail: _____

Resident Phone: _____ Cell Phone: _____

Name of GROOM: _____ **E-mail:** _____

Present Address: _____

Resident Phone: _____ Cell Phone: _____

Groom's Parents: _____

Address: _____ E-mail: _____

Resident Phone: _____ Cell Phone: _____

Rooms Requested: ☐ Sanctuary ☐ Bride's Room ☐ Groom's Room

Name of Pastor: _____ ☐ OUUMC Pastor ☐ Guest Pastor

Pastor Contact Phone: _____ Pastor E-mail: _____

Guest Pastor's Resident Church: _____
(Name & location)

Florist: _____ **Contact Phone:** _____

If you would like to leave your wedding altar flowers for the following Sunday's worship service, please call or text 662- 832-3061.

Photographer: _____ **Contact Phone:** _____

Videographer: _____ **Contact Phone:** _____

Wedding Director: _____ **Contact Phone:** _____

Organist: Anita Ludlow, aludlow@ouumc.org

Additional Musician[s]: _____

Amount paid church: _____
[Please mark your check with your wedding date.]

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.

Signature: _____

Date: _____

Reservation received by _____
OUUMC Staff Member Name

Staff Member Signature: _____

Date: _____