



# FIRST CHURCH Siloam Springs

*A Methodist Congregation*

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## *WEDDING POLICY*

Throughout all Christendom the wedding is a sacred ceremony, and in the Methodist Church it is looked upon as a worship service, celebrating the union of husband and wife. The Pastor(s) and staff of First Church (FCSS) welcome the privilege of assisting couples at this most significant occasion.

We are convinced that marriage is a sacred institution. It is ordained of God, graced by Christ, and sanctified by the Holy Spirit. It is a lifetime covenant. It is, therefore, not to be entered into lightly or unadvisedly. Time prior to the wedding should be spent in preparation, not just for the wedding, but also for the marriage.

When couples decide to marry and have a church wedding, they need to first consult with the pastor before any other arrangements are made.

- It is the policy of our church that couples must have pre-wedding counseling before a ceremony is held in our church. The number of counseling sessions required will be determined at this meeting and scheduled in consultation with the pastor. The couple will attend counseling sessions with the pastor or a counselor approved by the pastor.
- The couple will complete the Wedding Application and return to the church office. Once the application has been received, an appointment will be scheduled with the pastor to meet with the couple.
- The wedding will be placed on the church calendar after the pastor's approval of the completed Wedding Application form.
- Although pastors are flexible when it comes to wedding rituals, the pastor has the right to refuse certain rituals on the basis of theological and denominational grounds.
- If a family wishes for a pastor other than the current pastor of this congregation to perform or assist in a wedding, the family should consult with the present pastor of this church. If the pastor is agreeable, the present pastor must extend the invitation to the guest pastor.
- When the pastor has approved the Wedding Application the church's wedding host(s) will contact you.
- All arrangements for wedding personnel other than the pastor will be made by the wedding host.

## **GENERAL**

The pastor will direct the wedding rehearsal. It is helpful if you choose a coordinator who is not part of the wedding party to assist with the rehearsal and wedding. You will need to give that person direction as to the order of service. Church facilities **must** be vacated by 9:00 p.m. for Saturday weddings.

## **MUSIC**

Should you choose to use the church's musical instruments it is expected that you will use church musician(s). Requests to use anyone other than the church's musician(s) may be made to the wedding host. (The use of any outside musicians must be approved by the corresponding music staff with the final approval of the local pastor). It is required that the couple choose the wedding music in consultation with those persons. Sound and media equipment is to be used only by authorized persons. If the wedding will require use of sound or media equipment, the wedding host will make arrangements for appropriate personnel to be present for the rehearsal and wedding.

## **PHOTOGRAPHY**

No flash photography or other artificial lighting is allowed during the ceremony proper. Light photography and video recording are acceptable during the ceremony; however, camera operators must be unobtrusive and under the direction of the pastor during the service.

## **DECORATIONS**

You may have access to the church 24 hours before the wedding. Florists and others who decorate the church may bring materials up to 24 hours prior to the wedding ceremony. Arrangements for access shall be made with the church wedding host(s). At no time shall the church be left unlocked and unattended.

No church furnishings are to be moved at any time without prior arrangement with the church wedding host(s). No decorations shall be placed on the Communion table or Communion rail without prior approval.

The paraments provided by the church must be used for weddings.

## **Banners**

The Church banners that are being used at the time of the event must be used for the wedding. Members of the church (*see members of the church definition in "Fees and Honorariums" section*) may request that Wedding Banners be displayed for the ceremony. This request must be made in a timely manner and will be fulfilled if possible.

Adopted by the Administrative Council September 10, 2007  
Revised July 2010/ August 2012/November 2017/June 2023

No nails are to be driven or tacks placed in any of the woodwork of the church. No wire or other material may be used which may scratch or otherwise injure the woodwork.

Only dripless candles may be used in the areas involved in the wedding ceremony. Every effort should be made to keep wax off surfaces (floors, tables, etc.) in all areas. The cleaning fee (or) deposit will be applied if it is necessary for the church staff to remove wax from surfaces. If you are using a unity candle, it will be your responsibility to provide the candle, making sure the surface that it is placed on has a cover large enough to catch any wax. If you use the church candelabras or candle holders, the church will provide necessary information so that you may purchase candles required for use in the candelabras.

Rice may not be thrown. You may use degeminated bird seed or bubbles, but only outside of the church building.

Please use silk petals for flower girls. Real flower petals stain the carpeted area.

### **MISCELLANEOUS**

No tobacco and no alcoholic beverages are to be used on the church properties.

Nursery facilities are available only if arrangements are made with the FCSS wedding host(s) and conform to FCSS policies. Should no one conforming to FCSS policies be available it will not be possible to honor this request.

### **FEES AND HONORARIUMS**

These fees are applicable for **both members and nonmembers** of First Church. **Members** are classified as those persons who are on the church's membership roll and/or have regularly attended this church for at least one year. The bride and bridegroom qualify as members for purposes of determining fees if either parent is a member as defined above.

Music staff, and wedding host	\$ 100 each
Audio/Media technician(s)	\$ 50 each
Nursery Worker cost per person	\$ 11 per hour per worker minimum fee \$44 per person (2 workers required per church policy)
Custodial fee without reception area	\$ 100
Custodial fee with reception area	\$ 200
Security Deposit	\$ 100

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Revised July 2010/ August 2012/November 2017/June 2023

The full security deposit will be refunded if building is left in acceptable condition and there is no damage to the property. Any costs of damage will be deducted before the deposit is returned. A checklist will be reviewed with church wedding host(s) before issuing refund.

The custodial fee and security deposit check must be made payable to First Church Siloam Springs. All other fees, check/s will be made out to the person and given to the church office at the time of the application. If any member waives the fee, the check will be returned.

## **MEMBERS**

Member use of chapel for simple wedding*	No Charge
Member use of sanctuary for wedding & rehearsal	No Charge
Member use of sanctuary & Fellowship Hall for rehearsal dinner &/or reception or any other arrangement	No Charge
Pastor Honorarium	Customary

## **NONMEMBERS**

Nonmember use of chapel for simple wedding*	No Charge
Nonmember use of church & facilities	\$1,000
Pastor Honorarium	\$ 400

\*Implies no preparations needed—no flowers or decorations. All arrangements are made with the church pastor

Please review this information prior to your meeting with the pastor. The pastor will discuss details with you at that time. When your application is approved, the pastor will ask the church wedding host(s) to contact you regarding your wedding plans.

Requests for use of Fellowship Hall or other church facilities made when no wedding ceremony is held at the church are not subject to this wedding policy. Such requests should be made according to policies implemented by Church Trustees.

The Purpose Statement of First Church Siloam Springs: “We believe that God has put us here at this time to faithfully seek Him and to make Him known through our prayers, presence, gifts, service, and witness.” Because church membership is an important decision which requires much prayer and commitment of the individual, it is considered inappropriate for any individual to consider church membership merely as a way to avoid fees required of nonmembers for use of our church facilities.

## WEDDING APPLICATION

**Bride's Name** \_\_\_\_\_ **Bridegroom's Name** \_\_\_\_\_

**Address** \_\_\_\_\_ **Address** \_\_\_\_\_

**Home/Mobile Phone** \_\_\_\_\_ **Home/Mobile Phone** \_\_\_\_\_

**Work Telephone** \_\_\_\_\_ **Work Telephone** \_\_\_\_\_

**Email Address** \_\_\_\_\_ **Email Address** \_\_\_\_\_

**Contact Person, email address and phone number(s) if different from above:**

\_\_\_\_\_

**Requested Wedding Date and Time** \_\_\_\_\_

*(No Sunday or holiday weddings. Saturday weddings must vacate church by 9:00 p.m.)*

**Chapel or Sanctuary** \_\_\_\_\_

**Rehearsal Date and Time** \_\_\_\_\_

**Will there be a Rehearsal Dinner at Church?** \_\_\_\_\_

**If yes, Date and Time** \_\_\_\_\_

**Will there be a Reception at Church?** \_\_\_\_\_

**Is a nursery requested?** \_\_\_\_\_ **If so how many hours?** \_\_\_\_\_

We wish to reserve the above requested facilities of First Church Siloam Springs for the purpose of our wedding. We have received a copy of the "Wedding Policy" and agree to abide by all guidelines and fees. We understand that our wedding will not be placed on the church calendar until this request is approved by the pastor and a check for the security deposit made to First United Methodist Church is provided. We understand that the church is not considered to be reserved until application is approved and a check for the full deposit amount is received by the church. Full payment of **all** wedding fees as listed in the policy is due **30 days** before the wedding ceremony.

\_\_\_\_\_  
Bride's Signature                      Date

\_\_\_\_\_  
Bridegroom's Signature              Date

\_\_\_\_\_  
Pastor's Approval

\_\_\_\_\_  
Date

*A copy of this request will be returned to you.*