



**Mount Olivet United Methodist Church  
300 Ananias Dare Street  
P. O. Box 787  
Manteo, N. C. 27954**

*...live in love,  
as Christ  
loved us...*



**WEDDING  
GUIDELINES**

The wedding ceremony is a sacred act of worship involving the blessing of God on the founding of a home. We at Mt. Olivet United Methodist Church are happy that you have chosen to have a church wedding. We wish for you every happiness in your new life together. We also request that you familiarize yourself and your family with the policies of the Church regarding weddings and rehearsals and other activities surrounding this special day in your life.

When you are considering the date and the hour of both the wedding and the rehearsal, you should immediately contact the Pastor of the Church and the Church office to reserve the Church facilities. This should be done several months in advance. The Pastor of the Church will officiate at all weddings. If another minister is desired to assist, the invitation will be issued through the Church office.

## **I. DECORATIONS**

A. The Sanctuary of the Church is already furnished as a place of dignity and worship and does not necessarily need elaborate decorations. Candelabra and flowers may be used, but they should enhance the atmosphere of a church, a house of worship, keeping in mind that the wedding is a service of worship and consecration, a religious ceremony.

B. The Pulpit, Communion table, Last Supper, Cross, Urns, and Candles may not be removed from the chancel and narthex areas. If you need more space within the chancel area, please contact the church office. The rug under all the candelabra should be covered with plastic, and we require the use of dripless candles.

### **ABSOLUTELY NO DECORATIONS OR OBJECTS SHALL BE PLACED ON THE COMMUNION TABLE AT ANY TIME.**

C. White paraments should be used for a wedding.

D. Do not use greenery or decorations on the chancel rail. No thumb tacks or scotch tape should be used anywhere in the Church.

E. Please do not remove the hymnals from the back of pews.

F. Care should be taken that no decorations are placed to block the minister's entrance into the chancel area or that candelabra, other than for a unity candle, are placed too close to the minister.

G. It is the responsibility of the florist to remove all decorations used in the sanctuary **immediately** after the ceremony – not later than 2 hrs. following end of ceremony.

H. If you feel it is absolutely necessary to move the piano, it can be moved within the sanctuary—preferably by the choir loft. **It must be returned to its original location after the ceremony.**

I. Please do not throw rice at the bride and groom as they leave the Church. Birdseed is a much more environmentally friendly option.

J. Flower girls may scatter **silk flower petals only.** Other items may stain the carpet.

## **II. DRESSING ROOMS**

If a dressing room is needed, please make arrangements through the Church office prior to the wedding day. The Church library is used as the dressing room. Non-members of Mt. Olivet UMC are charged \$25 for the use of the library.

## **III. THE RITUAL**

The official ceremony of the United Methodist Church will be used as a guideline for the wedding ceremony. Other services may be used in part. The pastor will work with you in planning the wedding ceremony.

## **IV. PHOTOGRAPHS**

No flash photographs shall be made during the wedding ceremony. A wedding may be video-taped if the lighting does not detract from the solemnity of the occasion and if the individual operating the video camera remains stationary throughout the service. It is the responsibility of the bride to inform the photographer, family, and friends. Any photographs (including flashes) may be taken immediately prior to and following the ceremony.



## **VI. MINISTER**

An application needs to be filled out and given to the minister once you know the date of your wedding. It is also subject to the approval of the Chairperson of the Board of Trustees. The minister's fee for non-members and inactive members is \$250. Performing such weddings is not a part of his/her normal duties.

## **VII. ORGANIST/DIRECTOR OF MUSIC**

A. The Church organist or Director of Music will ordinarily play for all weddings in the sanctuary. If another organist is desired, the person invited must be approved by the Church Director of Music. The invitation for another organist must be extended through the Church office.

B. As far in advance as possible, the organist should be contacted to avoid conflicts in scheduling. Wedding music during the ceremony must give emphasis to the religious nature of the ceremony.

C. Normal fees for Organist:

Members (active) - \$150

Non-members & inactive members - \$200

## **VIII. SOLOIST**

Many times a vocal soloist is asked to assist in the wedding music. A special friend or relative who can participate in this way may add meaning to the ceremony. However, be sure the soloist has had experience singing with an organ and before large congregations. Sometimes emotions get in the way, and inexperience hinders more than helps the ceremony.

## **IX. CLEANING SERVICE**

The following special fees are required, whenever applicable, to be paid to the janitor for his services.

1. For all church weddings: \$200
  2. For reception: \$100
  3. For rehearsal party or dinner in the fellowship hall: \$100
- No alcoholic beverages are allowed in our church.

## **X. FEE FOR NON-MEMBERS**

There is a \$500 fee for use of the Sanctuary, \$100 for use of the Fellowship Hall and \$100 for use of the kitchen for persons who are not members of Mt. Olivet United Methodist Church of Manteo. There is also a \$25 fee for use of each meeting room used. These fees are not meant to be a surcharge, as such; they are to cover the costs of upkeep and utilities.

There is a \$200 non-refundable fee for reserving the church as a backup location in the event of bad weather.

**You are responsible for communicating these guidelines to your wedding planner and floral designer.**

The minister and the church staff stand ready to assist you in answering questions and helping in all preparations. Please feel free to call them if needed.

Church: (252) 473-2089

Parsonage: (252) 473-2088

Effective for weddings held after 1/1/11