



Wedding Policy Handbook

Nichols Hills United Methodist Church

Let's Begin!

First and foremost, the Ministers and Staff of Nichols Hills United Methodist Church are interested in your wedding because we believe that a Christian wedding is a covenant - making ceremony in which the couple not only declare their love for one another but affirm their faith in Jesus Christ as Lord of their lives and thus, Lord of their marriage.

The Senior Minister, Rev. Jim Perkin, is dedicated to assisting you in premarital counseling and in the planning and carrying out of your wedding. This is all part of the larger family ministry which is so important to us here at Nichols Hills United Methodist Church.

In order to establish a uniform and regular practice with regard to weddings at Nichols Hills United Methodist Church and to make available the accepted policies of the church, the procedures outlined in this booklet have been instituted.

Adopted by Nichols Hills UMC Board of Trustees on May 13, 2024.

Fees, Deposits, and Honorariums

A deposit of \$500 should be paid to Nichols Hills United Methodist Church at the time of scheduling, payable by check. The deposit will be refunded if there is no damage to the church property. All fees must be paid no later than three weeks prior to the wedding ceremony. The person who schedules the wedding ceremony through the church office will be held responsible for any damage to church property.

For our member weddings: The Bride/Groom must be an active, pledging member of the church or have parent(s) or grandparent(s) who are active, pledging members, (participating in the life of the church by your prayers, presence, gifts, services and witness) for at least six (6) months prior to reserving the ceremony date on our church calendar. If either the bride or groom is an active, pledging member or have parent(s) or grandparent(s) who are active, pledging members, there are only fees for those persons who are providing services for your ceremony. There is no charge for use of the church facilities for members of the church. Pastor honorarium and musician fees are paid separately by the wedding party. These should be paid directly to the pastor and musicians. Only the Pastors from Nichols Hills United Methodist Church are able to officiate the ceremonies performed in the church without prior approval from the senior pastor. Please see the attached Wedding Fee Schedule worksheet for specific fees. Please provide check(s) to Nichols Hills United Methodist Church, Attention: Delaney Sheffield, no later than three (3) weeks prior to your ceremony date.

For our non-member weddings: The fee for your wedding is dependent on the room(s) in the building you choose to use. Please see the attached Wedding Fee Schedule worksheet for specific fees. Pastor honorarium and musician fees are paid separately by the wedding party. These should be paid directly to the pastor and musicians. Only the Pastors from Nichols Hills United Methodist Church are able to officiate the ceremonies performed in the church without prior approval from the senior pastor. Please provide check(s) to Nichols Hills United Methodist Church, Attention: Delaney Sheffield, no later than three (3) weeks prior to your ceremony date.

Reserve Your Date

To reserve your date please follow these steps:

- 1) Speak to Rev. Jim Perkin to confirm his, and the church's, availability for the wedding date.
- 2) Speak with Marianna Gray, wedding coordinator to confirm her availability.
- 3) Submit to Delaney Sheffield in the church office your
 - a. Signed copy of the attached Guidelines for Use of Church Facilities
 - b. Refundable \$500 deposit (Refunded if no damage is found)

Please be aware that Sunday Weddings and the following dates may be difficult to schedule:

First weekend of January*

Palm Sunday Weekend

Easter weekend

Memorial Day weekend

Labor Day weekend

Thanksgiving weekend

Last 3 weekends in December

Location of Ceremony Options:

Weddings are held in our Sanctuary, the Parlor, or in the Memorial Garden. The Sanctuary can seat 300 people. The Parlor can seat 80 people.

Officiating Minister:

Only the Pastors from Nichols Hills United Methodist Church are able to officiate the ceremonies performed in the church without prior approval from the senior pastor. Pre-Marital Counseling is offered through the pastors of our church.

Coordinator:

Your wedding coordinator will be Marianna Gray. She will help with the rehearsal, be present 3 hours before the wedding and assist with the wedding.

Her email address is: mbannister110@gmail.com and her phone number is: 405.202.4646.

Music

Ceremony Music:

The wedding is a service of worship, uniting the lives of a couple in the presence of God and loved ones. The music should reflect an atmosphere of reverence and joy and should glorify God and honor the sanctity of Holy Matrimony.

Our Organist may be available to play for your wedding depending upon scheduling. We will assist you in finding an organist if he/she is not available.

If necessary, the Music Director and/or the Pastor will assist you in finding music which reflects personal considerations, yet upholds the appropriateness and integrity of the worship service. All musical selections will be discussed with and approved by the Pastor.

If a relative or friend is being considered to sing or play an instrument for your ceremony, choice of music should follow the same guidelines of appropriateness and integrity of the worship service.

On your wedding day, the organist will be available to play 30 minutes prior to your ceremony, anytime during your ceremony, and will conclude at the end of the recessional.

Book Your Vendors

It is always a good idea to take the Nichols Hills United Methodist Church Wedding Guideline book with you when you are meeting with your vendors. You will often need this information!

Florist/Décor:

- ◆ We ask that no rice, confetti or sparklers be used, but real flowers petals may be tossed or bubbles blown outside of the church.
- ◆ Florist are encouraged to arrive 2 ½ hours before the wedding. (Plumosis, or maiden hair (shedding greenery), may not be used anywhere in the church).
- ◆ Petals may be tossed by the flower girl(s) during the processional, but are not allowed to line either side of the center aisle as part of floral décor for the safety of the bridal party and all guests.
- ◆ An aisle cloth is not allowed to be used for the safety of the bridal party and guests.
- ◆ For the possible use of altar flowers at your ceremony, please speak with the Pastor.
- ◆ Please have someone remove all your floral decorations and décor immediately after the post-ceremony pictures.
- ◆ For your guest book, we recommend two guest books or a loose-leaf book.
- ◆ The church's brass altar flower vases may be used. Do not arrange flowers in brass vases without using liners, for the vases are not watertight.

Photography:

- ◆ We do allow flash photography by your *professional photographer* **for the processional and recessional**. In order to maintain the integrity of the wedding ceremony, once the minister has begun speaking (at the beginning of the ceremony), we ask for **no more flash photography** until the kiss between the bride and the groom, in which flash photography is allowed and can resume.
- ◆ We do ask that photographers not stand in the chancel area (up the stairs where the bridal party stands) in any part of the processional, ceremony or recessional. We also ask that photographers do not lie on the aisle floor during the processional, ceremony or recessional, or stand on chairs/pews during any photography throughout the day.
- ◆ Please ask family and friends to not use flash cameras at all during the wedding ceremony. This interrupts the professional photographer.
- ◆ In pre-ceremony and post-ceremony pictures, please ask all family members to have the courtesy of allowing your professional photographer to flash first.

- ◆ When planning your pre-ceremony pictures with your photographer, please plan to be finished with pictures in the sanctuary by 45 minutes before the start time of your ceremony. This ensures enough time to light any candles you might have and for guests to be seated without seeing you! (Seating of your guests begins 30 minutes prior to your ceremony.) For example if your wedding is at 7:00, all pictures in the Sanctuary should conclude at 6:15. A few pictures can be taken elsewhere, before it is time to freshen up and prepare for the processional.
- ◆ After the ceremony, pictures taken with the minister should be taken first.
- ◆ If your photographer needs more information, please have him or her contact the pastor.

Videography:

If you would like a professional video of your wedding, please book a videographer.

Receptions and Rehearsal Dinners:

- ◆ We do not allow alcohol in the building or on the premises prior to/during wedding ceremonies, receptions, or rehearsal dinners.
- ◆ All receptions held at Nichols Hills United Methodist Church must be for afternoon weddings only. We do not host evening receptions.
- ◆ If we are hosting your reception, you may have access to the fellowship hall beginning at 10:00 a.m. Saturday morning for any decorating.
- ◆ If we are hosting your rehearsal dinner, you may have access to the fellowship hall beginning at Noon on Friday for any decorating.
- ◆ Wall hangings/pictures, and permanent fixtures of rooms cannot be moved for wedding receptions.

The Eve of Your Wedding

- ◆ Rehearsals are on Friday evenings at 5:30. *Please arrive a few minutes early!*
- ◆ The officiating Pastor will be at the rehearsal along with the wedding coordinator. The Pastor will conduct the rehearsal.
- ◆ Please bring your marriage license to the rehearsal and give it to the Pastor. For more information about acquiring your marriage license please contact the Oklahoma County Courthouse.
- ◆ Very important! Nichols Hills United Methodist Church has a **no alcohol policy**. No alcoholic beverages are permitted within the church building or on any premises of Nichols Hills United Methodist Church, including church parking lots, at any time prior to, during, or after your rehearsal (Friday) and ceremony (Saturday). Alcohol, including wine, is not allowed as part of the wedding ceremony, this includes a 'blending of the wines' ceremony. Please dispose of any alcoholic beverages prior to arrival at the church. Do not bring open drink containers into the church. Any alcohol found on church property will be confiscated without any reimbursement. Please make sure your bridal party is aware of our no alcohol policy.

Your Big Day

◆ What to Bring:

Dress, veil, tux and shoes

Rings

Any make-up and hair products

Unity candle (3" x 6" white candle)

Guest books and pens

Programs

Card box (enclosed box to gather gift cards)

Map to reception

◆ Animals of any kind are not allowed inside the church at any time.

◆ No nursery is provided during wedding rehearsals or ceremonies.

◆ Snacks and food are allowed in the Bride's Room and Groom's Room. Bottled water is best as it will not stain attire or carpet. Please leave all food in the bride's room and please be sure to throw away all trash before leaving the Bride's Room and Groom's Room.

◆ Please plan to have your belongings gathered in the Bride's Room prior to the beginning of your ceremony. This will help to 'grab and go' your things after the ceremony so as not to leave anything behind.

◆ Please make sure to secure all your belongings. If you leave the Bride's or Groom's room, please shut the doors behind you.

◆ **Nichols Hills United Methodist Church will not be held responsible for lost or stolen items.**

Guidelines for Use of Church Facilities

The use of alcoholic beverages and tobacco products are not permitted in the church.

No decorations may be used that might scar or deface church property. Attaching decorations to chairs, carpeting, or other furniture with glue, tacks, nails, or thumb tacks is not permitted.

No decorations are to be placed on the piano or organ.

Use of kitchen equipment and utensils will be by arrangement only.

Candelabra and candles may be provided by the florist. Only dripless candles may be used. Protective covering must be used under candles and flower arrangements to protect the furniture.

Rice is not to be used, and bird seed may only be used outside the building.

All personal belongings, decorations, and serving utensils must be removed immediately after the wedding ceremony and/or reception. This allows the custodian to clean the building and get it ready for church services.

Nichols Hills United Methodist Church is not responsible for the loss of any personal belongings during a service held at the church or for any accidents and/or personal injuries which may occur on church property.

I have read the Wedding Policy handbook and Guidelines for Use of Church Facilities. We agree to abide by them. We accept responsibility and agree to pay for any damage to church property.

Signed this _____ day of _____ 20____.

Name _____
