

## ***Your Briarcliff Church Wedding***

The Briarcliff United Methodist Church family is pleased that you are having your wedding here. We rejoice with you and wish you God's blessings and happiness in your life together.

Briarcliff hosts both member and non-member weddings. A member of Briarcliff United Methodist Church is defined as a person(s) who has joined the church 12 months prior to the wedding and who participates in the life of the church with his/her prayers, presence, gifts & service.

### ***Reserving the Church***

All weddings are scheduled with the Church Office. It is important that the date be entered on the church calendar as early as possible so that your plans and the church schedule can work together.

To reserve a date, the following items must be given to the Church Secretary:

- A **Wedding Reservation Form** completed with as much detail as possible.
- A Reservation Fee of \$100 (non-refundable, non-members only)

As soon as the form and reservation fee are submitted, a copy of the form will be given to the Senior Pastor for review and approval. After review by the Senior Pastor, the paperwork will be returned to the church secretary for reservation of the facility. Briarcliff church members have preference of dates. Non-members cannot place their wedding on the calendar prior to six months of their proposed wedding date, though exceptions can be granted by the Senior Pastor.

Formal Weddings cannot be scheduled on any of the following dates:\*

The time period from the second Saturday of December through Christmas Day.

New Year's Day  
Easter Week  
Independence Day  
Labor Day  
Thanksgiving Day

\*at the discretion of the Senior Pastor.

A wedding will not be scheduled at any time when it will conflict with regular church activities or programs.

The church facilities will be available a total of four (4) hours for weddings-only bookings OR a total of five (5) hours for wedding and reception. IF USED LONGER, ADDITIONAL FEES ARE DUE.

The Fellowship Hall (if available) can be utilized for receptions for morning and afternoon weddings. It is not available after 5 PM on Saturdays. The Sanctuary will be available until 9 PM for Saturday evening weddings.

Once the wedding is approved, put on the church calendar, and the bride/or groom is contacted, the church office will contact the church Wedding Coordinator. The Church Wedding Coordinator will then work with the couple on their wedding plans.

### ***Church Fees***

Wedding only fees include the use of the following rooms, Sanctuary, Bride's Room & Groom's Room. Additionally the fees cover the cost of the Wedding Coordinator, a sound technician, an organist and a custodian. Weddings that include a reception will include the use of the Fellowship Hall and the Kitchen area. Charges for these will be provided by the church office.

## ***Pre-Marital Counseling***

The United Methodist Church requires pre-marital counseling of persons to be married by a United Methodist Clergy person. These sessions may be conducted by the Senior Pastor or certified counselor. Recommended counselors can be provided by the Senior Pastor. The fees for this service are separate from wedding fees. Please discuss the counselor.

## ***Wedding Coordinator***

Briarcliff UMC requires that a Wedding Coordinator representing the Briarcliff congregation be retained to coordinate the wedding. This coordinator will serve as a liaison between the wedding party, guests, suppliers, presiding minister, and the congregation. The Wedding Coordinator is an important point of contact with all church activities associated with your wedding and /or reception, and is trained and experienced in planning and directing weddings. The wedding will not be scheduled unless there can be a Briarcliff coordinator present to direct the wedding.

The Wedding Coordinator will be the final authority on all issues and will be present at the wedding and the rehearsal as a representative of the church. The coordinator will contact the bride as soon as the wedding is scheduled to review church policies. This coordinator will be helpful to you, your florist and your caterer in assuring that your wedding goes smoothly. The fee for the Wedding Coordinator is included in your wedding fee.

## ***Clergy***

The senior minister of Briarcliff shall preside at all weddings held in the church unless

he/she approves other Clergy and they are fully ordained in their denomination. Because we consider a wedding to be a sacred ceremony, those who are legally permitted to preside at weddings but are not ordained by a denomination will not be allowed to perform ceremonies at Briarcliff

It is expected that the ritual used in the wedding ceremony be in agreement with the theology and ritual authorized by the United Methodist Church as published in the Book of Worship. Vows written by the bride and groom will be used at the discretion of the presiding Clergy.

Marriages and weddings are conducted at Briarcliff United Methodist Church only if they are ceremonies between a male and a female. Same gender unions and civil unions are not permitted according to church polity.

The marriage license must be delivered to the presiding Clergy prior to the ceremony. It is suggested that this license be delivered to the Clergy no later than the day of rehearsal.

## ***Music***

A church wedding is a sacred service therefore all music used in the service must be suitable for the worship of God. The Briarcliff church organist shall be used for all weddings or given the right of first refusal. The organist will assist in the selection of appropriate music, and the Clergy will have final approval of music selected for the wedding.

It is recommended that you consult the organist upon scheduling your wedding to ascertain availability for the service. If the organist is not available, he/she will assist you by recommending a competent substitute. A qualified guest organist may play the Briarcliff organ with the consent of the Briarcliff Director of Music.

You may select a soloist but the Director of Music will gladly assist you if you desire. The soloist is expected to schedule a rehearsal with the organist at a convenient time so

that both will be prepared when the wedding party is gathered for the rehearsal.

## ***Flowers & Decorations***

Flowers may be used to adorn the sanctuary space. It is asked that these be tasteful bearing in mind that this is a place of worship. Flowers may be left in the church after the wedding as altar decoration for the Sunday worship service if prior arrangements have been made with the church secretary at least two weeks prior to the wedding. Flower petals from live plants may not be scattered on the center aisle even if a runner is used. Silk flower petals are permitted.

The table parament may be the color of the church's liturgical season or white may be chosen. Please consult with the Wedding Coordinator for this. No decorations may be placed on the altar table or in the choir area.

No decorations are to be fastened to the walls of the sanctuary. Pews may not have thumbtacks, nails, glue, tape or other potentially damaging material used on them. All decorations must be removed immediately following the wedding unless otherwise agreed upon with church staff. The chancel furnishings shall not be removed, moved or hidden from view of the congregation.

Candelabra may be used provided they are confined within the chancel and that precautions are taken to ensure that floors and furnishings are protected from the drippings. If you are using the Briarcliff candelabra, chase candles are required. These are supplied by the florist and are billed separately. Candles are not permitted in the windows, on the aisles, and in the Narthex.

The Wedding Coordinator will be responsible for changing the paraments, moving altar ware and making other changes to the existing facility so that it will be liturgically correct for the wedding.

The Bride & Groom are responsible for any printed material used during the service.

## ***Photography***

Wedding pictures using flash should not be taken during the ceremony. Flashes are a visual interruption of a sacred rite and may cause discomfort for the participants. Time exposures may be taken from the narthex of the church at any time, and flash pictures may be taken from the narthex as the bride and groom draw near the back of the church. Please remember that this is a spiritual time and preserve the reverence of the ceremony. The cooperation of your photographer is needed. Under no circumstances will the photographer be permitted in the altar area or in the front of the sanctuary during the ceremony.

## ***Audio-Video Recording***

The location of the audio-video equipment must be planned at least two weeks in advance of the wedding and approved by both the Wedding Coordinator and the presiding Clergy. Under no circumstances will the videographer be allowed in the altar area or in the front of the church at any time during the ceremony.

The Bride & Groom are responsible for informing the photographer & videographer of this policy.

Equipment and trash must be removed from the property upon completion of the service so that the sanctuary can be prepared for worship.

## ***Reception***

The Fellowship Hall may be reserved for a reception if available (check church scheduling). Arrangements for the hall, for the table arrangements, other equipment and

facilities, and for custodial service must be made with the Wedding Coordinator by the Bride and/or the caterer. The Fellowship Hall can accommodate approximately 200 guests.

A guest book may be placed in the Narthex prior to the wedding or in the Fellowship Hall following the ceremony.

The caterer must supply all cooking and serving equipment. The church does not provide punch bowls, plates, cups, napkins, etc. These are the responsibility of the bride and/or the caterer. The kitchen may be used to heat food, but the cooking of food is not permitted. The refrigerators may be used as well, though space is limited. Immediately following the reception, all food brought by the caterer must be removed. The caterer is responsible for leaving the kitchen clean including the disposal of all waste.

### ***Alcohol Free & Smoke Free Environment***

The Briarcliff United Methodist Church is an Alcohol Free Environment and a Smoke Free Environment. **NO ALCOHOLIC BEVERAGES OF ANY KIND MAY BE SERVED OR CONSUMED ON THE CHURCH PREMISES. SMOKING IS NOT ALLOWED IN ANY OF THE CHURCH BUILDINGS.**

The Bride & Groom are responsible for informing all members of the wedding party as well as those hired to assist with the wedding and reception regarding these policies.

The Wedding Coordinator and the presiding Clergy person have the right to immediately expel any person(s) not adhering to this policy. In addition, it is within the rights of the Clergy to cancel the wedding if any member of the wedding party is intoxicated.

### ***Birdseed***

Neither rice nor birdseed may be thrown inside the buildings. We encourage the use of birdseed rather than rice as it does not constitute a hazard as does rice. Both the birds and the custodian benefit from birdseed as the clean up is much easier.

### ***Final Details***

The bride will notify the florist, the caterer, and the photographer to contact the Wedding Coordinator no less than two weeks before the wedding to confirm final arrangements and schedules. The bride will receive the name and phone numbers of the Wedding Coordinator from the church office once the wedding is approved and placed on the church calendar. Your Wedding Coordinator will be available to answer all of your questions.

### ***Clergy Honorarium***

An honorarium to the Clergy person performing the ceremony is at the discretion of the Bride and Groom. It has been a customary practice but is in no way a requirement.