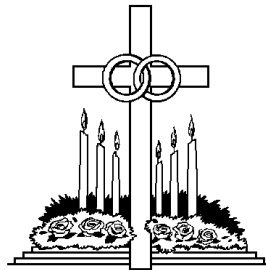


Wilson United Methodist Church

6460 Flying W Ranch Road
Colorado Springs, CO 80919
(719) 598-0407

Fax (719) 528-8646

e-mail: wilson@wilsonumc.org
web site: www.wilsonumc.org



Wedding Information 2013

**"Love bears all things, believes all things, hopes all things,
endures all things. Love never ends."**

I Corinthians 13: 7 - 8

Marriage is not the end, but the beginning of a journey. It is a journey in which you will endure joy and frustrations, happiness and sadness, and a lot of work. It is because of God's ever-present love on this journey that we celebrate marriage in a worship setting. We are able to give thanks to God for what has brought a couple to their wedding day, and we are able to seek God's blessings and presence for the road ahead.

We look forward to helping your wedding celebration be a truly meaningful and memorable event.

In Christ's Love,

Rev. David Hiester
Senior Pastor

WEDDING PROCEDURES

- Call the Wilson UMC office to determine whether the church and our Pastor are available for the date of your wedding.
- Visit the church and tour our facilities.
- When you are sure the church and date are right for you, reserve the facilities you need for your wedding. **Your date will be placed on the calendar when the rental fee and cleaning/damage deposit is received. All additional fees must be received at least two weeks prior to the ceremony. Make all checks payable to: Wilson UMC.**
- Contact all other professional services (florists, photographers, musicians, etc.).
- We can provide a list of available organists, soloists, and other musicians.
- Couples may provide their own officiate, with approval of the Wilson UMC Pastor.
- If the Wilson UMC Pastor conducts the ceremony, the Pastor and the engaged couple will meet at least four times (preferably starting at least six months prior) to the wedding for pre-marital counseling. Certification from another Pastor or counselor that pre-marital counseling has taken place may be accepted.

FACILITIES

Location and Building

Nestled in the foothills, Wilson United Methodist Church is easy to find, with ample parking space for you and your guests.

Rooms

- **Sanctuary:** The Sanctuary accommodates 160 guests, and the chairs.
- **Kitchen:** Located between the Sanctuary and Taos Room, the kitchen has an industrial stove, oven, two sets of sinks, dishwasher and two microwave ovens.
- **Taos Room:** The Taos Room may be set up to accommodate approximately 70 people seated at tables.
- **Groom's Rooms:** Rooms 6 and 7 are connecting rooms located off the Taos Room. They provide easy access to the Sanctuary while preserving the privacy of the bride and her party. (These are preschool rooms and all furniture / supplies must be left in the order it was when arriving.)
- **Bridal Room:** Large enough to accommodate the bride's dress and many attendants, Room 10 provides both space and privacy. (This is a preschool room and all furniture / supplies must be left in the order it was when arriving.)

ACCESS

Wilson UMC allows up to 6 hours of usage of the church building for the wedding ceremony in the rental fee and up to 10 hours for a ceremony/reception fee. **The rehearsal, ceremony, all deliveries, pictures, dressing, set-up, and clean-up must take place during this time.** Additional hours can be scheduled for an additional cost.

GENERAL INFORMATION

Prohibited:

- Use of alcoholic beverages or tobacco products of any kind is **NOT** allowed anywhere on church property, in any building, or the parking lot. The Pastor/Wedding Coordinator has the right to refuse to conduct the ceremony if it is evident that any member of the wedding party is

intoxicated. Wedding party members deemed under the influence of alcohol or any other substance will be asked to leave the property.

- Throwing rice or birdseed is prohibited.
- Red punch (it stains our carpet) is also not allowed.

General Policies:

- The contents of the ceremony and music will be discussed and approved by the Wilson UMC Pastor; even if the couple provides their own officiate.
- The wedding couple will discuss the arrangement of the sanctuary and/or reception area with the Pastor and/or Wedding Coordinator. Placement of the altar, pulpit, chairs and plants; the level of blinds and lighting; arrangements of tables, chairs, serving tables -- all are topics which should be discussed and decided prior to your wedding day.
- A Wilson Wedding Coordinator must be hired for all weddings.
- If the Wilson UMC sound system is to be used, one of Wilson's sound technicians must be hired.
- Wilson UMC and its staff are not responsible for items left before, during, and/or after a wedding.
- Wedding Cake / Caterers: The baker is responsible for the delivery and set-up of the wedding cake. The caterer or volunteers are responsible for providing and preparing any food or drinks; setting up / tearing down tables, decorating and clean-up.
- The Wedding Coordinator and Wilson UMC staff is not responsible for setting up and cleaning up, but will assist on location of what is needed.
- Respect and care of church property is expected of all who use the facility.

Music:

- If the Wilson UMC sound system is to be used, one of Wilson's sound technicians must be hired. He/she will attend the rehearsal and ceremony.
- All music must be submitted two weeks prior to the event to ensure that it is appropriate for the ceremony and compatible with Wilson's sound system.
- Recorded music must have songs clearly labeled as to which song and when in the ceremony it is requested.
- Musicians / accompanists may make arrangements with the Wedding Coordinator to rehearse in the sanctuary prior to the rehearsal or ceremony, but this will be part of the allotted rental hours and as the church calendar permits.

Pictures:

Please discuss the following information with whomever you select to photograph and/or videotape your wedding:

- All time taking photos is included in the building access usage time.
- If you would like to take pre-ceremony pictures, please make arrangements to arrive at least 1^{1/2} hours before the ceremony. **The photographer should begin the shoot at least one hour prior to the ceremony so that you will be done no later than 30 minutes before the ceremony is scheduled to begin.**
- Video recordings are permitted. All equipment should be set up and tested no later than 30 minutes prior to the ceremony.
- Your photographer and/or videographer is permitted to stand in the aisle and take pictures of the bridal party as they enter and exit. During the service, your photographer and/or videographer may be positioned in the back, at the sides, or in the chairs. Flash photography will not be permitted during the ceremony.
- The Pastor will remain for a short time after the ceremony for requested pictures. The wedding license will be signed immediately after the receiving line and before any "post-ceremony" pictures are taken, or before the wedding if desired.
- Wilson UMC is not responsible for any damage or loss of equipment.

ACCESSORIES

The following accessories are included in the fees for use of the church facilities for your wedding and/or reception:

Wedding Ceremony

- Chairs to seat 160 guests.
- Two candleholders for the altar.
- Organ and piano.
- Bible for the altar.
- Hymnals.
- Two floral stands.
- Acolyte wick/snuffer (long brass pole to light and extinguish altar candles).
- Table to hold gifts.
- Table to hold guest book.

Reception

- Tables and chairs to seat 70 guests.
- Punch bowl.
- Serving trays.
- Large coffee pots.
- Brooms, vacuums, dish towels, trash bags.

COUPLES MUST PROVIDE

The wedding couple must provide the following items, if included in ceremony:
Some items denoted with (*) may be obtained through the Church for an additional fee.

Wedding Ceremony

- The wedding couple and any attendants.
- The marriage license.
- Any rings to be used during the ceremony.
- Unity candles and holder.
- Candelabras and candles.
- All flowers and decorations.
- Recorded music.
- Musicians / accompanists (*).
- Bulletin / programs (*).
- Guest book and pen.
- Photographers &/or videographers.
- Aisle runner.
- Persons to attend the guest book and gift tables, ushers, and acolytes (candle lighters-if the ushers don't do it).

Reception

- The wedding cake.
- All food, beverages (no alcoholic beverages allowed), recipes, condiments and ice.
- All dishes (*), utensils, cups & saucers, glasses, napkins, etc.
(If the church's dishes are not used, these items must be disposable or removed after the event.)
- Tablecloths (*).
- All decorations (centerpieces, etc.).
- Containers for leftovers (anything left at the church will be thrown away).

PARTICIPANTS

Wilson UMC wants to provide an uplifting and worshipful wedding for the bride and groom. We also want to enable your families and friends to enjoy this memorable experience, even as they help make it happen. Below are some of the things your friends and family may do to help make this special day as serene as possible.

Special payments:

Those who are responsible for paying the musicians, Pastor, and others must give the payment to the Wedding Coordinator or Wilson church office at least two weeks prior to the ceremony.

Groomsmen/Ushers:

- Best Man stays with the Groom and holds ring until required during the service.
- The Best Man and Ushers should assist one another in pinning on boutonnieres.
- Just prior to the ceremony, the Ushers clear the Groomsmen's room of all personal articles.
- If furniture must be rearranged, do so before the church doors are opened for guests, then return furniture to its original location after the wedding.
- Open the church doors for guests to enter.
- Ushers seat guests (other than family members) equally on both sides of the aisle.
- Ushers seat the Groom's family on the right side (as you face the altar) and the Bride's family on the left side (as you face the altar). The Bride's mother is the last person to be seated prior to the entrance of the Groom, Best Man, and Pastor. No-one should be seated after the Mother of the Bride until after the entire Bridal party has completed their procession.
- If one is used, the Ushers unroll the aisle runner at the agreed upon time.
- Ushers assist guests in leaving at the end of the service, beginning with those closest to the altar.

Bridal Attendants:

- The Maid/Matron of Honor should stay with the Bride at all times and assist her in getting ready for the ceremony.
- The Attendants should assist in handing out bouquets and in helping the Bride to get ready for the ceremony.
- The Bridesmaids should clear the bridal room of all personal belongings just prior to the ceremony.

Flowers & Candles:

One person should be responsible for taking the altar flowers and personally provided candles home. If you wish, the flowers may be donated to the church.

Guest Book & Gift Tables:

One person should attend each table. The person at the Guest Book should make sure each guest signs the book, and that extra working pens are at hand. The book should be set up and attended approximately 30 minutes prior to your ceremony. The Guest Book attendant must make sure the book is at the reception, and that it is delivered to the home of the newlyweds after the service.

The Gift Table attendant should make sure that each gift is clearly labeled with the giver's name. This may be done by taping cards to gifts as they arrive, or by writing the giver's name on the bottom of the package in ink. The Gift Table attendant is responsible for delivering the gifts to the home of the newlyweds after the service and reception.

Final Inspection:

One person should be responsible for a final inspection of the church building. They should take any personal belongings they find with them for identification and delivery. They should take any leftover flowers or cake accessories. They should check all areas for personal belongings as well as the preparation and reception areas. They must confirm with the Wilson UMC Wedding Coordinator that

the building is left clean, all furniture has been returned to its original location, allotted time was not exceeded, and there is no damage. **Failure to do so will result in forfeiture of the cleaning/damage deposit.**

WILSON UMC WEDDING COORDINATOR

A Wilson Wedding Coordinator must be hired for all weddings. The Wilson Wedding Coordinator will:

- Unlock doors and remain present throughout the event as the Wilson UMC representative.
- Assist with set up and arrangement of room(s) to be used.
- Locate extra tables for gifts and guest book, if needed.
- If Wilson tablecloth linens are rented, check inventory and handle the drycleaning of them.
- If church dishes, etc. are used, ensure these are washed properly and returned to proper location.
- Oversee proper use of coffee pots, oven, microwave and dishwasher, if used.
- Help to coordinate timing of announcements, program, food service, etc.
- Work with the photographer in locating all necessary bridal party members and families for photos prior to the wedding.
- Check in with bride's room and groom's rooms for coordinating entry into the Sanctuary.
- Help coordinate timing of bridal party's walk down the aisle.
- If needed, give directions regarding processional. Prior to the wedding, ensure aisle seats for flower girl's mother and ring bearer's mother have been saved.
- Turn bride's train prior to walk down the aisle.
- Signal to the pastor, organist and sound technician, as needed, throughout the wedding.
- At the end of the event, ensure the room is returned to its original layout, turn out the lights and lock the doors.

CLEANING / DAMAGE DEPOSIT

A cleaning/damage deposit will be collected at the time of reservation. This will be returned after the event providing: all furniture is restored to its original location after the event, all trash is taken to the outside receptacle, hours are within the allotted time, and the building is left as it was at the beginning of the event.

FEES

*** Church Building Rental fee may be waived
for Wilson UMC members per approval of Trustees and/or Pastor***

Church Building Rental for 6 hours - no reception (ceremony, rehearsal and all set-up, clean-up, etc. within the 6 hours)	\$250
Church Building Rental for 10 hours - with reception (ceremony, reception, rehearsal and all set-up, clean-up, etc. within the 10 hours)	\$450
Saturday Evening Surcharge for after 6 pm (cleaning service has to come later and we are charged more)	\$ 50
Cleaning / Damage Deposit – no reception	\$250
Cleaning / Damage Deposit – with reception	\$450
Pastor (if the wedding is offsite, the fee is a minimum of \$250 plus expenses such as travel)	\$200

Wedding Coordinator – no reception	\$100
Wedding Coordinator – with reception	\$175
Additional per Hour (over allotted 6 hours without reception and 10 hours with reception)	\$ 25
Organist / Accompanists	\$125
Soloist	\$100
Sound Technician	\$100
Use of Dishes	\$100
Use of Linen Tablecloths (includes drycleaning)	\$15 each
Bulletins / Program	\$50 lay out fee plus 20 cents per copy

Example of a 6 hour rental (without a reception) that doesn't use Wilson UMC Pastor or sound system:

\$ 250	Building Rental
\$ 250	Cleaning Deposit
<u>\$ 100</u>	Wedding Coordinator Fee
\$ 600	
-\$ 250	(Returned after event, providing no damage or over usage)
\$ 350	

\$500 (rental and cleaning deposit) would be due to place the event on the calendar and the remaining \$100 due two weeks prior to the event. The \$250 cleaning deposit would be returned the week after the event, providing conditions met.

Example of a possible 8 hour rental (without a reception) that ends at 8 pm on Saturday:

\$ 250	Building Rental
\$ 250	Cleaning Deposit
\$ 100	Wedding Coordinator Fee
\$ 50	Additional 2 hours
\$ 50	After hours fee
\$ 200	Pastor
\$100	Soloist
<u>\$ 100</u>	Sound Technician
\$1100	
-\$ 250	(Returned after event, providing no damage or over usage)
\$ 850	

\$500 (rental and cleaning deposit) would be due to place the event on the calendar and the remaining \$600 due two weeks prior to the event. The \$250 cleaning deposit would be returned the week after the event, providing conditions are met.

PLEASE COMPLETE THE ATTACHED FORM TO REQUEST USE OF THE CHURCH BUILDING FOR A WEDDING.

Wilson United Methodist Church Wedding Building Rental Form
6460 Flying W Ranch Road, Colorado Springs, CO 80919 · (719) 598-0407
wilson@wilsonumc.org

Bride & Groom Names: _____

Day Phone: _____ Alternate Phone: _____

Address: _____ Email Address: _____

Date Requested: _____ Time: **From:** _____ **To:** _____

Rehearsal Date: _____ Time: **From:** _____ **To:** _____

____ **Ceremony** ____ **Reception** ____ **Ceremony & Reception**
(6 hours is included in rental fee for ceremony and 10 hours for ceremony & reception)

Estimated Number of Adults: _____ Estimated Number of Children: _____

____ **I am a Wilson UMC member and am requesting a waiver of building rental fees.**

Please initial:

____ **I understand that my Building Use Request is not finalized until it has been approved by the Wilson UMC Board of Trustees.**

____ **The \$ _____ building rental fee is attached (see reverse side for rates).**

____ **The \$ _____ Cleaning / Damage Deposit is attached (see reverse side for rates).**

____ **The \$ _____ Remainder of fees is due two weeks prior to the event on _____.**

____ **I understand that my Cleaning / Damage Deposit may be forfeited, if the building is not left as it was found and/or damage is done or we go over hours of usage.**

____ **I agree to the clean up check list on the reverse side of this form.**

____ **I agree that all set-up, clean-up, deliveries, etc. will take place during our designated time.**

____ **I understand that the use of alcoholic beverages or tobacco products are not allowed anywhere on church property, in any building, or the parking lot.**

I, _____, do hereby agree to the above conditions. The terms of this agreement begin on the _____ day of _____, 20____, and terminate on the _____ day of _____, 20____. At completion of specified building usage period, renewal of agreement will be reevaluated.

Signature of Responsible Party: _____ **Date:** _____

OFFICE USE ONLY:

Date Request Submitted to Trustees: _____

Request: APPROVED DENIED **Fee Waiver Granted (if applicable):** YES NO N/A

Trustee Signature: _____ **Date:** _____

____ **Deposit Paid Date:** _____

____ **Remainder Fees Paid Date:** _____

____ **Building left in order and Cleaning / Damage Deposit refunded Date:** _____

Bride & Groom: _____ Phone: _____

Date Requested: _____ **Email:** _____

Rental & Misc Wedding Fees (to be completed by Wedding Coordinator with couple):

_____ Church Building Rental for 6 hours - no reception \$250
(ceremony, rehearsal and all set-up, clean-up, etc. within the 6 hours)

_____ Church Building Rental for 10 hours - with reception \$450
(ceremony, reception, rehearsal, set-up, clean-up, etc. within the 10 hours)

_____ Cleaning / Damage Deposit – no reception \$250

_____ Cleaning / Damage Deposit – with reception \$450

_____ Saturday Evening Surcharge for after 6 pm \$ 50
(cleaning service has to come later and we are charged more)

_____ Pastor (off site weddings fee is a minimum of \$250 plus expenses ie: travel) \$200

_____ Sound Technician (must be hired if sound system is used) \$100

_____ Wedding Coordinator – no reception (6 hours) \$100

_____ Wedding Coordinator – with reception (10 hours) \$175

_____ Additional per Hour (over allotted hours) _____ hours at \$ 25 per hour

_____ Musicians / Accompanists (see policies for rates): _____

_____ Use of Dishes, Tablecloths & Misc. Supplies (see policies for rates): _____

_____ Bulletins / Programs: \$50 lay out fee plus _____ copies at 20 cents each

_____ **TOTAL**

_____ DEPOSIT PAID (Date: _____)

_____ AMOUNT DUE (Date: _____)

_____ CLEANING & DAMAGE DEPOSIT RETURNED (Date: _____)

Check list to use after your use of the facilities:

_____ Return rooms as you found them, including chairs and tables.

_____ Clean bathrooms if necessary.

_____ Take down all decorations.

_____ Clean trash from rooms, tables and floor. *(The vacuum cleaner, trash bags and cleaning supplies are located in the janitorial closet which is room #9)*

Use of alcoholic beverages or tobacco products of any kind are NOT allowed anywhere on church property, in any building, or the parking lot.