

Weddings at the Church

Section III.

A: Regulations Regarding Weddings

1. The services and facilities of New Philadelphia Moravian Church are offered to its members, and to non-members in accordance with the policies approved by our church boards. Weddings will be coordinated through the Senior Pastor and the Officiating Pastor is responsible for all wedding activities he presides over.

2. Reservations: Reservations for a Wedding must be made through the Pastoral Staff in the Church Office at least 30 days in advance. Non-Members may not book earlier than four months from the date of the actual service. General details of the Wedding, including Premarital Counseling, the Rehearsal and Reception shall be discussed with the Pastor(s) *before* the date and time are placed on the Church Calendar. If you are planning a Reception at the church, arrangements to reserve the Fellowship Hall, the Banquet Room, the Parlor, or the Pavilion should be made at the same time that the Wedding Ceremony itself is scheduled.

3. Premarital Counseling: We require each couple to have Premarital Counseling from the minister who will officiate at their wedding. Our pastors usually require at least two counseling sessions and a rehearsal.

4. Minister: No fee is charged by our Pastor(s) when officiating at the wedding of a Member of New Philadelphia Moravian Church. An honorarium is acceptable. For Non-Members, the standard fee for two counseling sessions, a rehearsal and the ceremony is \$150.

5. Visiting Ministers: If a visiting minister is to conduct the ceremony, prior approval must be obtained from the New Philadelphia Senior Pastor.

6. Wedding Director: The bride is required to designate someone other than the Minister to serve as the Wedding Director. The Director shall consult our pastor to become familiar with the customs and traditions of New Philadelphia.

7. Music: Only music appropriate for a church ceremony may be used. If there are questions regarding musical selections, you shall discuss them with the pastor and church organist.

8. Organist: A Church Organist is available to play for Weddings. A minimum fee of \$150 is charged for this service, to be paid directly to the Organist. A conference should be scheduled with the Organist to determine what music shall be included. If a guest organist is to play for the service, the church office is to be notified. The guest organist should call the church office to discuss the matter with the church Director of Music.

9. Audio-Request: See Section V herein, "Audio-Video Services for Your Wedding."

10. Decorations: In planning for decorations, remember that a Wedding is a service of worship and plan accordingly. Please notify the church office of the florist you have selected. No nails, tacks, or screws are to be inserted in any part of the building or furnishings. No artificial platforms or structures are to be used. Candles are to be furnished by the florist. The "Chase Candle" is required by the church. A key that admits the florist must be picked up by a member of the wedding party. It is labeled "FLORIST". A deposit of \$40 is required at the time of pick-up. The deposit will be refunded by mail no later than 10 days after the key has been returned to the Church Office.

11. Florists: Florists are responsible for any property damage or cleaning expenses incurred by the use of candles and other materials. It is the responsibility of the wedding party to insure that any floral arrangements that are to be left for the church be put in an appropriate location. The florist or family should remove other floral arrangements and/or additional property within 3 hours after the service so that the sanctuary can be cleaned by the cleaning service.

12. Catering: Catering services must be provided by the persons holding the reception. The wedding party will be responsible for the general cleanliness of the space used. (Discuss with item II. B. 7)

13. Clean-up and Lock-up: Two hours after the end of the event, the wedding party is responsible for personal item clean-up and lock-up of church property. Both Members and Non-Members will pay the scheduled facility clean-up fee for room(s) utilized during the wedding as outlined in Sections III. B. and III. C. in this document.

14. Miscellaneous Rules and Regulations: The bride and/or bridegroom should inform all members of the wedding party of the following rules and regulations:

- a. No alcoholic beverages may be served on church property.
- b. No flash photography equipment may be used in the sanctuary during the ceremony.
- c. No rice or birdseed may be thrown in the sanctuary or anywhere inside the building.
- d. Smoking is not permitted in church buildings.
- e. No sanctuary furniture may be moved without permission from the pastor. If permission is granted, all furniture must be returned to its proper location. Any damage incurred is the responsibility of the wedding party.
- f. The bride and bridesmaids should dress in the parlor, and the groom and groomsmen in the Conference Room located on the first floor.
- g. Personal valuables should not be left in dressing rooms. The church cannot be responsible for the theft of personal items.

Section III.

B. Wedding Fee Schedule for Members: Includes Cleaning.

Your Fees pay for heat or cooling our facility. They also include a Cleaning Fee. This fee covers sweeping, dusting, cleaning of bathrooms, the emptying of trash, the mopping of the kitchen, etc. The RESPONSIBLE INDIVIDUAL is asked to pick-up the area and to return all furniture to its original location. (This also includes the flowers for Sunday service [if already in place] and the parament belonging in the pulpit.) Those using the kitchen, or their caterers, should adhere to the Kitchen Clean-up Procedures listed in Section VI herein.

Sanctuary	\$90.00
Fellowship Hall	\$90.00
Youth Building/Pavilion	\$65.00
Key Deposit	\$40.00
Parlor w/kitchen	\$65.00
Fire House	Not to be used.
Scout Hut	Not to be used.
Kitchen (Hot)	\$115.00
Kitchen (Cold)	\$65.00
Banquet Room	\$65.00
Audio/Video Services	See Section IV below

Section III.

C. Wedding Fee Schedule for Non-Members: *Includes Cleaning*

Sanctuary	\$290.00
Banquet Room (BR)	\$290.00
Classrooms	\$40.00
Conference Room	\$40.00 <i>(No charge with weddings.)</i>
Fellowship Hall (FH)	\$390.00
Fire House	Not Rented
Kitchen (Cold)	\$140.00*(Rented only with FH or BR)
Kitchen (Hot)	\$215.00* (Rented only with FH or BR)
Old Fellowship Hall	Not Rented
Parlor	Not rented <i>Exception: No charge with weddings.</i>
Scout Hut	Not Rented
Youth Building/Pavilion	Not Rented
Audio/Video Services	See Section IV below

Section III

D. Wedding Information Form

Name of Groom _____

Phone _____

Email _____

Address _____

City/State/Zip _____

Name of Bride _____

Phone _____

Email _____

Address _____

City/State/Zip _____

Wedding Date _____

Wedding Time _____

Rehearsal Date _____

Rehearsal Time _____

1st Counseling _____

2nd Counseling _____

Person Responsible for clean-up/lock-up _____

Phone _____

Signature _____

Date _____