

Congratulations on your engagement! We are delighted that you are considering Roberts Park United Methodist Church for your Christian wedding ceremony. We hope the beauty of the sanctuary and chapel will be just the sacred setting that you are seeking for your wedding covenant. The members and staff welcome the privilege of sharing in this significant and profound experience in your life. A Christian wedding is a covenant relationship between the couple and God. For that reason, we welcome and encourage you to participate in the life of the Roberts Park congregation.

The following policy has been prepared to give you as many details as possible as you plan for your wedding ceremony.

I. SCHEDULING

- Contact the church pastor Rev Dr Andrew Scanlan-Holmes 317635 1636 to schedule your wedding. During that contact, availability of the church will be determined. Upon determination of availability from the pastor, if additional inquiries for the same date are received you will have three days to confirm the wedding date.
- Upon receipt of refundable \$200.00 deposit, your wedding date will be secured on the wedding schedule.
- Upon receipt of the deposit, a pastor will be assigned to officiate at your ceremony.
- A wedding date should not be set, receptions arranged, or invitations printed until confirmation with the church pastor.
- Weddings will not normally be scheduled on the 3rd weekend of November, December 24 through January 1, Holy Week or Easter but exceptions will be considered on a case by case basis.
- Each wedding party will have a maximum of three and one-half hours use of the church; two hours before the ceremony and one and one-half hours following the beginning of the wedding service. By agreement additional time before the ceremony will be charged at \$100 per hour or part thereof.
- We reserve the right to schedule an additional wedding on the same day as your wedding is scheduled. Two and one-half hours will be scheduled between the scheduled start-time of each wedding ceremony. Exceptions may apply if one ceremony is in the Sanctuary and the other in the Chapel.
- Rooms will be assigned for use by the wedding party. Requests for use of additional rooms must be arranged prior to the wedding rehearsal through the church wedding coordinator
- Private weddings may be requested. A date for the ceremony and the determination of the officiant will be arranged through the coordinator. No plans should be made until the preceding two items are determined. The fees assessed by the church will remain as presented in Part XIII.

II. PERSONNEL

- One of the pastors of the Roberts Park United Methodist will officiate at your wedding ceremony. **You may be assigned a male or female clergy from Roberts Park to officiate at your wedding.** In some cases, and by request, ordained United Methodist pastors of another United Methodist Church may officiate after consultation with, and at the invitation of the senior pastor of Roberts Park United Methodist Church.
- Following the assignment of the officiating pastor, it is your responsibility to contact the pastor and manage a time to meet to discuss the details of the ceremony. The meetings with the pastor should precede the final meeting with the church wedding coordinator.
- The church wedding coordinator will be present for the wedding rehearsal and wedding ceremony
- For wedding parties greater than 6 attendants a side an assistant wedding coordinator will be required.
- The couple must notify the Roberts Park Church wedding coordinator and assigned pastor if you are using a bridal consultant or wedding planner.
- The Church wedding coordinator and pastor are in charge of all aspects of the rehearsal and wedding ceremony.
- The church organist will be involved with all weddings and will work with you and other soloists and ensembles as required. (See XII- Music for your ceremony.)
- The church custodian will set up prior to and clean up after your wedding. All items that appear to be disposable will be cleared from the dressing areas of the couple as well as the Sanctuary or Chapel. Should the clean-up time exceed the normal three and one-half hours assigned for your wedding, there may be an additional fee of \$25.00 per hour.

III. DECORATIONS

Please copy and take to your florist

Flowers, candles and other decorations are welcome for the ceremony with the following restrictions:

- No tape of any kind is to be used in affixing or hanging decorations from the end of the pew.
- There shall be no alteration of any kind to the pews or candle pedestals.
- No large bouquets of flowers will be placed on the altar. The cross and candlesticks will remain in place and visible throughout the service.
- Unity candles or sand ceremony items may be used. Modest flower arrangements or greenery may be used to decorate the altar area of these items.
- Additional candles may be used. Two black wrought iron candelabras which hold 7 candles each, and one painted gold candelabra holding 7 candles, are available for an extra rental fee. (See Fee Schedule)
- The couple may also provide memorial candles for the altar/ piano.
- Immediately following the wedding ceremony, removal of all pew decorations, unity candles, sand ceremony items, guest book, extra programs etc., is required. A florist or family member should be assigned this task. Items left behind will be discarded.
- Liturgical decorations used by the church during Advent, Lent, Christmas and Easter or other special times of the year will remain in place and may not be removed for the wedding. The altar cloth will be white for all weddings. No furniture may be moved in the Sanctuary or Chapel.
- Artificial petals only are to be used on the carpet.
- As the couple exits the church following the ceremony, bubbles, sparklers and fresh flower petals are allowed. Balloons, rice, confetti, birdseed or any product that is not biodegradable is not permitted.

V. PHOTOGRAPHY AND VIDEOGRAPHY

Please copy and take to your photographer and videographer

Photo and videography of the processional may be executed from a position no further forward than the sixth to eighth pew from the rear of the sanctuary or of the second pew from the rear of the chapel. The simplest idea of positioning of either person is to remain behind the last pew in which guests are seated. If the photographer/videographer is experiencing the first time to shoot or record a wedding at Roberts Park Church, it is recommended that the photographer/videographer be present the night of the rehearsal to meet the wedding coordinator and to make preparations for the areas where they may perform their service.

- No photography is permitted from positions in the Chancel where the photographer or videographer is blatantly noticed by the guests!
- Video-recording may be done only from the balcony or side aisles.
- Placement of cameras in the Chancel area is not permitted without express permission of the wedding officiant.
- Videographers and photographers must coordinate the spaces they are using.
- All equipment must be in place, "focused" and ready to operate before guests arrive.
- All equipment, containers, carriers "reflective umbrellas" etc. must be stowed in the balcony or outside the sanctuary.
- The church assumes no liability for damage or loss of equipment whatsoever.
- If you cannot find a particular item, please contact the wedding coordinator to determine if it has been returned to the office.
- No flash photography may be undertaken once the processional is completed, i.e. when the couple have processed and arrived at the chancel rail! This does not mean that there are to be no more photographs... just no flash!
- Flash photography may resume upon the presentation of the couple to the guests at the end of the service.
- We will be glad to cooperate and answer any questions that you might have concerning aspects of photography or videography any time before, during or after the ceremony. All questions should be directed to the wedding coordinator.

VI. WEDDING WORKSHEET AND MARRIAGE LICENSE

- The Wedding Information Worksheet received from the church wedding coordinator must be completed in full.
- The details on this worksheet will be discussed at a meeting with the church wedding coordinator.
 - These help to finalize details such as the of the seating of grandparents and parents and the person who will be escorting them to their seats; the positions of the attendants at the chancel rail; unity candle procedure; dismissal of guests, and final exit of the couple from the Sanctuary.
 - Essentially then, the meeting helps to ease anxiety and to establish that those involved are "on the same page!"
- The couple is responsible for securing the Wedding License and must deliver it to the church wedding coordinator at least one week before the wedding.

VII. CHANGING ACCOMODATIONS

Members of the wedding party who wish to dress in wedding attire at the church are welcome to do so. The wedding coordinator will show you the rooms to be used for such changing at the time of the final meeting or at the rehearsal. No additional rooms are to be used except at the discretion of the wedding coordinator. Groomsmen usually arrive at the church in wedding attire. If groomsmen choose to change at the church the Bell Choir room on the fourth level in the office suite area will be made available. Fifteen minutes prior to the start of the ceremony, at the summons of the officiating pastor, the groom and groomsmen will gather in the room just off the sanctuary or in the parlor for a chapel wedding.

ALL PERSONAL BELONGINGS having any value must be removed from the dressing areas prior to the ceremony. Please place items including laptops, cell phones etc. in the trunks of the vehicle which you will be using. The removal of other items that are to be saved should be accomplished by a person not connected to the wedding party. Items deemed as having no further use or purpose will be disposed of by the custodian.

ROBERTS PARK UNITED METHODIST CHURCH CANNOT BE RESPONSIBLE FOR ANY LOST, DAMAGED OR STOLEN ITEMS.

We suggest that if a large number of valuable items are to be left in vehicles you may want to hire a security guard for the parking lots, for the 2-3 hour time they would be needed.

VIII. REHEARSAL SUGGESTIONS PLEASE BE ON TIME FOR YOUR REHEARSAL!

Rehearsals are normally scheduled for 5:30 p.m. (or earlier) and if a second wedding is scheduled, that rehearsal is scheduled for 6:45p.m.

It is encouraged that only members of the wedding party and other participants be present at the rehearsal. We recognize that it is a joyful and a reunion time for all concerned. The rehearsal is expedited by having only the aforementioned present. We appreciate your cooperation concerning this matter.

Pre-ceremony meetings with the wedding coordinator and the officiating pastor result in the details being in place and hence are subject to only minor modifications. The officiating pastor is in charge of all aspects of the ceremony and the wedding coordinator of the church is in charge of all other aspects. All planning will be brought together in the process of the rehearsal.

On the evening of the rehearsal, you may bring with you any items that might otherwise bring on the day of the wedding, i.e. programs, decorations, unity candles etc. Please have at least three programs available for the personnel of the church involved with the wedding. For reasons of security and lacking appropriate storage space, we request that the wedding gown, attendant's dresses and other apparel be brought individually the day of the wedding or otherwise be worn to the church. Please make sure all apparel changed from is removed from the dressing area to your vehicles.

On the evening of the rehearsal we suggest that you enter the church from the Vermont Street entrance from the parking lot to the east of the building. Please advise those who will be present at the rehearsal. Please Note: the parking lot to the North of the church may be used for the rehearsal and the ceremony with special permission. If permission has not been sought vehicles parked there may be towed at the car owner's expense.

IX. SMOKING AND ALCOHOLIC PRODUCTS

The use of any tobacco product, alcoholic beverage or chemical substance is **STRICTLY PROHIBITED** in the church building or on its premises. Upon detection of the presence and use of alcoholic products by members of the wedding party, relatives and friends of the couple, the officiating pastor and/or wedding coordinator is authorized to insist on compliance to the church policy, and if continued use of such products is discovered after a warning, **we will NOT** conduct the ceremony and all fees paid **will not** be refunded. Please note that it is not possible to perform the wedding ceremony if one of the two parties being married is intoxicated. **No fees** will be returned if the service cannot proceed because of intoxication.

X. OTHER INFORMATION

Room(s) for infant childcare and preschool may be provided. Any space used must be requested by the final meeting. Use of rooms must be scheduled prior to the rehearsal and the wedding party is responsible for making all childcare arrangements. The church assumes no responsibility or liability for child care provided by the wedding party/family.

Special seating of mother, fathers (step mothers and fathers) and grandparents has been discussed and decided upon in the conversation which takes place during the "final meeting" with the couple and the wedding coordinator. Parents of both the couple are asked to remain with the bridal party in the lower level Library Room or in the Fellowship Hall until the wedding coordinator escorts them and the bridal party to the Narthex. Grandparents may wait the time they will be escorted to their seats by remaining in the pews in the narthex until the time comes to be seated.

XI. CANCELLATION POLICY

It is never anticipated that there would be a cancellation of a wedding, however, it is understood that there are times when a cancellation is unavoidable. In the event that the wedding has to be cancelled a cancellation fee will apply. A cancellation 3 months or less, prior to the date of the wedding, will result in a \$200.00 cancellation fee for non-members. A refund of all monies/ deposits paid up to the date of the cancellation, less the cancellation fee, will be returned to the parties involved as directed.

XII. MUSIC FOR YOUR CEREMONY

The music selected for the wedding ceremony along with pre and post ceremony music is highly regarded as an integral part of the ceremony. The Christian wedding ceremony is a religious service conducted in the presence of God, in God's house and with prayer for God's blessings. The selection of music must be appropriate to a service of traditional worship. Secular music will not ordinarily be used within the wedding itself and the use of such will be at the discretion of the organist and the wedding officiant.

We strongly request that music of a "pop" nature that has meaning for the couple but not appropriate for the wedding ceremony be reserved for use in the selections of music for the reception. Recorded music is not allowed to be used.

The organist will be happy to confer with you in choosing music. Music for the wedding ceremony must be approved by the organist. The couple is responsible for setting a consultation time with the organist. No musical plans (soloists, ensembles or additional instruments, etc.) should be confirmed until after such consultation or without conferring with the wedding coordinator.

- Instrumental music such as string ensembles or harp may be used in providing music for the prelude, postlude and/or during the ceremony.
- Solo instruments such as flute, trumpet or violin may be used in conjunction with the organ or piano as appropriate.
- Vocal music should be limited to trained voices. The organist will, by agreement, accompany soloists with the organ.

and should not be expected to "train" the soloist on site. Soloists should arrange a rehearsal time with the organist prior to the actual rehearsal or plan to rehearse an hour prior to the start of the rehearsal.

- All solo music should be approved by the officiant or the wedding coordinator for appropriateness, duration, and placement in the ceremony.
- Singing to accompaniment of tapes or CD's is not possible in the sanctuary or chapel. Please do not request exceptions to this policy.

XIII.FEES

Church Fees

Use of Sanctuary	\$1150.00
Use of Chapel	\$ 950.00

Church Personnel - \$950 which includes:

Pastor	\$250.00
Organist	\$250.00
Wedding Coordinator	\$250.00
Greeter/Custodian	\$150.00
Greeter	\$ 50.00
Assistant Wedding Coordinator (as needed)	\$150.00

Additional Building Use over 3 ½ hours \$ 50/ ½ hour

Deposit – due with scheduling reservation	\$200.00
Final inclusive payment due one month prior to wedding	\$2100.00
Optional – Candleabras	\$70 each

All fees, other than the deposit which is due at the time you reserve the date for the wedding, are due and payable one month prior to the wedding. This check is payable to the Roberts Park United Methodist Church. Please mail to the attention of Richard Smith, Roberts Park UMC, 401 Delaware Street, Indiana. Indianapolis, IN 46204. This check may also include decorations rented from the church. If decisions have not been made about rental decorations, a separate check must be received at the time of the "final meeting" with the coordinator or before for those items that are to be rented.

After the ceremony has taken place the \$200 deposit will be refunded less any additional costs that may have occurred at the ceremony.

We hope this information is helpful in planning this most important day of your life!

www.robertsparkumc.org

317.635.1636



401 N. Delaware St.
Indianapolis, IN 46204

Wedding Contract

Bride: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Groom: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

WEDDING DATE: _____

We have read the Roberts Park UMC Wedding Policy and agree to the fees and guidelines set forth in this contract.

Signatures:

Bride: _____ Date: _____

Groom: _____ Date: _____

RPUMC Wedding Coordinator: _____ Date Received: _____