



Hickory Grove United Methodist Church

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PROCEDURES FOR WEDDING ARRANGEMENTS

1. The initial call comes to the church office from those wanting to get married. A tentative date is discussed with HGUMC's Office Administrator and penciled in on the church calendar. If the caller desires to use a HGUMC minister, they are referred to one of our Ministers. The Minister and couple will set counseling dates and finalize wedding date.

If the caller has another minister that they would like to use, the Office Administrator forwards the couple's information to the HGUMC Wedding Director Coordinator who assigns them an HGUMC Wedding Director. From that point on the couple's contact is with their Wedding Director.

2. If using a HGUMC minister, they take the following steps:
 - (a) Counseling sessions are mandatory. Decisions are then made about time, place, date, facilities use, etc.
 - (b) The officiating minister sets a firm date with the couple and the date is entered on the church calendar.
 - (c) Informational packet, including wedding policies, will be discussed at counseling sessions.
3. After information packet is mailed and wedding information is returned to the church, this information is given to the Chairperson of the Wedding Directors Council. The wedding is then assigned to a director within our church.
4. The Wedding Director then meets with the couple and together they select church facilities. The cost for each facility is discussed, and any further explanation of the wedding policy is discussed. All forms are checked again and a deposit is received, which will be applied toward wedding fees and are non-refundable.
5. The assigned Wedding Director distributes all information to the following people:
 - (a) Presiding Minister(s)
 - (b) Church Office

WEDDING INFORMATION SHEET

PERSON 1: _____

MAILING ADDRESS: _____

HOME TELEPHONE: _____

WORK TELEPHONE/E-MAIL ADDRESS: _____

CHURCH MEMBER: Y _____ N _____

PERSON 2: _____

CHURCH MEMBER: Y _____ N _____

WEDDING LOCATION: _____

WEDDING DATE: _____ **WEDDING TIME:** _____

REHEARSAL DATE: _____ **REHEARSAL TIME:** _____

MINISTER: _____

RECEPTION LOCATION: _____

DIRECTOR: _____

ORGANIST: _____

I have read the wedding policy and agree to abide by the rules set forth. I am aware the church-appointed wedding director and/or the presiding minister of the church is the final arbitrator in interpreting the wedding policy.

RESPONSIBLE INDIVIDUAL

WEDDING DIRECTOR

APPROVAL DATE

Copies to: Couple ____ Minister ____ Director ____ Organist ____ Church Office ____

***The couple is asked to return this completed form to the Church Office.**

Hickory Grove UMC Wedding Packet

WEDDING FORM

Rehearsal Date: _____ Time: _____

Wedding Date: _____ Time: _____

Name of Applicant _____

Address _____

Home Phone _____ Work Phone _____

Member of HGUMC? Yes _____ No _____

Parent(s) Name(s) _____

RESIDENCE AFTER WEDDING _____

Phone Number _____ Alternative Number _____

Wedding Location: _____

PRESIDING MINISTER _____

WEDDING DIRECTOR _____

ORGANIST _____

OTHER MUSICIAN(S) _____

SOUND TECHNICIAN _____

VIDEO TECHNICIAN _____

FLORIST _____ PHONE NO. _____

PHOTOGRAPHER(S) _____ PHONE NO. _____

NO. WEDDING PARTY ATTENDANTS _____

NO. CHILD ATTENDANTS _____

NO. PARENTS: BRIDE _____ GROOM _____

NO. GRANDPARENTS: BRIDE _____ GROOM _____

SPECIAL REQUESTS _____

I have read the wedding policy and agree to abide by the rules set forth. I am aware the church-appointed wedding director and/or the presiding minister of the church is the final arbitrator in interpreting the wedding policy.

RESPONSIBLE INDIVIDUAL

WEDDING DIRECTOR

APPROVAL DATE

***The couple is asked to return this completed form to the Church Office.**

**POLICIES, SUGGESTED PROCEDURES, AND ACCOMMODATIONS
AVAILABLE FOR WEDDINGS AND WEDDING RECEPTIONS**

A Christian wedding is first and foremost a service of worship. As two Christian people join their lives to establish a Christian home, the church rejoices with them and is eager to help make the occasion of the wedding beautiful and memorable. It is not necessary for a wedding to be elaborate in order to be beautiful. The true beauty lies in the spirit and attitude of those who take part -- their sincerity and deep devotion. The fact that you have come to our church for counsel and guidance indicates that your concern is for a Christian wedding.

In the happy excitement of planning for a wedding, many questions as to details arise. Often one wonders just what is proper. The following procedures are given to assist in the planning. The minister and staff of the church will be glad to help in any way possible.

ARRANGEMENTS

All scheduling of church weddings must be made with HGUMC's Office Administrator. If you desire to use a HGUMC minister, we request a two-month advance notice, prior to the wedding. Exceptions will be made at the minister's approval. Tentative dates may be cleared by telephone, but no date is confirmed until the church office has received our information sheet and the necessary deposit. HGUMC's Office Administrator is responsible for referring couples to our Ministers for scheduling. The church must assign an HGUMC Wedding Director, for all weddings. If you are not using an HGUMC minister, all wedding arrangements should be coordinated with your HGUMC Wedding Director.

MINISTERS

HGUMC Ministers are available to perform weddings held in our church. If another minister is desired, arrangements should be coordinated with the Office Administrator and HGUMC Wedding Director.

If an HGUMC minister is conducting your wedding, premarital counseling is required and the dates should be set as early as possible after the wedding date has been confirmed.

REHEARSALS

A rehearsal is required, prior to the wedding.

Hickory Grove UMC Wedding Packet

MUSIC

If you are in need of an organist, pianist, or soloist, HGUMC's Director of Music will provide you with one and/or assist you in finding one. Our Director of Music must approve any organist.

We consider the wedding ceremony to be a sacred religious service. Therefore, only music of an appropriate character is suitable for such services. Careful consideration should be given to the choice of music, including processional and solos. If using one of HGUMC's music staff, that person will assist you in making appropriate music selections.

If using HGUMC's music staff, an appointment must be made at least one month in advance of the wedding to discuss instrumental and vocal music.

PHOTOGRAPHS

There will be no flash photography allowed during a wedding service at HGUMC. Time exposures from the back of the sanctuary or the balcony are permissible during the service. Photos may be made in other areas of the church prior to and after the ceremony.

RECORDINGS AND VIDEO TAPES

Weddings may be recorded and/or videotaped at the church facilities. If you have a soloist needing the use of our sound equipment, our sound technician is available and will attend the wedding rehearsal for a sound check. Please contact the Wedding Director if you need a sound technician. Individuals doing recordings or videotaping, using their own equipment, will not be permitted to use the church's sound system. Videotaping may be done from the balcony. A stationary, unmanned video camera may also be positioned at the front of the sanctuary. Multi-media presentations will not be allowed at HGUMC.

DATES EXCLUDED

No weddings will be allowed when a church-wide event is scheduled or during Holy Week, Thanksgiving, Christmas week, or any other holiday during in which the church office is closed.

WEDDING CANCELLATION POLICY

Your deposit is refundable only if you cancel within 14 days prior to your wedding date. If your event is not cancelled in the required time, your deposit will be dispersed as follows:

- \$50.00 (\$25 for Chapel wedding) will be distributed to the Wedding Coordinator assigned to the wedding.
- The remainder to our General Fund.

Should the wedding be rescheduled at time of cancellation, the wedding deposit will be applied to the bridal couples new wedding date. The same coordinator will be assigned.

Hickory Grove UMC Wedding Packet

FINANCES

Members of HGUMC are not charged for the use of the building(s); however, they are responsible for custodial fees. In order to be considered a member, you must be a member of HGUMC at least six months prior to your wedding date. Please see the facility fee schedule below.

All wedding parties will be required to pay service fees and honorariums as listed on the facility fee schedule below. HGUMC's Musicians and Wedding Directors are expected to attend the rehearsal, wedding, and one planning session. Should additional meetings be needed, an additional fee of \$25 per meeting will be charged. HGUMC's Sound Technician is only expected to attend the rehearsal and wedding. Should additional meetings be needed, an additional fee of \$25 per meeting will be charged.

A deposit is required when a firm date is set and entered on the church calendar. The balance of wedding fees is due on or prior to your wedding date.

FLOWERS

Please notify the church regarding the disposition of flowers. If you wish to leave the flowers for use on Sunday, arrangements should be made with the Wedding Director in advance. Wording for any announcement to appear in the church bulletin should also be taken care of with the Wedding Director. Flowers may be picked up on Monday, or we can distribute them to the sick or shut-ins.

OTHER REGULATIONS

Smoking is not permitted in any of our facilities.

Rice should not be thrown in the church or on the grounds. Birdseed may be used on the grounds.

Alcohol - Members of the wedding party are strictly prohibited from coming to the rehearsal or wedding under the influence of alcohol. The minister has the authority to cancel a wedding where this is violated. No alcohol is to be used in receptions or any functions on any church property.

The church will make every reasonable effort to protect personal items; however, the church will not be liable for such items if lost, stolen, or damaged.

RECEPTIONS

If using our facility for rehearsal dinners or receptions, arrangements must be made with HGUMC's Office Administrator and Wedding Coordinator.

Hickory Grove UMC Wedding Packet

DECORATIONS

Our Sanctuary is a place of beauty. It does not require decoration to make it a place suitable for a church service such as a wedding. Efforts to change the appearance of the Chancel by overly elaborate decorations are unnecessary. The following regulations are thus given to preserve the proper atmosphere in the church and to safeguard the furnishings:

1. Decorations should enhance the church as a church.
2. No furniture may be moved. No decoration may be placed on the pulpit, lectern, organ console, or communion rail.
3. No tacks, pins, nails, or glue may be used to fasten any decoration to the furniture or building.
4. The furniture, floor, and carpet must be fully protected at all times from moisture and candle wax. Non-drip candles should be used. Silk rose petals are recommended.
5. All decorations and equipment must be removed from the building immediately after the service. The building must be left in the condition in which it was found.

FACILITY FEE SCHEDULE

Building Use Deposits	Member	Non-member
Sanctuary Wedding	\$125.00	\$150.00
Family Worship Center Wedding	\$125.00	\$200.00
Chapel Wedding	\$50.00	\$75.00
Gym		\$250.00
Building Use for Non-church function (refundable)	\$250.00	\$250.00

Facility/Custodial/Utilities Usage Fees	Member	Non-member
Individual Classrooms/room	\$25	\$75.00
Chapel	\$100	\$400.00
Epworth Building	\$75.00	\$150.00
Trinity Room	\$150.00	\$300.00
Family Worship Center	\$175.00	\$500.00
Family Life Center Kitchen	\$175.00	\$500.00
Family Life Center Kitchen – serving only	\$175.00	\$350.00
Multipurpose Room in Gym	\$75.00	\$75.00
Gym	\$100.00	\$400.00
Gym Kitchen	\$125.00	\$500.00

Parlor A	\$75.00	\$150.00
Parlor B	\$75.00	\$150.00
Sanctuary	\$100.00	\$400.00
Wedding and Reception	\$100.00	\$750.00

Professional Services

Professional Services	Member	Non-member
Ministerial Honorarium	\$200.00	\$300.00
Chapel Pianist	\$75.00	\$100.00
Organist Honorarium	\$150.00	\$250.00
Sound Technician	\$75.00	\$125.00
Property Steward*	\$15/hr.	\$15/hr.

Events outside normal (Mon-Fri 8am-5pm) working hours may require the presence of a property steward for opening, closing and assuring maintenance of facility.



Sound System Request

Page 9 of 10

Revision History

Date	Who Made the Change	Change Made
10/8/2008	Amy Robinson	
7/16/2020	Kim Long	Updated Office Manager to Office Administrator/Financial Secretary. Added consistent template to document. Corrected some formatting issues.
8/7/2025	Kim Long	Updated Office Administrator/Financial Secretary to Office Administrator. Removed verbiage about video technician, removed references to tape, and added the fee schedule. Changed verbiage to be inclusive.