

YOUR WEDDING AT UNITY

Your wedding, inaugurating a long, happy marriage, is important to you, your church, and your minister. Building a strong foundation for your marriage and arranging a wedding service of impressive beauty is our goal. The wedding ceremony at Unity Presbyterian Church is recognized as a service of worship. All church policies are made with this in mind. May the richest blessing of God rest upon you as you make and live the vows of the marriage service.

I. SCHEDULING YOUR WEDDING

- a. For an appointment call 704-483-5266. A time will be given for you to sit down with the pastor for discussion, instruction, church policy, and questions.
- b. Appointments should be made at least 2 weeks in advance.
- c. Each couple is expected to meet with the pastor before the wedding can be scheduled.

II. CONSULTATION WITH PASTOR/USING YOUR OWN PASTOR

- a. It is the pastoral privilege of the pastor of this church to officiate at weddings at Unity Church.
- b. Should a couple desire to request a guest minister, this should be done at first meeting with Unity's pastor. The pastor will then seek approval from the session for the guest minister to officiate and will then invite him or her to participate.

III. DATES AND TIMES:

Weddings will not be performed on Christmas Eve, Christmas Day or Easter Sunday. Weddings should be scheduled no earlier than 10:00 a.m. and /or no later than 8:00 p.m. Weddings must not conflict with any regularly scheduled programs at Unity.

IV. FEES

Building Use	Members	Relatives of Members	Non Members
Sanctuary Use	Free	100	500
Cleaning Fee	150	150	250
Fellowship Hall Usage	Free	100	200
(Optional) Access to kitchen Cooking & full use	50	50	200
Audio Visual Tech (Required)	75	75	150
Organist	250	250	500
Minister	350	450	550
Security Deposit Refundable	100	100	250

(Optional) Videography Of wedding	75	75	150
Facility Coordinator (Required)			
Wedding only:	250	300	350
Wedding & Reception	400	500	600

The facility coordinator will be on site for the entirety of your planning, set up, wedding, and reception. The coordinator will help with access to the building, AC/Heat, decoration placement, and building needs for your group. The coordinator has oversight over all building usage and placement of decorations.

VI. MUSIC

All music for the wedding service must be appropriate for the occasion for worship, focusing upon God and the faith of the church. If the Organist or Soloist is from Unity, arrangements should be made by the bride and groom six to eight weeks prior to the ceremony and the minister notified. If the Organist or soloist is not from Unity, arrangements should be made by the bride and groom at the earliest possible time and a meeting scheduled with the musicians, minister, and the bride and groom to discuss music for the service. All music must be approved for use in the service by Unity's pastor.

VII. THE REHEARSAL

Unless special approval is given, a rehearsal is required for every wedding, with the pastor present. The rehearsal date should be set when the wedding date is set. A wedding rehearsal is preparation for a service of Christian worship, and will be conducted in a dignified and reverent manner.

VIII: WEDDING PLANNERS

We welcome wedding planners to be a part of your special day. They are invited to come and help with decoration and set up as well as the rehearsal. They should respect the minister's role in the worship service and concede to the facilities manager on use of the building.

IX. SET UP/DECORATION

You may set up for your wedding and decorate from 9am-4pm the day before your wedding, baring there are no other activities planned in the church. This time allows for staff to be on campus for any needs.

X WEDDING TIMES

The wedding party is allowed in the building 3 hours before the wedding service. (e.g. If your service is at 3pm, you are allowed in the building at 12noon.) If reception is located at an alternate venue, the wedding party is responsible for removing all personal items within one hour after the end of the wedding service.

XI. RECEPTION TIMES

There is a four-hour time slot for receptions after the wedding, not including clean up after the reception. All personal items should be removed from the building during clean-up.

XII. GENERAL CHURCH POLICIES:

- a. No rice or confetti shall be thrown on the church premises. Bird seed may be thrown outside only.
- b. No alcoholic beverages are permitted on the church premises. No one under the influence of alcohol or drugs may attend the rehearsal, wedding, or reception. The bride and groom shall be under obligation to make the rules known to all members of the wedding party.
- c. The church will not be responsible for the security of personal items left unattended in any of the church buildings.
- d. Food or drink is not allowed in the sanctuary.
- e. Smoking is not permitted in any church building.
- f. The individual who reserves any area of the church for a wedding, rehearsal, or reception, must accept full responsibility for damages. Decorations must not be fastened to the walls or furniture using tacks, nails, wire, staples, tape, or adhesives of any kind. The church assumes no responsibility for decorating for receptions. Because of special decorations used in the Sanctuary during the Christmas and Easter seasons, the weddings scheduled for these times may use these decorations; however, if these are rearranged or if other decorations are used, the church's decorations must be put back in place.
- g. The furnishings, floors and carpets, must be fully protected at all times from moisture and candle wax. Candles may not be used on window sills. Dishes in fellowship hall, including punch bowls, cups, china and silver, may be used; however, the family of the bride, through such persons as they may delegate, will be responsible for the washing of any dishes or other kitchen equipment, as well as the disposal of leftover food. This is not covered by your cleaning fees.
- h. The church has tablecloths available for the Fellowship Hall. If the tablecloths are used the family is responsible for having them cleaned and returned to the church.
- i. Furniture: The Lord's Table and Baptismal Font should not be removed from the sanctuary, used to hold flowers or decorations, or be placed in a corner. All objects of worship should be treated with respect. Defer to the pastor or facilities manager with any questions. Any furniture which is moved in the sanctuary and/or fellowship hall should be put back as it was. The bride and groom will make arrangements for this to be done following the ceremony.

IX. Nursery-

The nursery is available should the wedding party choose to provide childcare as long as it does not conflict with other church programming. The church will not provide staff for the nursery. Arrangements should be made to reserve the nursery when the wedding is scheduled. There is no additional fee involved.

X. Photography-

The wedding is a service of worship, and care should be taken not to distract or disrupt the service. The type of photography and location of cameras should be agreed upon with the pastor in advance of the wedding. By advance arrangements with the sound technician, the ceremony may be recorded on DVD through the church's camera system mounted at the rear of the sanctuary and in the chancel area.