



Asbury Church Wedding Policies and Procedures

The mission statement of Asbury is: Helping Others Follow Jesus. We pray that the wedding ceremony will be a witness to God's glory and will reflect the couple's sincere desire to be obedient disciples of our Lord Jesus Christ. We believe that a wedding is not only a union between a man and a woman, but even more, is an act of worship. As such, the wedding is both a joyful and solemn occasion. In the course of Asbury's existence, we have had hundreds of weddings. Experience has taught us a great deal. By abiding by the policies listed, we feel Christ will be honored, the marriage ceremony will be done well, and the needs of our facility and staff will be respected. Please read the following material carefully and cooperate fully with Asbury in upholding these high standards which we all desire.

Scheduling Your Wedding

After talking to the wedding coordinator and receiving the policies and procedures, both bride and groom should carefully read it so there is no misunderstanding on anyone's part. Then, upon receipt of the Wedding Contract and Information Form and payment of the required deposit, the wedding date is confirmed on Asbury's calendar. We ask that the times for rehearsal and wedding be fixed at the time the facilities are reserved. If, for any reason, the couple needs to cancel the wedding at least three (3) months prior to the wedding date, the deposit will be fully refunded; however, if the wedding is cancelled and the church is not notified, or it is less than three (3) months from the date, the deposit will be forfeited. Should it be necessary to retain the deposit due to damage or policy infractions, the couple will be notified by e-mail. Otherwise, the deposit should be returned by mail within 2-3 weeks following the wedding. The Wedding Contract and Information Form must be completed and returned to the church, along with the required fees at the time of booking but no less than four (4) weeks prior to the wedding. Any checks mailed should be marked: Attention, Wedding Coordinator. All couples desiring to marry at Asbury will need to establish the date on the church calendar a minimum of three (3) months prior to the wedding. Any exceptions to this time period must be pre-approved by the Pastor or the Director of Operations.

Non-Member Weddings

Unless the bride or the groom, or parents, guardians or grandparents of the bride or groom, have been members of Asbury for six (6) months at the time of the deposit, the wedding is regarded as a non-member wedding. No non-member wedding can be scheduled in excess of nine (9) months prior to the date desired as our members have priority until that time. Within nine (9) months of the date of the wedding, a non-member wedding can be scheduled following steps listed under "Scheduling Your Wedding."

Ministers

It is required that one of Asbury's ministers conduct any wedding held at Asbury church. Any other requested minister may assist in the service, but Asbury's minister will be the presiding pastor. Another minister should only be contacted after consulting with the presiding pastor. The couple planning to be married is to arrange a visit with the pastor in order to plan the service and receive pastoral counsel. Any exceptions to this policy would need to be approved by Asbury's Senior Pastor or Executive Pastor.

Rehearsal Information

Knowing best how to conduct a religious ceremony, the pastor (or Asbury's wedding coordinator, should the pastor choose) shall be in charge of the rehearsal, which must begin promptly, and will be limited to one (1) hour. We suggest the wedding party arrive 15 minutes before their scheduled time. It is also recommended that the couple give the marriage license to the wedding coordinator at the rehearsal. This lets her know they have completed the legal requirements and also relieves them from that responsibility on the wedding day.

Holiday Information

Decorations for the Easter or Christmas season will remain in place for any weddings scheduled during that time. No weddings or receptions may be held in the church on Sundays, New Year's Eve, New Year's Day, any time during Holy Week, Memorial Day, Independence Day, Labor Day, Thursday or Friday of Thanksgiving week, Christmas Eve or Christmas Day. There are no exceptions. Weddings requested between Christmas Day and New Year's Day are not guaranteed and could depend on any extra building closing dates.

Pre-Marriage Counseling – Couple to Couple

Asbury Church feels a responsibility to prepare couples for marriage and has established a "Couple to Couple" mentoring program for this purpose. Every couple getting married at Asbury Church must participate in this program, or other Asbury approved pre-marital counseling. The wedding coordinator will obtain the needed information from the couple at the time of deposit, and then they will be contacted by the Couple-to-Couple ministry. Special arrangements may be made for those living out of state to complete an abbreviated program by mail. Couples are financially responsible for the cost of the materials for the program. The cost is \$50 per couple but completion of Couple to Couple allows for a \$45 discount on the marriage license. Financial scholarships may be available for those unable to bear this cost.

Music

The organist of Asbury Church will be utilized at all weddings requiring organ music. Any other organist used must be approved by our organist, and with the knowledge that the couple must pay a bench fee to our organist (the regular fee paid for wedding and rehearsal). The organist or wedding coordinator must have all music, vocal and instrumental, at least three (3) weeks prior to the wedding, including any recorded music. No music will be played or performed "at the last minute." All couples who wish to use the organist will have a meeting with her to select hymns and discuss logistics of the wedding music.

The Music Department of Asbury Church is available to recommend a soloist, if desired. A guest soloist is welcome. The soloist may rehearse with the organist prior to or immediately following the wedding rehearsal (time permitting). If the organist is required to make a special trip to the church to rehearse with the soloist, this needs to be arranged with the organist, and an additional fee will be charged. The couple is responsible for paying the soloist and/or other musicians, and this should be taken care of at or before the rehearsal. Be sure to check with them about additional fees for additional songs, as most charge by number of songs.

If the couple wishes not to use live music, pre-recorded music may be played by the sound technician during the ceremony. Remember, the purpose of music in a church wedding is to glorify God, and to honor His presence as the marriage vows are exchanged. It is our desire that the wedding ceremony contain music that is conducive to the worship of God. All music must be submitted and approved by the Wedding Coordinator prior to the rehearsal.

Decorations

Flowers are used as a floral offering and should be in keeping with the dignity of this church. All decorations, rentals, etc. may be delivered no more than two (2) hours before the wedding and must be removed from Asbury no more than one and one half (1 ½) hours after the wedding. Due to limited storage in the facility, nothing may be dropped off or left to be picked up on another day. The church has several candelabra, including aisle candles and unity candle, which the couple may use at no additional cost. This includes candles. We also have a prie-dieu (kneeler) if the couple wishes to use this during the ceremony.

Baskets of flowers may be placed on either side of the altar area. The entrance to the chancel area should be kept clear for the wedding party, and the altar table should not be concealed. All candles must be "chase" candles (metal candles with wax refills). If the couple chooses not to use Asbury's candelabra, the florist must provide its own "chase" candles. Aisle candles must be approved by the Wedding Coordinator, and flower stands may not be attached to the pews. The use of tacks, pins, nails, tape or glue to fasten decorations to the furniture or building is not allowed. The flower girl should drop only silk flower petals. All floral arrangements should be kept behind the altar rail, and the rail itself is to remain free of decorations, such as greenery, flowers, and candles. Nothing may be placed on the piano or organ. The altar is the focal point of the wedding ceremony. Nothing is to be placed or removed on the altar table. The florist will be held responsible for any damage to the building or furniture, as well as for cleaning any stains, etc., resulting from their actions. Removal of Chancel furniture, including media equipment, is not allowed at any time. No glass vases or containers may be used in the chapel foyer. The Wedding Coordinator must approve all outside decorations.

For safety reasons, Asbury requests that no rice, birdseed, confetti, glitter, sparkles, or anything that litters is thrown inside or outside the building, and bubbles may be used only outside the building. Animals (including doves) are not allowed inside the building, except for approved pet assistants.

Photography

All photographers, amateur and professional, are asked to reverence the ceremony. Access to the church is granted not more than two (2) hours before the start of the wedding, and the church must be vacated no later than one and one half (1 ½) hours after the time set for the service to begin. In order to keep distractions from the couple, no manned cameras (still or video) will be used in the choir loft or on the chancel during the service. The photographer may take pictures before or after the ceremony in any part of the building. Pictures may be taken of the bridal party as they PROCESS into the chapel and after the end of the service as they RECESS from the chapel. Photographers may not be farther forward than halfway up the side aisles to take these pictures. No photographers or videographers are to be down the center aisle during the ceremony. All pictures during the service (still and video) must be taken from the back or the crow's nest. An unmanned video camera may be set in the choir loft. Photographers may not use a flash during the ceremony. The ministers request that as many pictures as possible be taken

BEFORE the wedding. Photographers may not move candelabra or decorations and should check with the Wedding Coordinator if something needs to be moved. Nothing is to be placed on the organ or the piano. Friends and family are welcome to take pictures at any time EXCEPT during the ceremony. Exceptions to this policy will be dealt with on a case-by-case basis by the Wedding Coordinator.

Photographers and videographers who do not adhere to this policy, will not be able to shoot future weddings at Asbury.

Receptions

The Family Room or CLC are available at Asbury Church for wedding receptions following a Saturday afternoon wedding, if not already booked on the church calendar. No receptions will be held at Asbury for weddings held elsewhere. No bands, DJs, or lighting may be used in any of these locations. This is to protect the facility (carpet, etc.) and other events which may be occurring simultaneously within the church. The church will be open two (2) hours prior to the reception. If more time is necessary, please consult the Wedding Coordinator for special arrangements. Additional fees will be required. No serving pieces or place settings are available. Only caterers approved by the Wedding Coordinator will have access to the main kitchen for receptions. Candles may not be used in any reception area. Our buildings and grounds are to remain alcohol-free, and smoking is allowed only outside the building. The couple is responsible for leaving all facilities clean and orderly. The church custodians will be responsible for setting up and taking down tables and chairs and sweeping the floor but are not available to wash or put away dishes or to clean kitchen counters. Receptions must be over, and the church vacated by 5:00 pm. Reception facilities are not available for evening weddings.

General Information

Weddings may be held on Friday evenings, Saturday afternoons or Saturday evenings. If the couple wishes for another day, please consult the Wedding Coordinator.

The evening times to choose from are 4:00, 4:30, 5:00, 5:30 and 6:00 pm. The afternoon times to choose from are 1:00, 1:30 and 2:00 pm. The building will be unlocked two (2) hours before the wedding. If more time is needed, you must discuss this with the Wedding Coordinator at least two (2) weeks prior to the wedding. Additional fees will be required. No food or drink is allowed in the chapel; however, it is permitted in the bride's room and the groom's room. Alcohol is strictly prohibited.

Childcare and/or Nursery facilities are not available for weddings.

Communion

If communion is a part of the ceremony, in accordance with Asbury's theology, it must be offered to the whole congregation. The Prayer Room is available for brides and grooms only directly following the ceremony if the couple wishes to have communion privately.