



White Bear Lake  
**UNITED  
METHODIST  
CHURCH**  
*Nourishing the Hungers of Life*

### **Wedding Policies & Guidelines**

1. Weddings are a ministry of the church and are only scheduled after a couple has consulted with one of our appointed pastors. The ceremony will be planned with the officiating pastor, depending on availability. (Senior Pastor Bill Eaves or Associate Pastor Christine Ford.)
2. Our worship facilities are not rented to outside groups of officiants for weddings. In special circumstances, one of the appointed pastors may invite a guest pastor to participate in or lead a wedding service. In the United Methodist Church, pastors previously appointed to a congregation who are retired or serving another congregation do not perform wedding ceremonies at the previous church.
3. The emphasis at weddings shall be to keep the spirit of a Christian service uppermost in the minds of those present. In keeping with the requirements of the United Methodist Discipline, weddings for same-gender couples are currently not available in our facility.
4. Pre-marital counseling is a requirement for all couples married through our congregation or in any of our facilities. The specific forms or schedule for that counseling are determined by the officiating pastor.
5. Next steps are to secure a date and time and check availability of the wedding coordinator/building host and music/sound personnel.
  - a. Starting with WBLUMC Administrative Assistant Jean Broberg or Director of Operations Patricia Kytola, check on the availability of the building and grounds. Once date and time have been requested, one of them will check on availability of wedding coordinator/building host and set up a meeting with both parties.
  - b. Wedding coordinator/building host is a requirement for all weddings and large events.
  - c. Administrative Assistant and/or Director of Operations will provide all users with appropriate policies, forms, and instructions.
  - d. A 50% non-refundable deposit of building rental is required to reserve the date agreed upon. *(See separate form Facility Use Charges for full list of fees.)*
  - e. Reservation is not complete until paperwork is turned in, deposit made, and all necessary personnel secured.
6. Weddings will be scheduled solely on the basis of availability. Once the deposit and paperwork are received, the date is reserved. If the date you select is requested by another wedding party or event before your deposit is received by WBLUMC, you will be notified. Your deposit will then be expected within three days, or the date will be made available to the other party.

7. WBLUMC technicians will operate the church sound and power point equipment, and a WBLUMC musician will play at all weddings, unless permission is granted otherwise.
  - a. Coordinate music and sound requests through Director of Music John Koziol or Director of Traditional Music Gerald Gurss to find soloists, musicians, and power point and sound personnel.
8. WBLUMC policy is that this church is a tobacco, alcohol, firearms, and drug-free environment within the building and on the church property. Please do not plan to smoke or use alcohol or drugs while on church property while using the church and ask all the people in your party to comply with this policy. Please leave all firearms in your vehicles.
9. Service Animals: We welcome people with service animals on church premises. These animals must be trained to perform work for an individual with a disability per the ADA definitions.
10. Support (Comfort) Animals: These animals do not qualify as service animals under the ADA. Therefore, we have chosen NOT to allow emotional support animals on church premises. We apologize for any inconvenience this may cause.
11. Videotaping may be permitted in consultation with the pastor.
12. Flash pictures are prohibited during the wedding service, except for those taken as the bridal party enters the sanctuary from the narthex. Time exposures are permitted at any time. It is requested that all photographers check with the pastor, prior to the service.
13. Wedding decorations should not cause any damage to pews, altar, lectern, and carpet or wall surfaces. Attaching of bows to pews is permitted only with ribbon, cloth-wrapped wire, or elastic.
14. No alterations of furnishings, altar paraments, wall decorations, musical instruments or sound equipment may be made.
15. Flowers may not be placed on the organ or piano.
16. WBLUMC does not provide an aisle runner, candelabra, or candles.
17. Wedding bulletins can be provided but may involve cost for production and printing.
18. Only birdseed may be used for throwing on the couple, and this must be done away from the building entrances.
19. Wedding receptions held in the church fellowship hall must be completed and everything cleaned up and removed by 10pm on the day of the wedding.
20. Wedding reception food is only allowed in the kitchen and in the fellowship hall.
21. If your wedding is held on a Saturday, all decorations must be removed immediately following the wedding. This will make it possible for the custodians to prepare the sanctuary for Sunday worship services.
22. Weddings held during the winter months may require snow removal on days normally not plowed for church use; if this is the case, an additional fee may be charged.