

Dayton United Methodist Church

215 Ashby Street
Dayton VA 22821
General Public



Before a wedding date is placed on the Church Calendar, the below registration forms (Pages 4 and 5) and deposit (\$200) are required.

This form can be picked up from the Church Office or e-mailed to you whatever you prefer. The Church Office is open from 9:00 a.m. to 3:00 p.m. Monday through Friday (June, July, August 9:00 a.m. to 12:00 p.m.). The deposit of \$200.00 goes to the payment of fees. When this form is returned to the Church Office, the wedding will be placed on the Church Calendar.

We at Dayton United Methodist Church congratulate you on your engagement and this very important decision to unite in marriage. We are happy that you have decided to unite in marriage at this church. We pray God's blessing upon you as you make plans for your new life together. We will be happy to work with you to make this a joyful experience. The following guidelines will help answer some basic questions. If any question arises, please feel free to call Kim Davis or myself. We will be glad to assist you in any way.

Steve Bird
Pastor

Conference with the Minister

Pre-marital counseling is required and the pastor will arrange a number of sessions you will have together. Preferably, these sessions are held between three to six months before the wedding. These sessions will focus on communications in the relationship as well as planning the order of worship for your wedding.

If you want another minister to perform the wedding service, this must be approved with the Dayton Minister. If an outside minister is requested, he or she should formally request approval of the DUMC pastor. It is the bride's responsibility to inform the outside pastor of this policy.

Wedding Rehearsal

The time of the rehearsal will be set by the pastor and the couple. The church building will be open two hours prior to the rehearsal and wedding. Ushers should be here one hour before the time of the wedding.

Wedding Music

The church reserves the right to approve all music. If you do not have a musician, the church can provide you with names and phone numbers of musicians. It is your responsibility to meet with the musician. You can contact one of these musicians: Ramona Evans 540/421-9340, Jeff Weaver 540/234-8071, and Patty Bird 540/908-7344. It is the custom to pay the musician their fee on the night of the rehearsal or before.

Director or Mistress of Ceremonies

The officiating pastor is responsible for the wedding service, however; it is recommended that the bride select a capable person to direct the wedding party and see that everything is on time. Members may choose who they want to serve as Wedding Assistant.

Photography

The bride should discuss this policy with the photographer. Flash photography should not be taken during the ceremony, except as the bride processes and recesses. The ceremony may be videotaped. The bridal party may return to the sanctuary to take additional pictures after the guests have departed. Ushers should ask guests with cameras to refrain from taking pictures during the ceremony itself.

Flowers & Candle Arrangements

The flower and candle arrangements are to be furnished by the wedding party. The church has candelabras (wooden 7 tier; silver 3 tier) for your use or you may rent from the florist. If candelabras are used, protectors for the floor must be used. The altar candles are liquid-filled and require caution in moving. If flowers are left at the church for Sunday morning worship, please inform the Church Office.

Wedding Reception

If the Activities Building is used, two weeks before the wedding you should let the pastor or the church secretary know how you want the room arranged. We have 24 round tables and 192 chairs. They are usually set up. If you want something different, you need to let the staff know. If the wedding reception is to be at the church, a commercial caterer may be used, or the refreshments may be prepared and served by members of the family or friends. Alcoholic beverages or smoking are not allowed in the building or on the church grounds.

Please, no rice in or around the church. Birdseed is allowed outside the church building.

Wedding

_____ and _____

Date of Wedding _____ Time _____

Date of Rehearsal _____ Time _____

Wedding Contract

We agree to the above terms of the wedding agreement.

We ask to reserve the following date for our wedding:

_____ at _____ o'clock.

We wish to use the following parts of the building for the wedding:

	Sanctuary / Date	Fellowship / Date	Kitchen / Date
Rehearsal	_____		
After Rehearsal	_____		
Wedding	_____		
Reception	_____		

We further understand that failure to satisfy the requirements of the contract will result in a cancellation of the wedding at the church

Dayton UMC Wedding Registration Form for _____

Fees and Marriage License are to be brought to the Church Office two weeks prior to the wedding date.

FEES

<u>DESCRIPTION</u>	<u>COST</u>	<u>TOTAL</u>
Deposit (applies to fees)	\$200	\$ _____

AREA

Sanctuary (capacity 175-200)	\$200	_____
Fellowship Hall (capacity 350)	\$175	_____
Kitchen (cooking)	\$125	_____

STAFF

Video / Sound Technician \$20/hr _____ Required
(3 hours standard – includes preparation time, set by and paid directly to technician)

Custodian	Sanctuary Only	\$75	_____	Required
Custodian	Fellowship Hall	\$100	_____	Required
Custodian	Fellowship Hall and Sanctuary	\$175	_____	Required

Organist* (Fee set by and paid directly to organist)

TOTAL \$ _____

Our Wedding Assistant is: _____

Revised General Public Wedding Fees 2/25/2016