



# Jones United Methodist Church

Events and  
Weddings  
Planning Guide

Dear Family and Friends,

Congratulations on your celebration! We are so delighted you have chosen Jones United Methodist Church to celebrate life with you. Birthdays, Weddings, Anniversaries, Family Reunions and Gatherings are all part of the life of Jones United Methodist Church. When your family celebrates together, we hope that we can be part of your event in a way that honors your family and ours. This planning guide will help you know how we make our facilities and personnel available for your next gathering.

The wedding ceremony is one of the most sacred rites of the church. As conducted by the church, the marriage ceremony is a worship service of a distinctive kind that is reserved for those who have made Christian commitments and who have an appreciation for the church that sees the taking of vows as a sacred covenant. It is the wish of the minister of the church, as well as the church family, to make every such ceremony a beautiful and worshipful event.

To that end, Jones UMC tries to extend every possible courtesy to each wedding party. In order to establish a uniform and regular practice with regard to weddings at Jones UMC and to make available to all persons the accepted customs of the church, the procedures outlined here have been instituted. It is our hope that this will be a useful tool for those planning to be married and for those assisting in planning the wedding.

Blessings,  
Jones United Methodist Church

## **GUIDELINES FOR CONDUCT WHEN USING FACILITIES**

As part of our commitment to safety and care for our facility we ask that any celebration remember that all persons in the building are expected to be respectful of the environment of the Lord's house. Children are to be under the supervision of their parents or adult leaders at all times. We ask all patrons to refrain from any actions or comments that could constitute, or be construed as, sexual harassment or slurs against any person or group. We make sure that food and drink will not be consumed in the sanctuary. The campus is an environment free of tobacco, alcoholic beverages, and illegal drugs.

## **CARE OF FACILITIES AND GENERAL RULES**

All groups, whether a ministry or outside group, is expected to comply with the following requirements:

- A. Hymnals, Bibles, crosses, and religious symbols are to be left in place.
- B. After a function where food is served, the user will bag and place garbage in the dumpster in the south side of the building. The user will remove all leftover food.
- C. Permanent decorations or changes to any area of the building require approval of the Board of Trustees.
- D. Only authorized personnel will operate mechanical or technical equipment including the adjustment of all heating and cooling vents and thermostats.
- E. Rooms/areas are to be returned to the configuration you found them and lights are to be turned off when leaving.

## **GENERAL FACILITY USE**

The following list indicates the priority order of those who may use the Jones United Methodist Church building and equipment:

- A. The Jones UMC congregation, groups, departments, and organizations.
- B. Jones UMC's outreach ministries and related groups.
- C. United Methodist District and Conference events and related groups.
- D. Jones UMC members and individuals, special event receptions, etc.
- E. Non-profit organizations. (For-profit individuals/organizations are not accommodated.)

## **SCHEDULING OUTSIDE GROUPS AND EVENTS**

- A. Requests to schedule an event by an outside group or by a member for personal use are made to the Office Manager at [jumcofficermanager@gmail.com](mailto:jumcofficermanager@gmail.com) or by calling (405) 399-2926. The senior leadership shall approve all such requests.
- B. Activities and programs are limited to the space assigned.
- C. Catering is allowed, and they are responsible for complete cleanup. Kitchen usage is a separate request.
- D. Audio and video services may be available depending on the room used and the specific needs for the event. These services are to be requested when arrangements are made.

- E. Facilities will be available to outside groups for fundraising activities upon the approval of senior leadership.
- F. Facilities are not available for political meetings.
- G. Publicity material and public service announcements in which the Jones UMC name is used must have prior approval by senior leadership.
- H. A written facilities use agreement is required for all events scheduled by outside groups.

### **EQUIPMENT USAGE**

Furniture and equipment shall not be removed from the premises, except for conducting Jones UMC ministry offsite.

### **FEE SCHEDULE**

Jones UMC constituents (and organizations of which they are members) receive a 50% discount for facilities charges.

All Functions (other than weddings and funerals)

A. Sanctuary	250
B. Fellowship Hall (before 6 p.m.)	100
C. Fellowship Hall (after 6 p.m.)	200
D. Kitchen- Reception	100
E. Kitchen- Dinner	200
F. Education Building	100/room
G. Cornerstone	50
H. Audio/Video Tech	150
I. Custodian After Hours	150
J. Event Coordinator	200
K. Sound Technician	150

## **WEDDINGS**

### **SCHEDULING**

Application for the use of the Sanctuary (or the use of any other part of the building) should be made as far in advance as possible to insure that your wedding takes place on the date you desire. There is a "Wedding Application Form" below. This application should be filled out and returned to the church office along with the required deposit (\$100) as the "first step" in scheduling your wedding. Please note that no wedding is considered "scheduled" on the church calendar until the application and deposit is received in the church office. Non-members may not schedule a wedding more than six months in advance of the wedding date.

**Weddings cannot be scheduled** on Sundays, on holidays or holiday weekends, or on the Saturday before or during Holy Week. Weddings cannot be scheduled in the sanctuary during the month of December. To schedule, contact: Kelli Hinz, Office Manager at 399-2926.

### **WHO WILL OFFICIATE THE WEDDING?**

In most weddings at Jones UMC, the Senior Minister will officiate. All marriage ceremonies at Jones UMC will be conducted in accordance with the theology of the United Methodist Church. Clergy from other churches or denominations may officiate. If there is a question as to what may be done,

however, the Senior Minister is to be consulted. If Holy Communion is served, it must be served to everyone in attendance.

### **PRE-MARITAL COUNSELING**

Once a wedding is officially scheduled, the bride and groom should contact the minister in order to arrange pre-marital counseling. Pre-marital counseling should be scheduled with one of the ministers as far in advance of the ceremony as possible, preferably around six months prior to the wedding. That minister will provide pre-marital counseling as needed.

### **WEDDING COORDINATOR**

Jones UMC utilizes a wedding coordinator. This person represents the church, and is also involved in the rehearsal and actual wedding. The wedding coordinator will consult with you four weeks prior to your wedding. If you haven't heard from your wedding coordinator within four weeks of your wedding, please contact the church to get her name and contact information. Your coordinator will work with the officiating minister and will be involved in the logistics of the wedding rehearsal and ceremony.

### **THE CEREMONY**

- A. The Sanctuary is available for weddings.
- B. Nothing (candles, flowers, etc.) may be placed on the piano in the sanctuary.
- C. Cost for damages and breakage that occur to the Sanctuary, any part of the building or furnishings while making preparations, during the rehearsal, wedding ceremony, afterward, or during the reception, etc. shall be deducted from your deposit.
- D. Because a wedding is first and foremost a worship service, it is important that the ceremony be treated with the utmost dignity.
- E. Therefore, the photographer is invited to take pictures of the wedding party entering and exiting by standing in the aisles **at the back of the sanctuary**. All photographs during the ceremony should be taken **from the back of the sanctuary**. **No** flash photography is allowed during the ceremony. This includes guests. The photographer will sign a form that he or she will abide by these guidelines.
- F. Video cameras should remain stationary during the ceremony. They shall not be placed around the altar or in the choir area behind the altar. Please let the wedding coordinator know in advance if you will be using video.
- G. No nursery care or space for nursery care is available during weddings or receptions.
- H. If you are not personally responsible for decorating, please give the name and contact information of your decorator to your wedding coordinator so they can meet with the decorator and go over the Jones policies.
- I. Please be sure to remove all personal decorations and belongings from the church after your wedding and before leaving church premises.

### **MUSIC**

The music should reflect the sacred nature of marriage. Vocal music should be scripturally based so that it reflects the dignity and reverence of the occasion with clear reference to God and/or Christ. Music for a vocal soloist must be selected in consultation with the pianist assigned to the wedding at least 4 weeks prior to the wedding and rehearsals with a soloist should occur no less than one week prior to the wedding, unless arranged otherwise. The soloist is responsible for learning his or

her music in advance and contacting the organist/pianist to set up a rehearsal time. The soloist should bring an original score of the music in the proper key for organist to use (copied music is illegal).

The fee for musicians includes music for a processional, a recessional, any hymns used during the service, a fifteen minute musical prelude, the wedding rehearsal and one consultation with the wedding party or a designated family representative. At least four weeks prior to the rehearsal and wedding, arrangements should be made to meet directly with the organist for the purpose of discussing selections. All music used in the service will be chosen in consultation with Jones UMC music staff/clergy at least one month in advance to assure it meets Jones UMC criteria. The Senior Minister may be contacted to determine what music is appropriate.

All arrangements and scheduling for the use of music will be handled by the Coordinator, including practice time or any other special rehearsals. The Coordinator must approve the use of any musician not from Jones UMC. The use of additional instruments, choirs, ensembles, and/or congregational singing may be included in the service at the additional expense of the wedding party. Any instruments and performers used must be approved by the Coordinator.

The wedding party is responsible for providing printed music unless the selected music is already a part of the Jones UMC music library. Recorded accompaniments must be approved by the Coordinator. Nothing may be placed on the piano or organ in the sanctuary.

## RECEPTIONS

The Fellowship Hall is available for receptions for a \$100 nonrefundable deposit, due with your wedding deposit. An appointment with the wedding coordinator can be made for the purpose of looking at the facility. In the event a reception is scheduled, it will be necessary for the wedding party to prepare and set up the reception and clean up afterwards, including dishes, silverware, candle holders, tablecloths, etc. Any items removed from the Fellowship Hall prior to the reception must be replaced as part of the clean up. Any borrowed items must be returned by the following Wednesday. Receptions should be scheduled so that clean-up is completed **three hours** after the wedding in order to have adequate time to set up for the worship service the following morning.

## STANDARDS FOR FACILITY USE

1. Smoking and alcohol are not permitted on the premises. Please convey this to your wedding party. No food or drink is allowed in the sanctuary.
2. Birdseed, bubbles, or confetti are acceptable for use during the exiting of the bride and groom after the ceremony or reception. Any confetti must be made from paper, not metallic. Please distribute birdseed, bubbles and confetti outside the church.
3. Pew decorations should be affixed with tie ribbons. Glue, tape, tacks, and staples cannot be used.
4. Any flower petals dropped inside the church during the ceremony must be silk. Flower petals used outside must be real (no real red petals anywhere on church premises).
5. Candles for the candelabra will be of the dripless mechanical kind. Regular wax candles in containers are permitted, but the wedding coordinator must approve them. Votive candles with tea lights only may be used. No aisle candles are permitted.

6. No furniture in the Sanctuary or Chapel is to be moved. This includes, but is not limited to Bibles, hymnals, the altar, chairs, cross, baptismal font, etc. Decorations for special seasons will not be removed or changed.
7. Please do not stand on our kneeling pads.

**WEDDING FEES for MEMBERS**

(Active member at time of application)

Sanctuary (seats 200) \$250

This fee includes the pianist, one rehearsal, sound system and person to run it, Bride's room and Groom's room for preparation, a wedding coordinator, custodial services and utility recovery.

**ADDITIONAL FEES**

Minister Honorarium	Consult with officiating Pastor
Pianist/ Each Soloist Rehearsal	\$25
Wedding Coordinator - Additional meeting	\$25
Fellowship Hall (seats 65 banquet style)	\$150

These fees include some use of the kitchen, reception furniture, custodial services, wedding coordinator, and utility recovery.

We ask that you serve only light colored punches – **NO RED PUNCH** or any variation thereof!

**WEDDING FEES for NON-MEMBERS**

Sanctuary (seats 200) \$500

This fee includes the pianist, one rehearsal, sound system and person to run it, Bride's room and Groom's room for preparation, a wedding coordinator, custodial services and utility recovery.

**ADDITIONAL FEES**

Minister Honorarium	\$200
Pianist/ Each Soloist Rehearsal	\$25
Wedding Coordinator - Additional meeting	\$25
Fellowship Hall (seats 65 banquet style)	\$300

These fees include some use of the kitchen, reception furniture, custodial services, wedding coordinator, and utility recovery.

## ***Wedding Application***

Jones United Methodist Church

106 Cherokee Jones, OK 73049

Phone 405-399-2926 EMAIL [jumcofficermanager@gmail.com](mailto:jumcofficermanager@gmail.com)

Date of Application: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_

Date of Rehearsal: \_\_\_\_\_ Time: \_\_\_\_\_

Reception Location: \_\_\_\_\_ Time: \_\_\_\_\_

Is either bride or groom a Jones UMC Member? \_\_\_\_\_

Are Parents or Grandparents Jones UMC Members? \_\_\_\_\_

Bride's Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work or Cell: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Groom's Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work or Cell: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Officiating Minister: \_\_\_\_\_

(If outside, of what faith?) \_\_\_\_\_

Person in charge of

Decorating: \_\_\_\_\_ Phone: \_\_\_\_\_

**This person should contact the Wedding Coordinator.**

Photographer: \_\_\_\_\_ Phone: \_\_\_\_\_

Videographer: \_\_\_\_\_ Phone: \_\_\_\_\_

Florist: \_\_\_\_\_ Phone: \_\_\_\_\_

Caterer: \_\_\_\_\_ Phone: \_\_\_\_\_



**A \$100 nonrefundable deposit is required to reserve the date and space for a wedding. An additional \$100 nonrefundable deposit is required to reserve the date and space for a reception.**

**No wedding or reception will be booked without this deposit. This deposit will be credited toward your balance if no damages to property occur. These deposits will not be refunded in the event of a cancellation.**

**Receipt for Deposit**

Wedding Location Booked \_\_\_\_\_ Total Cost \$ \_\_\_\_\_

Wedding Deposit Paid \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

Reception Location Booked \_\_\_\_\_ Total Cost \$ \_\_\_\_\_

Reception Deposit Paid \$ \_\_\_\_\_ Date Paid: \_\_\_\_\_

Remaining due \$ \_\_\_\_\_ Remainder due by: \_\_\_\_\_

By: Kelli Hinz, Office Manager

\_\_\_\_\_ Signature

***I have read and agree to follow the policies as stated.***

Signature Bride: \_\_\_\_\_

Signature Groom: \_\_\_\_\_

Date: \_\_\_\_\_

Office Use:

Wedding Coordinator: \_\_\_\_\_