

# **PLANNING YOUR WEDDING**

**AT**

**MOUNTAIN VIEW**  
United Methodist Church

MOUNTAIN VIEW  
United Methodist Church  
1077 Viewpoint Lane, P.O. Box 543  
Forest, Virginia 24551  
434-525-6612 Fax: 434-525-1336  
Web Page [www.mountainviewumc.org](http://www.mountainviewumc.org)

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Dear Bride and Groom:

Congratulations! We rejoice with you on your decision to get married!

We are delighted that you are considering having your wedding at Mountain View United Methodist Church. Making the decision to get married should be one of the happiest and most important decisions you ever make. Your wedding is a sacred occasion. It will be more meaningful to you when there is careful planning.

Marriage is a lifelong journey in which healthy communication will allow your love for each other to mature into something beautiful. Marriage is also a sacred commitment meant to last a lifetime.

At Mountain View we believe very strongly in the sanctity of the marriage covenant. We believe, as a church, that we are called to support and strengthen your marriage. We pray that your wedding is only one part of your journey with God.

On behalf of the Mountain View Pastor, Music Director and musicians, Sound Technician, Wedding Coordinators, and congregation, we share in the joy of this moment and we offer you our best, as together we walk beside you during this lifelong commitment.

We have developed this wedding guideline to avoid unnecessary confusion and to provide the best possible support to you. We are pleased to offer this booklet that will outline the accepted customs, policies, and procedures relating to weddings at Mountain View.

Best wishes,

The Members of  
Mountain View United Methodist Church

## **GETTING STARTED**

As soon as you have chosen a tentative date, contact the church office to schedule an appointment with the Pastor. Following this initial interview, a date and time will be reserved for you when the church office receives your completed Wedding Reservation Form, signed Wedding Policy Agreement, and required fees. You will then be put in touch with our Wedding Coordinator.

## **MINISTERS**

Weddings at Mountain View are customarily performed by our Pastor. If you wish to have another Pastor to officiate or be involved, he/she may certainly participate, but we ask that you speak to Mountain View's Pastor before any invitation is extended.

## **SCHEDULING**

Members and immediate family of members may be married at Mountain View. We invite non-member couples to schedule a conference with the Pastor to discuss requirements for marriage at the church. Weddings may not take place during certain holiday seasons or scheduled church events. Due to the volume of church events, no more than two weddings will be performed each month. It is important for you to check the church calendar before setting your date.

## **MARRIAGE LICENSE**

By Virginia state law the marriage license needs to be secured in advance from the Virginia Clerk of the Courts. Both parties must be present to secure the license. The marriage license is valid for sixty (60) days. Please present the license to the Pastor no later than two (2) business days prior to your wedding. **The ceremony cannot begin without a valid marriage license.**

## **PREMARITAL COUNSELING**

All couples will be required to participate in a minimum of two one-hour premarital counseling sessions before the wedding date. The Pastor requires each couple to purchase the book entitled "The Five Love Languages" by Gary Chapman. After reading this book, each of you will complete the Profile for Wives/Husbands. The profile results will be a topic of discussion for one of the two counseling sessions. Additional materials/counseling sessions will be at the discretion of the Pastor.

## **WEDDING COORDINATOR**

The Wedding Coordinator is an important person in weddings at Mountain View. She will be assisting at the rehearsal and supervising the wedding under the direction of the officiating Pastor. If you elect to use a relative, friend, or another wedding consultant, he/she is welcome to be present and to work in conjunction with Mountain View's Wedding Coordinator. All weddings will require the service of our Wedding Coordinator.

## **MUSIC AND MUSICIANS**

Music is an important element to any wedding. Mountain View's Music Director is happy to offer his/her experience and talent to assist with any of the musical portions of the ceremony as you wish. All music must be submitted for review by the Pastor and/or Music Director. While there is room for personal taste, Mountain View reserves the right of final approval for all music selections.

If you wish to use the services of Mountain View's Music Director, you should plan to meet with him/her at least one month before the wedding to choose your music. One planning meeting with the Music Director, the rehearsal, and the wedding are included in the fee. Additional meetings and rehearsals may involve extra fees.

Classical or contemporary music reflecting Christian joy enhances the significance of your wedding. We suggest choosing selections for the prelude, the processional, one or two vocals or instrumentals, the recessional, and postlude.

Mountain View or outside musicians can add great significance to any wedding ceremony. Please discuss your plans or wishes for the inclusion of musicians in the ceremony with Mountain View's Music Director or Wedding Coordinator.

Since copying sheet music without the permission of the publisher and/or composer is against the law, all music used by keyboard players, vocalists, whomever, must be legally printed—not photocopied.

As a courtesy, when using the services of Mountain View's music talent, music (in the correct key) should be supplied to the Music Director at least a month prior to the wedding.

## **CUSTODIAN**

It is essential that the church facilities be used under responsible supervision and left in satisfactory condition. The services of the Custodian will be needed.

## **DECORATIONS AND FLOWERS**

A beautiful sanctuary for worship requires only simple decorations; therefore, flowers and decorations must be in keeping with the dignity of this church. Paraments for the wedding will always be white. Seasonal decorations are to remain in place; the Pastor and Worship Chairperson must approve exceptions.

Please show your respect by refraining from the use of anything damaging to the building or furnishings: tacks, tape, candle wax, etc. Our building will be inspected after decorations are removed. As per the signed form, cost of repair will be deducted from your Security Deposit; we must bill you for any additional amount.

Florists should make arrangements for deliveries by notifying the church office at least 24 hours in advance. Check with the office for current office hours.

Please have the Wedding Coordinator, or designated other, arrive with the florist in order to see that everything is according to the bride's wishes—and to make sure no flowers are placed where the wedding party will stand.

The church will be open two hours prior to the wedding ceremony. If more time is desired, please contact the Wedding Coordinator to make special arrangements. All decorations should be in place at least 45 minutes before the ceremony begins.

Equipment and decorations which are the property of florists or caterers must be removed from the building, and church belongings returned to their proper places immediately following the service. If circumstances suggest additional time is desired, this will need to be approved by the Wedding Coordinator.

## **PHOTOGRAPHY & SOUND**

Our Sanctuary offers an excellent sound system with microphones. If you wish to use the sound system during your wedding ceremony, please request this specifically through our Wedding Coordinator. Our Sound Technician will be happy to work with you.

Since your wedding is a worship experience, all photographers, amateur and professional, are asked to respect the ceremony by following the policies outlined.

A wedding is a service of worship. Wedding guests may take no photographs during the church ceremony.

Cell phones and pagers must be turned off.

The photographer must confer with the Pastor before the ceremony. We allow no flash photography during the wedding. Photos and videos of your ceremony (video cameras must be stationary) may be taken from a non-distracting distance, and without special lighting. Non-distracting distance is at the discretion of the Pastor.

Check with your Wedding Coordinator if you have special requests.

## **THE REHEARSAL**

A detailed rehearsal helps assure a dignified and beautiful ceremony. Impress upon the wedding party that attendance and punctuality are vital.

The rehearsal is under the direction of the officiating Pastor and assisted by the Wedding Coordinator. The Music Director (and soloist, as needed) and Sound Technician will also attend the rehearsal.

Feel free, although not obligated, to invite the Pastor to the rehearsal dinner.

## **DRESSING ROOMS**

Facilities are available for the bride and her party to dress at the church. The groom and his attendants will be assigned a room. Rooms will be opened two hours before the wedding unless other arrangements are made.

Please make arrangements for someone to pick up any personal belongings that might be left by the wedding party. This must be done before the custodian leaves following the wedding. All rooms must be left in the same, clean condition you found them.

## **RECEPTION**

The Fellowship Hall is available for wedding receptions. For use of the hall, please make arrangements through the church office. You are expected to follow the Building Use Guidelines (copy available through the Church Office).

DJ's and bands are permitted, but must be approved of in advance by the church Pastor. Please be aware that music with lyrics that are obscene or offensive is not permitted.

After the reception, the kitchen must be left in a neat and orderly manner.

## **MISCELLANEOUS ITEMS OF INTEREST**

Rice or confetti may not be thrown anywhere on the premises. Birdseed and bubbles are permitted outside.

Our buildings and grounds are smoke-, drug- and alcohol-free. The Pastor reserves the right to refuse to officiate at a ceremony should this provision be disregarded and to request anyone under the influence to leave the premises.

No exits shall be blocked for any reason.

Please consider the appearance of your wedding party at the altar. It is suggested you choose a number that will not crowd the space.

If the guest list includes persons with special needs, please notify the Wedding Coordinator in advance.

If wedding programs are desired, the church office will provide a copy of the order of worship and some sample programs for reviewing. The Music Director will provide the titles of music selected for the wedding. You are responsible for compiling the program and making arrangements with the printing company for completion and delivery of the programs in time for the rehearsal.

If you anticipate needing child care for babies and toddlers, our Nursery Workers can provide care at the current fee. Your request must be made at least one month in advance. This service is for the time you are using church facilities only. In compliance with our Child Care Protection Policy (copy available upon request), two workers are required.

There may be no undue wandering by any persons into areas of the building not reserved for the wedding and reception.

Please report any damage to the Wedding Coordinator. You will be assessed a fee in addition to the cost of repair for any unreported damages found.

The church cannot be responsible for any lost, stolen, or damaged articles. We urge you to place valuables in secured and locked areas. Leave gifts in the care of attendants during the ceremony.

## **CLOSING**

Mountain View offers these guidelines in the hope they will be helpful to you in prayerfully planning your important day. Please feel free to call us should you have any questions. God bless you as you prepare for your wedding and the establishment of your Christian home.

## NOTES

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**WEDDING RESERVATION FORM**

Date \_\_\_\_\_

Full name of Bride \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Mother/Father of Bride \_\_\_\_\_

Full name of Groom \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Mother/Father of Groom \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Time: From \_\_\_\_\_ to \_\_\_\_\_

Rehearsal Dinner Date/Time/Place \_\_\_\_\_

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

Church to which the bride belongs \_\_\_\_\_

Church to which the groom belongs \_\_\_\_\_

Pastor/s Officiating \_\_\_\_\_

Reception at church? If not, where? \_\_\_\_\_

If your reception is to be held at Mountain View, please supply name and phone number of caterer:

\_\_\_\_\_

**Personnel for Wedding** (Names and phone numbers please)

Maid/Matron of Honor \_\_\_\_\_ Best Man \_\_\_\_\_

Bridesmaids \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Flower Girl \_\_\_\_\_ Age \_\_\_\_\_ Ring Bearer \_\_\_\_\_ Age \_\_\_\_\_

Groomsmen/Ushers \_\_\_\_\_

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Candle Lighters \_\_\_\_\_

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

Instrumentalist/s \_\_\_\_\_

Vocalist/s \_\_\_\_\_

Florist \_\_\_\_\_ Photographer \_\_\_\_\_

Your address after the wedding \_\_\_\_\_

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