



***Wedding Policy Guide***  
***Venice-Nokomis United Methodist Church***  
***208 Palm Avenue***

***Nokomis, FL 34275***

02/08/2017

## ***Wedding Policy Guide***

Venice-Nokomis United Methodist Church

208 Palm Ave.

Nokomis, FL 34275

941-488-4136      <http://www.vnumc.com>

Office Hours: Monday-Friday 8:00 a.m. – 4:00 p.m.

***Congratulations!*** We at Venice-Nokomis United Methodist Church (VNUMC) are very excited for you as you plan your wedding. We will be praying for you at this important time in your lives together. Our desire is to assist you in making your wedding a beautiful and meaningful experience. Your choice of a church wedding indicates your belief that marriage is a sacred covenant reflecting Christ's covenant with the church. It is a happy occasion, and at VNUMC we celebrate each wedding as an act of Christian worship.

Venice-Nokomis United Methodist Church is committed to providing a service of Christian marriage. A traditional service will be used and the service will be under the supervision of Lead Pastor, John Guerre.

Our desire is to honor God through preserving the beauty, warmth and sanctity of this special occasion. We celebrate your decision to covenant with God through your wedding ceremony. We also seek to respect the general mission and ministry of this church. For this reason, the following guidelines and expectations have been established and approved by the pastor.



## ***Venice-Nokomis United Methodist Church*** ***Staff Members Responsible for Weddings***

<b>Lead Pastor</b>	<b>Rev. Dr. John R. Guerre</b> johnrguerre@hotmail.com	941-488-4137
<b>Business Manager</b>	<b>Beverly McFarland</b> busmngvr@vnumc.com	941-488-4137
<b>Wedding Coordinator</b>	<b>Beverly Weiland</b> abartone205@comcast.net	941-966-5793
<b>Wedding Custodian</b>	<b>Dave Harvey</b>	941-488-4137

<b>Sound Technician</b>	<b>Dave Harvey</b>	941-416-2701
<b>Nursery Coordinator</b>	<b>Shelby Redmond-Combs</b>	941-488-4137

## **Beginning Your Wedding Planning**

### **Reserving Your Wedding Date**

- You may reserve your wedding date by contacting the VNUMC Wedding Coordinator and submitting the *Request for Wedding Ceremony form*. Please confirm the date *within seven days* by returning the *Wedding Information* form with a \$150 deposit check made payable to Venice-Nokomis United Methodist Church. Please include the names of the bride and groom and the wedding date in the check's memo. *Shortly after your wedding, \$100 will be refunded in a timely manner, and \$50 will be applied to the cost of the wedding.*
- Weddings may be scheduled at any time **EXCEPT** for the following: Sundays, Easter Weekend, Thanksgiving Weekend, Christmas Eve or Christmas Day, New Year's Eve or New Year's Day; or any day after 7:30 p.m.
- Please schedule as soon as possible, but no more than one year—or less than six weeks—in advance.
- You are asked to immediately notify the wedding coordinator of any changes to the information included on your *Wedding Information Form*.

### **Meeting With the VNUMC Wedding Coordinator**

- VNUMC has a wedding coordinator who has been approved by the Worship Planning Team and the Pastor. She is responsible for the coordination of the wedding rehearsal and wedding ceremony in the sanctuary. She will assist both the pastor and the wedding party and meet with you to discuss approved decorations, flowers, photography, video operation and other individual details unique to your service of Christian marriage. The coordinator will assist you in all aspects of your wedding that will take place at the church..

- Many brides also opt to have a private wedding consultant to assist with wedding preplanning, the rehearsal dinner and the reception. All private wedding consultants are welcomed and may assume coordination once all church activities have concluded.
- When you have submitted all necessary paperwork – *Request for Wedding Ceremony* and *Wedding Information* forms – **please contact the wedding coordinator\* to set an appointment** to review the church guidelines, discuss personal ideas and wishes, clarify questions and tour the sanctuary and dressing rooms. At that time your wedding date and time will be confirmed on the church calendar. \*Beverly Weiland (941)966-5793 abartone205@comcast.net

### **Meeting with Pastor Guerre**

- Pastor Guerre will perform all weddings at the church, unless a guest pastor is requested. Any guest pastor should contact our Pastor, and must be approved and invited by him on behalf of the church.
- After the meeting with the VNUMC wedding coordinator and confirming your wedding date, please contact the church office at 941-488-4137 to set an appointment for both the bride and groom to meet with the pastor.

### **Meeting with the Church Organist**

- If you desire organ music for your wedding, please contact the church to discuss a date and time to meet.
- Please consult the wedding coordinator if a visiting piano or vocal musician is desired.
- Any recorded music to be used during the service needs to be given to the sound technician, Dave Harvey, **two weeks prior to the rehearsal.**

### **Marriage License**

- Your marriage license must be given to the VNUMC wedding coordinator at the wedding rehearsal. It will be signed after the wedding ceremony by two witnesses, usually the best man and maid/matron of honor.



## Continuing Your Wedding Day Planning

### Building and Grounds

- The sanctuary seats approximately 500 people as currently configured.
- Respect the facilities of VNUMC by not running in the church or sitting on the altar railings.
- Children are to be supervised at all times.
- The wedding party may dress at the church. Ample dressing rooms are available with the Bride and Bridesmaids in the Parlor and the Groom and Groomsmen in the Gathering Room. *Please confirm your wish to use the dressing room space with the wedding coordinator when you meet with her for the first time.*
- Rice, confetti, flower petals (real or artificial), and balloons may **not** be used inside or outside the church buildings and/or on church grounds. Runners may not be used. The use of bird seed and bubbles is allowed outside the church building. The use of artificial flower petals for the flower girl is permitted inside the church.

### Sound System

- All sound needs will be handled through the church's sound technician who must be obtained at the fee published on the Fee Schedule. The necessity of her presence at the rehearsal will be determined by the complexity of need. **The sound tech is required for all weddings** due to the delicate nature of the equipment and the care required for its effective operation.

### **Photography**

Pre-ceremony pictures of the wedding participants must be completed no later than 45 minutes prior to the time of the wedding.

Pictures may be taken at the beginning of the service, as the bride begins the processional, and at the end of the service as the bride and groom begin their recessional. **To preserve the sacredness of the wedding service, no flash pictures of any kind may be taken during the wedding service.** Pictures taken during the ceremony must be done from positions in which the photographer is not seen by the congregation or wedding party. It is the responsibility of the bride and groom to inform their relatives and friends of this policy and to **give the photographer a copy of the *Guideline for Wedding Photography and Video*** regarding the taking of pictures.

Pictures following the ceremony must be completed within one hour following the recessional.

### **Video Operation**

A video recorder may be set on a tripod in the front of the sanctuary in the choir loft, using available light. No additional lighting for video equipment will be permitted during the service. Set-up is to be completed no later than one hour prior to the time of the wedding. The tape is to be turned on before the beginning of the service and turned off at the close of the service. The operator will not be permitted to remain in the front during the service. An additional video camera may be set up in the rear of the sanctuary and/or balcony, and may be manned throughout the ceremony. It is the responsibility of the bride and groom to inform their relatives and friends of this policy and to **give the videographer a copy of the *Guidelines for Wedding Photography and Video*.**

### **Decorations**

Please keep in mind that the wedding ceremony is a worship service. Simple decorations enhance the beauty of the sanctuary and do not compete with the tone of the ceremony.

- Only “dripleless” candles may be used and must be placed in candelabras that will catch and contain any/all drippings. Usually candelabras rented from florists or wedding suppliers come with the porcelain candle shells and wax candle inserts to avoid wax being sprayed or dripped.
- Furnishings may not be added, moved or removed from the chancel.
- If you wish a unity candle—it is the responsibility of the bride and groom to furnish.
- The use of nails, tacks, any kind of tape, or any other item that may deface church property is prohibited.
- Decorations placed by the church in celebration of significant religious seasons, such as Christmas or Easter, may not be removed, obscured or altered.
- Rental decorations may be delivered prior to the ceremony. It is the couple’s responsibility to notify the wedding coordinator of the delivery time.
- All rentals, decorations and personal furnishings are to be removed *immediately* after the photographer has finished taking pictures following the service.

### **Flowers**

- It is the couple’s responsibility to notify the wedding coordinator of the delivery time for all floral arrangements prior to the wedding. No flowers are needed for the pastor, musician or coordinator.

### **Nursery**

A nursery can be provided for an additional fee for small children who would be better served in a play space rather than in the sanctuary during the ceremony. Please notify the wedding coordinator if you wish to arrange for a nursery attendant at the time your wedding date is firmly established on the church calendar. The wedding coordinator will assist in making the arrangements with the VNUMC nursery coordinator.

### **Expectations for Personal Conduct**

- It is the responsibility of the bride and groom to remind **all** participants in the wedding that the sanctuary at VNUMC is a holy place dedicated to the Christian worship of God. Your cooperation in conveying this message is greatly appreciated.



- Intoxicants of any kind are strictly prohibited in/on church property. No wedding rehearsal or ceremony will be conducted when any participant in the wedding is under the influence of alcohol or illegal drugs. The pastor will request anyone under the influence of intoxicants to leave the premises.
- No smoking is permitted in any part of the building or on church grounds.
- Children not in the nursery must be supervised at all times.

### **Your Wedding Rehearsal**

At VNUMC wedding rehearsals are scheduled for **5:00 – 6:00 p.m. the night before** the wedding. **All** members of the wedding party, including parents and grandparents and honored guests, are expected to attend. As a courtesy to all involved, please encourage your family and others to arrive by 4:45 p.m. so that the rehearsal can begin promptly. Your assistance is greatly appreciated.

The VNUMC wedding coordinator will guide the rehearsal so that all members of the wedding party, immediate family and honored guests are comfortable with the progression of the events from the processional to the recessional.

### **Your Wedding Day**

On your wedding day, the bride and bridesmaids may use the Parlor as the dressing room, and the groom and groomsmen may use the Gathering Room. The rooms are equipped with multiple electrical outlets, mirrors and adequate lighting. Both the Parlor and Gathering Room has easy access to restrooms. The rooms will be open for your use prior to the ceremony, and you will discuss the time you feel is appropriate with the VNUMC wedding coordinator at your first meeting. The nursery, should you opt to offer childcare services during the ceremony, has easy accessibility for guests as they enter the church.

The Maid of Honor is responsible for getting the flowers to the bride's room. The Best Man is responsible for getting flowers to the groom's room.

The wedding coordinator will arrive at the church at least one hour before the ceremony to check details, supervise ushers and be of assistance as needed. She will watch the time and guide the seating of special guests, grandparents, parents, and, finally, assemble the wedding party for the processional. She will remain at the church until the recessional and until everyone leaves the sanctuary.

The church will remain available for your use for one hour after the ceremony to take pictures, gather personal items and remove any special decorations or flowers. If you are married on a Saturday, you may opt to leave your flowers on the altar for Sunday services. Please indicate your wish to do so on the *Wedding Information Form*.

## **Guidelines for Wedding Photography & Video** **Venice-Nokomis United Methodist Church**

*This page is to be provided to your wedding photographer.*

- Pre-ceremony photography/video of the wedding participants must be completed no later than 45 minutes prior to the time of the wedding.

- Pictures may be taken at the beginning of the service as the bride begins the processional, and at the end of the service as the bride and groom begin their recessional. **To preserve the sacredness of the wedding service, no flash pictures of any kind may be taken during the wedding service.**
- Pictures taken during the ceremony must be done without flash or additional lighting and must be taken from positions in which the photographer is not seen by the congregation or wedding party.
- No pictures may be taken while the ceremony is in progress by photographers walking up and down aisles.
- A video recorder may be set on a tripod in the front of the sanctuary in the choir loft, using available light. No additional lighting for video equipment will be permitted during the service. Set-up is to be completed no later than one hour prior to the time of the wedding. The tape is to be turned on before the beginning of the service and turned off at the close of the service. **The operator is not permitted to remain in the front during the service.**
- An additional video camera may be set up in the back of the sanctuary and/or balcony and may be manned throughout the ceremony.
- Pictures/video following the ceremony must be completed within one hour.

**Photographers/videographers:**

**Please contact the VNUMC wedding coordinator with specific questions:**

Beverly Weiland (941)966-5793 abartone205@comcast.net

*Your adherence to the guidelines for photography and video during the religious service is expected and greatly appreciated.*

**Guidelines for Wedding Photography & Video  
Venice-Nokomis United Methodist Church**

*This page is to be provided to your videographer*

- Pre-ceremony photography/video of the wedding participants must be completed no later than 45 minutes prior to the time of the wedding.
- Pictures may be taken at the beginning of the service as the bride begins the processional, and at the end of the service as the bride and groom begin their recessional. **To preserve the sacredness of the wedding service, no flash pictures of any kind may be taken during the wedding service.**
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- Pictures/video following the ceremony must be completed within one hour.

**Photographers/videographers: Please contact the VNUMC wedding coordinator with specific questions:** Beverly Weiland (941)966-5793 abartone205@comcast.net

*Your adherence to the guidelines for photography and video during the religious service is expected and greatly appreciated*

## ***Forms and Fees***



***Request for Wedding Ceremony Form***

***Wedding Information Form    Guest Officiating  
Minister Wedding Hold Harmless Agreement***

***Fee Schedule for Active Church Members***

***Fee Schedule for Non-Church Members***

# Request for Wedding Ceremony Form

Please return to the VNUMC wedding coordinator, VNUMC, 208 Palm Ave., Nokomis, FL 34275-3056

After reviewing the *Wedding Policy Guide* for Venice-Nokomis United Methodist Church, we request a wedding ceremony

on \_\_\_\_\_ (Day – Month – Date – Year)

at \_\_\_\_\_ (Time) \_\_\_\_\_ AM \_\_\_\_\_ PM

With a rehearsal\* on \_\_\_\_\_ (Day – Month – Date – Year)

**BRIDE** \_\_\_\_\_ Cell \_\_\_\_\_

Home Phone \_\_\_\_\_ Email \_\_\_\_\_

**GROOM** \_\_\_\_\_ Cell \_\_\_\_\_

Home Phone \_\_\_\_\_ Email \_\_\_\_\_

**Bride Signature** \_\_\_\_\_ Date \_\_\_\_\_

**Groom Signature** \_\_\_\_\_ Date \_\_\_\_\_

\*Wedding rehearsals at VNUMC are traditionally held from 5:00-6:00 p.m. the night before the wedding

# Wedding Information Form

Please Print

**Bride's Full Name** \_\_\_\_\_ Age (optional) \_\_\_\_\_

Address \_\_\_\_\_ Phone (H) \_\_\_\_\_

Venice-Nokomis United Methodist Church member?\* \_\_\_\_\_yes \_\_\_\_\_no Phone (C) \_\_\_\_\_

**Groom's Full Name** \_\_\_\_\_ Age (optional) \_\_\_\_\_

Address \_\_\_\_\_ Phone (H) \_\_\_\_\_

Venice-Nokomis United Methodist Church member?\* \_\_\_\_\_yes \_\_\_\_\_no Phone (C) \_\_\_\_\_

**Rehearsal date** \_\_\_\_\_ **Time** \_\_\_\_\_

**Wedding date** \_\_\_\_\_ **Time** \_\_\_\_\_

Maid/matron of honor \_\_\_\_\_ Phone \_\_\_\_\_

Best man \_\_\_\_\_ Phone \_\_\_\_\_

# Bridesmaids \_\_\_\_\_ # Groomsmen \_\_\_\_\_ Ring Bearer \_\_\_\_\_yes \_\_\_\_\_no Flower Girl \_\_\_\_\_yes \_\_\_\_\_no

Who will present the bride in marriage? \_\_\_\_\_ Relationship \_\_\_\_\_

Musician(s) \_\_\_\_\_ Soloist \_\_\_\_\_

Florist \_\_\_\_\_ Flower delivery time \_\_\_\_\_

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

Video operator \_\_\_\_\_ Phone \_\_\_\_\_

Personal wedding coordinator \_\_\_\_\_ Phone \_\_\_\_\_

Place of reception \_\_\_\_\_

*Please return this form with a \$150 deposit check payable to Venice-Nokomis United Methodist Church to the VNUMC wedding coordinator. Include your wedding date and the names of the bride and groom in the check's memo. Shortly after your wedding, \$100 will be refunded to you in a timely manner and \$50 will apply to the cost of the wedding.*

***We have read and agree to abide by the terms of the wedding guidelines and policies of  
Venice-Nokomis United Methodist Church***

**Bride Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Groom Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

\*Please note the use of the Sanctuary and/or Chapel fees will only be waived for **active** church members as defined on the "Fee Schedule" page, unless otherwise informed by the Senior Pastor or Wedding Coordinator.



## Guest Officiating Minister's Form

Minister's Name \_\_\_\_\_

Address \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Ordained Minister: Yes or No

Licensed Minister: Yes or No

Denomination of Ordination \_\_\_\_\_

Church where minister attends or pastors \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

How long have you been ministering here? \_\_\_\_\_

Venice-Nokomis United Methodist Church Minister approval:

\_\_\_\_\_

Signature of VNUMC Minister

## **Wedding Indemnification and Hold Harmless Agreement**

User shall hold harmless, defend and indemnify Venice-Nokomis United Methodist Church (VNUMC), their employees, officers, directors, volunteers and agents (collectively, VNUMC) from and against any and all liability, loss, damage, expense, costs (including without limitation costs, attorney's fees and fees of litigation) of every nature arising out of, or in connection with, or relating to User's use of the Facility or its failure to comply with any of its obligations contained in this Agreement.

I have read the above Indemnification and Hold Harmless Agreement. I understand it fully and I execute it voluntarily.

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

Wedding Date \_\_\_\_\_

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date Signed

## Fee Schedule

	Active Church Members	Non-Church Members
<b>Sanctuary</b>	No fee	\$200
<b>Chapel</b>	No fee	\$50
<b>Fellowship Hall</b>	\$125	\$125
<b>Pastor</b> – Rev. Dr. John Guerre	\$250	\$500
<b>Wedding Coordinator</b> – Beverly Weiand	\$60	\$60
<b>Sound Technician</b> – Dave Harvey	\$60	\$60
<b>Custodian</b> – Dave Harvey	\$30	\$30
<b>Nursery</b> – Shelby Redmond-Combs	\$40	\$40

- Active church members are those who regularly attend and participate in the general ministry of the church (i.e., worship services, Sunday School, Bible Study, etc.) for at least three months prior to completing the *Request for Wedding Ceremony Form*.

- A \$150 deposit check made payable to the Venice-Nokomis United Methodist Church is required at the time the wedding is booked to guarantee the date is reserved for you. Shortly after your wedding, \$100 will be refunded to you in a timely manner, and \$50 will apply to the cost of the wedding.
- The balance of fees is due two weeks before the wedding. All checks for fees should be payable to Venice-Nokomis United Methodist Church.
- Private Vocalist/instrumentalist fees are separately negotiated and paid.
- ***Please bring your marriage license to the rehearsal.***