

The First United Methodist Church of Festus/Crystal City

113 Grand Avenue, Festus, Missouri 63028

636.937.6205 www.FestusUMC.org

POLICES AND FEES FOR THE USE OF CHURCH FACILITIES

The use of any Church property including the Parking Lot, Sanctuary, Prayer Garden, Fellowship Hall, Kitchen, Parlor, Classrooms, etc. for any activity is at the discretion of the Pastor or the Trustees, with consent of the Pastor.

SMOKING IS PROHIBITED IN THE CHURCH BUILDINGS.
ALCOHOLIC DRINKING IS PROHIBITED IN THE CHURCH OR ANYWHERE
ON CHURCH PROPERTY, INCLUDING THE PARKING LOTS.

THE CHURCH IS NOT RESPONSIBLE FOR ITEMS LOST OR STOLEN
FROM THE PREMISES BEFORE, DURING, OR AFTER, ANY ACTIVITY OR WEDDING.

This document was approved by the Trustees on March 31, 2020.

Doug Wendel, Council Chair

Policies of the Use of
First United Methodist Church
of Festus/Crystal City

Preliminary Planning

1. Use of the Church must be scheduled through the Pastor's Office.
2. All Church organizations shall have first priority for scheduling.
3. Wedding
 - a. The wedding information form must be completed and submitted to schedule a wedding.
 - b. The wishes of the bride and groom (music, vows, order of service, etc.) must be reviewed and must be considered appropriate by the Pastor
 - c. A preliminary 30-minute meeting with the Pastor is required before the decision to proceed is made. At this time the couple will need to have read this brochure and agree to follow the guidelines contained herein.
 - d. The Pastor presently on assignment to the Church shall conduct all weddings, unless, at the discretion of the Pastor, other pastors may participate.
4. Funerals
The Pastor presently on assignment to the Church shall conduct all funerals, unless, at the discretion of the Pastor, other pastors may participate.

Pre-Wedding Counseling

1. Your wedding is one of the most important events in your life. It is a lifetime commitment. The Church wants to support this goal in the spirit of celebration. We wish to communicate clearly what our expectations are for it to be a uniquely Christian ceremony, even though either the bride, or the groom-to-be, may not be members of this Church. As a Church, we wish to help you celebrate and plan your wedding just as you might want it. At the same time, we want to be true to the traditions that we understand and treasure as United Methodists. Some practices of society are not appropriate in a Christian ceremony. First and foremost, this is not just a wedding. It is a worship service where God is preeminent. We view it as a spiritual event that transcends the couple and does not focus solely on the romantic images of a wedding, but on God. Since it is a Christian worship service from a United Methodist perspective, we believe the Pastor to be the arbiter of what is appropriate for worship in both liturgy and music.
2. We believe an understanding of the Christian tradition is fundamental to every marriage. The Church requires a minimum of 3 (three) premarital counseling sessions with the Pastor. The cost for members and non-members is \$50 (fifty dollars) which covers the cost of materials. The bride and/or the groom may pursue this avenue further and schedule additional counseling if they desire. The Pastor may waive the premarital counseling requirement in consultation with the couple.

Wedding - Church Attendance

Because the wedding vows speak very powerfully of the couple's commitment to Christ, we require the prospective couple to attend worship services in this Church at least twice before the wedding date, unless exempted by the Pastor.

Wedding - Order of Service

The standard worship service is the basic marriage ceremony found in the United Methodist Hymnal on page 864. You may choose to prepare your own vows. However, this will require very careful planning with the Pastor, and he/she will be the final judge of what is appropriate. The use of an Order of Service bulletin can be very helpful for worshipers. You will need to work out the details with the Pastor.

Music - Wedding & Events

1. No later than one month prior to the wedding (event), all music (organ, piano, solo, recorded, instrumental, etc.) must be discussed with the Church organist, otherwise the Church will choose and incorporate all music where appropriate, including the desires of the Pastor. The Church organist/pianist shall be used for weddings and other activities. The organist shall have the final decision about the music. If a Church organist is not available, a substitute organist may be provided by the bride, but the substitute must be approved by the current Church organist.
2. We encourage where appropriate, the inclusion of congregational hymns. The use of soloists for a wedding is encouraged if deemed appropriate by the Church organist and/or the Pastor.
3. Pre-recorded music can be used. A fee is required for a trained person in our Church to operate our Church sound system (please see the fee schedule).
4. All music needs to be planned in coordination with the Pastor and the musicians.

Wedding - Marriage License

The license shall be given to the Pastor at the rehearsal or no less than 24 hours before the ceremony begins.

Wedding - Participants

If the bride and groom would like to have children under 4 years of age participate in the wedding ceremony, the Pastor must be consulted before promising the children they are to be participants.

Children

1. For childcare to be provided by the Church, or by any organization or any activity sponsored by the Church or by any organization using the Church, an adult who has Safe Sanctuary training and certification must be present.
2. Other Events/Wedding - A children's room is available, but adult supervision must be provided by the organization having the event. The Church may be able to provide a paid attendant to be paid by the people having the event.
3. Wedding - Adult supervision of all children during the wedding, reception, and rehearsal is required.

Weddings at Other Locations

The guidelines do not preclude an outdoor wedding or a home wedding. However, neither of these options nullify the Church's expectations as to the character of a Christian wedding. The Church would suggest that the loss of the symbols of the Church in an outdoor wedding, the difficulty in arranging musical accompaniment, the lack of voice amplification for the minister, and the possibility of inclement weather, all tend to make an outdoor wedding less desirable. The Church Sanctuary is a powerful symbol and vessel of our faith. We encourage couples planning marriage to use the Sanctuary.

Furniture

1. No furniture shall be moved for any event, however, the pulpit and lectern may be moved with approval of the Pastor, and the chairs and tables in the Fellowship Hall may be moved.
2. All furniture moved must be replaced. This is not the responsibility of the Custodian.
3. Pianos in the Church shall not be moved.

Photography

1. During a worship service the Holy Spirit is present. This presence cannot be captured on videotape or in a photograph. The specialness of the spiritual activity cannot be captured or repeated. Therefore, we ask everyone to abide by the following rules of photography for Sanctuary events or weddings.
2. Sanctuary Events or Wedding
 - a. We encourage all photos to be taken *after* the ceremony.
 - b. When the bride reaches the altar all flash photography must stop. Families and friends are not to take snapshots or videotapes of any kind from their pew seats for the duration of the worship service.
 - c. A stationary camera in the balcony may be used and may be attended by a photographer, but it is requested that the photographer should be as discreet as possible and take *available light* photographs (no flash cameras and no flood lights) from a stationary position.

- d. If photographs are to be taken before the wedding, the photographer must complete his work in the sanctuary at least *one hour* before the worship service begins.
- e. A video camera may be set up on a tripod in the choir loft with the approval of the Pastor. The monitor should be discreet concerning noise and movement. The camera should be set up at least 30 minutes before the service and may be turned on 15 minutes before the service and should not be monitored. A monitor may approach the camera 5 minutes after the end of the event.

Dressing Area

1. Dressing at the Church is restricted to designated areas. The dressing area for the women is in the Parlor.
2. The dressing area for the men is in the choir room, or classrooms, if needed.

Completion of Service - Saturdays

No wedding or ceremony can be scheduled later than 2:00PM in the Sanctuary on Saturdays. All party members must be out of the Church and all furniture must be put back in place by 4:00PM. Also, all decorations shall be removed and disposed of properly. There is a Church service on Saturday evening.

Decorating

1. Decorating the Church may greatly enhance a ceremony. Decoration time must be arranged in consultation with the Pastor.
2. If flowers are to be pinned on the participants, this should be done in the dressing area, not at the entrance to the Church.
3. Flowers may be placed to the side of the altar. It takes a large floral arrangement to show up in the Sanctuary. Green plants are appropriate. Pew bows maybe be used, but they must be fastened with a hanger and no tape of any kind shall be used.
4. NO tape, tacks, nails or anything that would leave marks may be used.
5. NO rice, bird seed, balloons or real flower petals may be used. Silk flower petals may be used if an aisle runner is used. If an aisle runner is used, you will need one which is 45 ft. Long.
6. Nothing should be thrown toward the bride and groom inside or outside of the Church.
7. Candles may be used with permission from the Pastor. If candles are used, they must be dripleless, to protect the carpeting, and must have chimneys to protect hair and clothing. Aisle candles are prohibited.
8. For a wedding, most couples choose to use a unity candle. This should have its own stand for protection of Church property.
9. Stringers may not be placed from pew to pew because of the hazard that it creates.

Rehearsal - Wedding

1. All members of the wedding party shall be at the Church 15 minutes before the rehearsal begins.
2. Rehearsals are usually held the evening before the wedding.
3. The Pastor directs the rehearsal.

Fellowship Hall / Kitchen - Dinners

*Used for Rehearsal Dinner or Reception Dinner for a wedding
or
Group Dinner held for a Non-Member or Member*

Anytime the Fellowship Hall and Kitchen are used, the dishwasher, coffee pots, freezer, refrigerator, stove, dishes, silverware, chairs and tables, etc. should be cleaned and the chairs and tables should be placed as they were found. The trash cans should be emptied, and fresh liners placed inside.

	Non-Members	Members
1. Initial Deposit Non-Refundable.....	\$200.....	\$0
2. Someone from the Church to Supervise..... (Approved by the Pastor)	\$100.....	\$0
3. Custodial Fee (Non-Refundable).....	\$100.....	\$100

Fellowship Hall / Kitchen - Refreshments

*Used for Refreshment Only for a Wedding Reception
or
Group Meeting with refreshments held for a Non-Member or Member*

	Non-Members	Members
1. Initial Deposit Non-Refundable.....	\$150.....	\$0
2. Someone from the Church to Supervise..... (Approved by the Pastor)	\$100.....	\$0
3. Custodial Fee (Non-Refundable).....	\$75.....	\$75

Fellowship Hall / Kitchen - Catered

The caterer should be approved by the Pastor. The caterer may use the tables, chairs, electric outlets and trash containers. The trash cans should be emptied, and fresh liners placed inside. Silverware, dishes, dishwasher, etc. shall not be used.

	Non-Members	Members
1. Initial Deposit Non-Refundable.....	\$150.....	\$0
2. Someone from the Church to Supervise..... (Approved by the Pastor)	\$100.....	\$0
3. Custodial Fee (Non-Refundable).....	\$75.....	\$75

Fellowship Hall - Meeting

No refreshments of any kind are served and kitchen is not used.

	Non-Members	Members
1. Initial Deposit Non-Refundable.....	\$50.....	\$0
2. Custodial Fee (Non-Refundable).....	\$50.....	\$50

Parlor Meeting

	Non-Members	Members
1. Refundable deposit.....	\$50.....	\$0
2. Any furniture including folding chairs which are moved must be replaced. (This is not the responsibility of the Custodian)		

Sanctuary Usage (Other than Weddings)

	Non-Members	Members
1. Initial Deposit.....	\$200.....	\$0
\$75 is refundable to Non-Members if left in good condition.		
2. The Pastor may appoint a Church member to supervise.....	\$125.....	\$50
3. The Pastor must be given a written program which includes all details of the service and the names of the participants.		

Classrooms (for a meeting)

	Non-Members	Members
1. Use.....	\$25.....	\$0
2. Custodial Fee.....	\$15.....	\$10

For Church members who are members prior to the first wedding consultation, there is no charge for the use of the Sanctuary. Pastoral services for members are part of the Pastor's ministry.

* The following page includes use charges, custodial fees, and other miscellaneous fees, if you choose to use our facilities for a wedding.

* The last page is a contract that all parties must sign before an event is placed on the calendar.

* The total deposit must be paid at the time of signing of the contract.

**Deposit Must be Made Before the Contract is Signed
Non-Refundable Deposit Without Proper Notice**

Non-Members	Members	
\$500	\$0	Sanctuary Wedding (no food or drink permitted)
\$200	\$0	Pastor
\$50	\$50	Pre-Marriage Counseling (for materials, 3 sessions)
\$100	\$80	Organist/Pianist (approved by Church organist)
\$100	\$80	Soloist (approved by Church organist)
\$75	\$60	Sound Technician (from the Church only)
\$50	\$0	The Parlor (dressing room for the women)
\$15	\$0	Classrooms (per room, dressing rooms for the men)
\$125	\$0	Wedding Co-Coordinator (from the Church, approved by the Pastor)
\$80	\$75	Custodial Fee for Sanctuary

Non-Members	Members	
\$100	\$0	Parlor Wedding (no food or drink permitted)
\$75	\$0	Pastor
\$50	\$50	Pre-Marriage Counseling (for materials, 3 sessions)
\$100	\$75	Pianist/Organist (approved by the Church organist)
\$100	\$75	Soloist (approved by Church organist)
\$125	\$0	Wedding Co-Coordinator (from the Church, approved by the Pastor)
\$60	\$50	Custodial Fee

There may be no more than 4 participants in a Parlor Wedding. The bride and groom and 2 (two) attendants.

Non-Members	Members	
\$125	\$0	Garden Wedding (no food or drink permitted)
\$100	\$0	Pastor
\$50	\$50	Pre-Marriage Counseling (for materials, 3 sessions)
\$100	\$75	Musician (approved by the Church organist)
\$100	\$75	Taped Music and Church Technician
\$125	\$0	Wedding Co-Coordinator (from the Church, approved by the Pastor)

There may be no more than 4 participants in a Garden Wedding. The bride and groom and 2 (two) attendants.

Non-Members	Members	
\$200	\$0	Wedding - Other Locations
\$50	\$50	Pastor
\$125	\$0	Pre-Marriage Counseling (for materials, 3 sessions)
\$0	\$0	Wedding Co-Coordinator (from the Church, approved by the Pastor)
		Bride and Groom are responsible for all music and technicians

**COMMUNITY IMPROVEMENT PARTNERS
BUILDING USE POLICY ADDENDUM 11.21.17**

- 1 – Non-profit, community organizations that are consistent with the purposes of First UMC *may* be designated as *Community Improvement Partners* by the Pastor, or the Trustees, with the Pastor’s permission. As partners in mission, *Community Improvement Partners* may be granted permission to use the building, without fee, as long as they provide their own meeting supplies, and complete their own set-up, tear-down, and clean-up. If custodial help is required (set-up, tear-down, or clean-up) the fee is \$75.
- 2 – Any organization using our building is expected to stay within the time and space agreed upon.
- 3 – Church events always have precedence over outside organizations’ building use.
- 4 - Our policy is not to provide space to any for-profit organizations or endeavors.
- 5 – Current *Community Improvement Partners* include: The Optimist Club, PEO (Philanthropic Educational Organization), Delta Kappa Gamma (Women Educators), NA (Narcotics Anonymous, two groups), Jefferson County Historical Society, American Red Cross, Sons of Union Veterans Gen. Fletcher Camp, City of Festus, Classical Conversations Homeschooling Group, Jefferson County Squares, and the Jefferson County Quilting Guild. This list of organizations can be added to by the Pastor or the Trustees, with consent of the Pastor, in accordance with item 1.

BOOK OF DISCIPLINE CONSIDERATIONS:

Paragraph 2533.1 “...the board of trustees shall not prevent or interfere with the pastor in the use of any of the said property for religious services or other proper meetings or purposes recognized by the law, usages, and customs of The United Methodist Church, or permit the use of said property for religious or other meetings without the consent of the pastor...”

Paragraph 2533.3 “When a pastor and/or a board of trustees are asked to grant permission to an outside organization to use church facilities, permission can be granted only when such use is consistent with the Social Principles (§§ 160-166) and ecumenical objectives.”

