

YOUR WEDDING AT MOUNT VERNON PLACE UNITED METHODIST CHURCH

900 Massachusetts Avenue, Northwest

Washington, DC 20001

(202) 347-9620

www.mvpumc.org

Weddings are a wondrous, special and sacred occasion. A wedding ceremony conducted in the church is not just a social occasion performed within the walls of the church - it is a service of worship. It will be most meaningful to you, your family and your friends when it is carefully planned.

As a member of the Reconciling Ministries Network (www.rmnetwork.org), the congregation of Mount Vernon Place United Methodist Church (MVPUMC) fully supports and practices marriage equality. Our pastor may choose to officiate at the wedding of any member who has been active in our congregation a minimum of six months prior to the wedding being scheduled and date reserved at the church. An active member is someone with a record of faithfully keeping the membership vows to **“give of one’s prayers, presence, gifts, service and witness so that in all things God might be glorified”** by worshipping at MVPUMC regularly, getting involved in our ministries, and giving financially to MVPUMC. We do not host weddings for non-members.

APPLICATION FOR SERVICE

To confirm a wedding date, a written and signed application and a non-refundable payment of \$1000.00 must be submitted to the Director of Operations at MVPUMC. No plans for use of the church should be made without receiving a signed, approved application back from the Director of Operations at MVPUMC.

SETTING THE DATE & PREMARITAL COUNSELING

Wedding ceremonies will be performed by the clergy of MVPUMC (unless the couple has received approval for an outside clergyperson to preside). At the request of the couple, other clergy may be invited by the MVPUMC pastor to participate in the wedding ceremony. However, in most cases, the MVPUMC pastor is the legal officiant of the ceremony.

Premarital counseling is required for every couple wishing to be married at MVPUMC and must be completed a minimum of three months prior to the wedding date. The counseling program, Prepare and Enrich, typically consists of four, one-hour sessions with the pastor. The couple to be married is expected to pay for the workbooks and online questionnaire with the fees outlined below.

GENERAL INFORMATION

- 1.) Our Sanctuary holds 499 people.
- 2.) The Sanctuary and two rooms for the wedding party are available for a total of five hours on the wedding day including the wedding ceremony. Access to the sanctuary for vendors, musicians, florists or photography can be scheduled a maximum of three hours prior to the start of the wedding ceremony and one hour following the wedding ceremony.
- 3.) The production of wedding programs is the responsibility of each couple.
- 4.) Smoking/vaping (tobacco and marijuana) and the use of alcohol are prohibited on all church premises.
- 5.) Parking for up to 50 cars in an attached, underground garage can be requested and is subject to availability. A fee, as detailed below, is also associated with a confirmed reservation.
- 6.) No additional rooms beyond the sanctuary, dance studio (typically bride's room) and community room (typically groom's room) can be used without the written permission of the Director of Operations.
- 7.) Alcohol is not permitted under any circumstance on MVPUMC grounds. Use of alcohol at the church can result in an immediate cancellation of the wedding.
- 8.) Any damage done to the church sanctuary, Fellowship Hall, or other church facilities by wedding participants and guests will be paid for by the couple.

MUSIC

Music for the ceremony will be arranged through the church's organist who is available to discuss possible selections with you. The church's policy is to allow only music appropriate for a worship service; other music should be used for the reception. The use of pre-recorded music is discouraged and may only be used as approved by the MVPUMC clergy and/or organist. The fee for the organist is \$300.00 which includes one consultation and the wedding. This fee is to be paid directly to the organist at the consultation. ***It is the couple's responsibility to make contact with the church's organist at least four weeks prior to the wedding.***

PHOTOGRAPHY / VIDEO RECORDINGS

No one but the professional photographer is permitted to take pictures during the ceremony. The only flash pictures permitted during the ceremony are those of the processional and the recessional. The following statement is to appear on any programs / bulletins that are used for your ceremony:

NO FLASH PHOTOGRAPHY IS PERMITTED DURING THE CEREMONY

Videotaping is permitted during the wedding with the permission of the pastor. The videographer will remain at a pre-determined fixed position during the ceremony.

Professional photographers may wish to tour the sanctuary prior to the wedding. To schedule a tour, please contact the church office as soon as possible and at least 24 hours in advance.

DECORATION OF THE CHURCH

Arrangements for floral decorations should be made through the florist of your choice, who will supply the flowers and the containers. Because of the scale of our sanctuary, we recommend that your florist visit the church so that they may make appropriate recommendations to you for your consideration.

Care must be taken at all times to see that the floors, walls and furnishings are not disfigured in the placing of flowers or other decorations. Nothing is to be attached to or hung on the interior or exterior doors of the church. Protection must be placed under all pots, vases or plants so that no dampness seeps through. The use of candles is restricted to the chancel area and is limited to the standard Unity Candle set up and/or the taper candles already available on the altar. Tape on the wall is not permitted nor is it permissible to put nails, tape or tacks into the woodwork or in the pews. All flowers and decorations must be removed immediately after the ceremony.

The use of an aisle runner is not permitted.

Throwing rice, confetti, flower petals (real or fake) or birdseed is not permitted inside or outside the building. Other celebrative objects such as bubbles are only permitted outside the church building.

Couples are not allowed to remove any church banners hanging outside the church building or inside the atrium or narthex prior to or on the day of the wedding.

THE REHEARSAL

The wedding ceremony will be planned in advance by the couple in consultation with the pastor. **All members** of the wedding party must participate in the rehearsal.

Participants should be told to arrive 15 minutes prior to the rehearsal start time so that everyone can be gathered in the sanctuary and ready to start on time.

Please plan for one full hour for the rehearsal.

The rehearsal will be conducted by the minister and the wedding coordinator.

The marriage license should be delivered to the pastor at the rehearsal.

We require that both the rehearsal and the wedding start promptly at the times agreed upon. The church reserves the right to cancel any rehearsal or wedding that is more than thirty minutes late. If a rehearsal is cancelled then the wedding will also be cancelled. All fees paid prior to the wedding will be forfeited.

SUMMARY OF WEDDING FEES

Fee Type	Amount	Payable To	When Is It Due?
Sanctuary Rental	\$1000	MVPUMC	At time of application
Organ Services	\$300	Organist	30 days before ceremony
Wedding Coordinator	\$300	Coordinator	30 days before ceremony
Garage Parking	\$300	MVPUMC	30 days before ceremony
Pre-Marital Counseling	\$250	MVPUMC	First Pre-Marital Counseling Session
Rehearsal and Wedding Officiant	Minimum of \$250	Pastor	Final Pre-Marital Counseling Session
Prepare and Enrich Questionnaire	\$35	Prepare and Enrich	At time questionnaire is completed.

REQUESTED USE OF THE FELLOWSHIP HALL

The Fellowship Hall & Atrium can be reserved for the wedding party and guests for a reception for a fee to be determined by the Director of Operations at MVPUMC. The Fellowship Hall, Atrium, & Kitchen must be restored to the same condition as before the reception within two hours of the end of the reception. A deposit for incidentals and exceeding time constraints will be required. The deposit will be forfeited for any additional cleaning or activity beyond the established deadline.