

**Mount Olivet United Methodist Church ~ 300 Ananias Dare St., Manteo NC**  
**Wedding Brochure** updated November, 2019

The wedding ceremony is a sacred act of worship involving the blessing of God on the founding of a home. We at Mt. Olivet United Methodist Church are happy that you have chosen to have your wedding at our church. We wish you every happiness in your new life together. We also request that you familiarize yourself and your family with the policies of the Church regarding weddings, rehearsals and other activities surrounding this special day in your life.

**I. MINISTER**

When you are considering the date and the hour of both the wedding and the rehearsal, you should immediately contact the Pastor or the Church office to reserve the Church facilities. This should be done several months in advance. The Pastor of the Church usually officiates at weddings. If you wish to use another minister, the Pastor will need to approve the minister chosen. The ceremony and service should reflect the traditions of the United Methodist Church. The Pastor will work with you in planning the ceremony.

**II. DECORATIONS**

A. The Sanctuary of the Church is already furnished as a place of dignity and worship and does not necessarily need elaborate decorations. Candelabra and flowers may be used, but they should enhance the atmosphere of the church, a house of worship, keeping in mind that the wedding is a service of worship and consecration, a religious ceremony.

B. The Pulpit, Communion table, the Last Supper, Cross, Urns and Candles may not be removed from the Chancel and Narthex areas. If you need more space within the Chancel area, please contact the church office. The rug under any candelabra should be covered with plastic, and we require the use of DRIPLESS candles.

ABSOLUTELY NO DECORATIONS OR OBJECTS SHALL BE PLACED  
ON THE COMMUNION TABLE AT ANY TIME.

C. No arches or Trellises are to be used in the Sanctuary.

D. White paraments will be used for a wedding.

E. Do not use greenery or decorations on or along the Chancel rail. No thumb tacks or scotch tape should be used anywhere in the church.

F. It is the responsibility of the florist to remove all decorations used in the Sanctuary immediately after the ceremony - no later than 2 hours following the end of the ceremony.

G. Care should be taken that no decorations are placed to block the minister's entrance into the Chancel area or that candelabra, other than unity candle, are placed too close to the minister.

H. For the ceremony, flower girls may scatter silk flower petals only.

I. No Seasonal or holiday decorations can be removed from the Sanctuary or Narthex for Weddings (**Easter, Thanksgiving, and Christmas**).

J. The baby grand piano cannot be moved. Upon request, praise band instruments, stands, etc., **except drums**, can be removed from Sanctuary.

K. Please do not remove hymnals from the back of the pews.

### **III. DRESSING ROOMS**

If a dressing room is needed, please make arrangements through the church office when reserving the church. The church library is used as the dressing room. Non-members of Mt. Olivet are charged \$25 for the use of the library.

### **IV. PHOTOGRAPHS**

Because a wedding is a service of worship the photographer will remain in the back area of the Sanctuary. No flash photography shall be made during the wedding ceremony.

Please no standing on the pews for photographs. All photographers are asked to bring their own stool to stand on.

A wedding may be videotaped if the lighting does not detract from the solemnity of the occasion and if the individual operating the video camera remains stationary in the back of the church (south door)

### **V. SOUND SYSTEM**

If a sound system is needed for speakers during ceremony, arrangements must be made in advance, by contacting the church office or the technical director.

### **VI. ORGANIST/DIRECTOR OF MUSIC**

A. The Church organist will ordinarily play for all weddings in the Sanctuary. If you wish to use another organist, please contact the church office.

B. As far in advance as possible, the organist should be contacted to avoid scheduling conflicts. Wedding music during the ceremony should give emphasis to the religious nature of the ceremony.

### **VII. CLEANING SERVICE**

A. The following special fees are required, whenever applicable, to be paid to the janitor for his service.

1. For all church weddings:.....\$300
2. For reception:.....\$200
3. For rehearsal party or dinner in the fellowship hall....\$200

**No alcoholic beverages are allowed in our church or on church property.**

### **VIII. FEES FOR NON-MEMBERS**

A. There is a \$500 fee for use of the Sanctuary, \$100 for use of the Fellowship Hall and \$100 for use of the kitchen for persons who are not members of Mount Olivet United Methodist Church of Manteo. There is also a \$25 fee for the use of each meeting room needed. These fees are not meant to be a surcharge, as such; they are to cover the costs of upkeep and utilities.

B. There is a \$200 non- refundable fee for reserving the church as a backup location in the event of bad weather.

C. You are responsible for communicating these guidelines to your wedding planner and floral designer.

The Pastor and the church staff stand ready to assist you in answering questions and helping in all preparations. Please feel free to call them if needed.

**Mount Olivet United Methodist Church: (252) 473-2089**