



# Apex United Methodist Church Wedding Information and Guidelines

Apex United Methodist Church  
100 S. Hughes Street  
Apex, NC 27502  
(919) 362-7807

[www.apexumc.org](http://www.apexumc.org)

## **APEX UNITED METHODIST CHURCH WEDDING INFORMATION**

We are pleased that you are considering Apex United Methodist Church as the place to celebrate your marriage. We look forward to working with you and providing the necessary services as you prepare for this special day. Thank you for following these established rules and guidelines.

In order for us to be as helpful as possible, we suggest the following procedure:

1. Read this brochure carefully. All weddings and reaffirmations of wedding vows at Apex United Methodist Church (Apex UMC) are governed by the policies contained here, and couples are assumed to be familiar with them.
2. Please telephone the church office at (919) 362-7807, Monday through Friday, 8 a.m. – 5 p.m., to make an appointment to discuss your wedding plans.
3. To secure your reservation, promptly complete and return the enclosed form with your deposit (non-members only) *after* your initial meeting with the lead pastor.

### **Required Fees:**

A Fee Schedule is located at the end of the document. All fees are required to be paid at the rehearsal with separate checks in labeled envelopes.

### **Reservation and Fees:**

When a reservation for a wedding is made, the sanctuary is reserved for a one-hour rehearsal the day before the wedding and a three-hour block of time on the wedding day, beginning 1 ½ hours before the service. This allows ample time before and after the ceremony for photographs. If additional time is needed, please consult with the wedding director.

In order to avoid any misunderstanding about the exact dates and times of your wedding and rehearsal, you are responsible for confirming these with the wedding director and church office prior ordering invitations.

### **Members:**

Reservations may be made no more than one year in advance of and no less than six weeks before the wedding date. The completed and signed wedding information form, (located at the end of this document) should be sent promptly to Apex United Methodist Church, 100 South Hughes Street, Apex, NC 27502, Attn: Laurel Jenks. Receipt of this form will secure your reservation. The bride/groom will be notified of the name and telephone number of the wedding director once the information form is received. If the information form has not been received after 10 days from the calendar entry date, the reservation will be canceled. Should the wedding party wish to cancel the reservation at any time, the pastor should be notified immediately.

**Nonmembers:**

Reservations may be made no more than four months in advance and no less than six weeks before the wedding date. Once the reservation has been made, the **non-refundable** deposit is due within 10 days. Your check, payable to Apex United Methodist Church, and the wedding information form, completed and signed, should be sent promptly to Apex United Methodist Church, 100 South Hughes Street, Apex, NC 27502, Attn: Laurel Jenks. Receipt of these items will secure your reservation.

The bride/groom will be notified of the name and telephone number of the wedding director once the check is received. If the fees and information form have not been received after 10 days from the calendar entry date, the reservation will be canceled. Should the wedding party wish to cancel the reservation at any time, the pastor should be notified immediately.

**Only one postponement will be honored with the original deposit. Wedding Director:**

The services of an Apex United Methodist Church wedding director are **REQUIRED** for all weddings and rehearsals. The wedding director may be called at any time if there are questions pertaining to wedding plans. However, the wedding director must be contacted no later than six weeks before the wedding to schedule a consultation and at least two weeks prior to the rehearsal. The fee for the wedding director is stated in the fee schedule. If more than 150 guests are anticipated to attend the wedding, an assistant wedding director will be required as well. Please refer to the Guidelines for Weddings at Apex United Methodist Church for further details.

**Music:**

The services of Apex United Methodist Church's (AUMC) organist are available for all weddings. The organist should be contacted no later than six weeks prior to the wedding date and must be consulted, through a scheduled music consultation, before any wedding music is selected. The organist will only rehearse with the soloist at the wedding rehearsal.

Todd Arant-Traditional Worship Arts Director: todd.arant@apexumc.org

Joette Winberry-Organist: joettew@yahoo.com

**Sound System:**

A sound tech is required at all weddings to provide technical services for music assistance as well as amplification of sound for the pastor, reader and soloist. The fee is stated in the fee schedule.

Chris Daniel-Media Coordinator: chris.daniel@apexumc.org

**Clergy:**

Consult with the pastors concerning the use of outside clergy.

**Wedding License:**

The wedding license **must be presented to the pastor during the rehearsal for signatures.**

Marriage license can be obtained at any NC county Register of Deeds office.

**Flowers:**

At the time of the wedding, you must accept the interior of the sanctuary as it is. This will include placement of the altar, paraments on the altar, and seasonal and other decorations. You may not place flowers or candles on or in front of the altar or cross. Items on the altar and in the chancel area may not be moved.

**Photography:**

A wedding is a service of worship. Therefore, the video recording or filming of the service must be approved by the wedding director. The director must also approve placement of cameras and recording equipment. You may choose your own videographer. There will be NO photography allowed during the ceremony and all video equipment must remain stationary.

**Reception:**

Church facilities may be rented for the wedding reception, if available. **No alcohol or smoking is allowed anywhere on the Apex UMC campus.** Separate policies and fees apply to the reception facilities. The church office can assist you in determining the appropriate costs and the process of reserving these facilities.

**Custodian Services:**

To ensure that the facilities are prepared for worship, use of custodial services is required. Please see fee schedule in the back of this booklet.

**Important Additional Information:**

There are facilities at the church where the wedding party may dress. You are responsible for informing your wedding party and those hired to provide services for you of the rules and regulations pertaining to the sanctuary.

Apex United Methodist Church reserves the right to revise or modify policies and procedures as it deems necessary.

## GUIDELINES FOR WEDDINGS

### WEDDING DIRECTOR

#### **Overview:**

The service of marriage is one of the most revered and spiritually meaningful events in which women and men participate. Because of its importance in a couple's life, it is an event to be celebrated with great care. Yet, the preparations for a wedding are often fraught with apprehension anxiety and confusion. Therefore, Apex United Methodist Church (AUMC) is pleased to provide wedding director services to the wedding will be an enjoyable experience and flow as smoothly and seamlessly as possible for the bridal couple.

In order to set a tone of respect for and recognition of the spiritual aspects of the service, to familiarize the participants with the sanctuary and Apex UMC's policies, and to impart a thorough understanding of the roles and duties that are expected of each wedding participant, the wedding director will direct the rehearsal and wedding. The wedding director will make and/or approve final decisions regarding all aspects of weddings at Apex UMC.

#### **Procedures:**

It is the responsibility of the wedding director to make initial contact with the bride/groom. The wedding director may be called at any time if there are questions pertaining to wedding plans. This contact should be done no later than three months before the wedding. Every effort will be made to accommodate the bride's/groom's schedules.

During the consultation, the wedding director will guide the couple through a detailed discussion of all aspects of the upcoming wedding ceremony in order to familiarize them with the flow of events on the wedding day and to help the couple resolve any problems or conflicts that their particular wedding may have. At the consultation, final decisions will be made regarding all aspects of the wedding ceremony (including placement of attendants, seating of special guests and assignment of specific ushers to each mother). It is acceptable to bring a relative and/or friends to assist with these decisions. The consultation will last 45-60 minutes.

At the rehearsal, the wedding director will direct the rehearsal. The will include outlining Apex UMC's policies and procedures and coaching participants regarding their individual roles at the upcoming service. The wedding director will instruct all participants regarding time in the sanctuary, positions and movement during the service, and any other information needed to ensure the participants are knowledgeable and are at ease as much as possible. The rehearsal is scheduled for one hour and will start promptly at the appointed time.

On the wedding day, the wedding director will direct the wedding, which will include instruction to and management of all professionals hired by the wedding party and others participating in the wedding. The wedding director will advise professionals hired by the couple of pertinent details of the wedding, will direct the proceedings, and will handle any problems that arise.

The wedding director must approve video recording or filming of the service as well as placement of cameras and recording equipment. You need to hire your own photographer and videographer.

A wedding is a service of worship. Apex UMC is committed to providing couples with the most memorable beginning to their married lives, and we trust that cooperation with policies and procedures will allow all participants to realize fully the beauty and significance of the wedding service.

## **WEDDING MUSIC**

### **Overview:**

Since weddings at Apex UMC are considered services of worship, the same high standards must be applied in selecting wedding music as are applied to all other worship services. Therefore, selected music must meet with the approval of the pastor and organist.

The organist for Apex UMC is available to play for weddings during most of the year. If you do not wish to use the church organist, a substitute organist will have to be approved by the Apex UMC's church organist. The organist's fee is stated in the fee schedule. Please see the Organist Contract.

### **Procedures:**

No later than six weeks prior to the wedding date, the wedding party should contact the church organist. When speaking with the organist, please be prepared to give the following information:

1. Telephone numbers where bride and/or groom (or parents, etc.) may be reached.
2. Date and time of wedding.
3. Name(s) and telephone number(s) of soloist(s), if any; also some information about their musical background and experience. The organist will then suggest a date and time for a consultation, which is scheduled approximately one month prior to the wedding date.

### **Consultations:**

1. Consultations last 1 hour and are held in the sanctuary.
2. During these sessions, the music for the processional and recessional is selected. If programs are being printed, the wedding couple or party representing them should be sure of titles, composers and correct spelling prior to departure.
3. If specific music for the prelude is desired, selections will be played upon request and may be heard at the consultation. Music for the prelude, which begins approximately 20 minutes before the wedding, is otherwise left to the discretion of the organist.
4. If hymns will be part of the wedding service, they should also be selected at this time and should be chosen from the United Methodist Hymnal.
5. The organist's fee consists of the consultation, one rehearsal for one hour with up to two soloists or two instrumentalists, music before the service, processional, recessional, and music selected for use during the service.

The organist is available for one rehearsal (the wedding rehearsal), which is one hour in length. Soloists are to come to the rehearsal musically prepared. The organist will not function as a coach or any note-teaching capacity.

### WEDDING FEE SCHEDULE

	<b>Member</b>	<b>Non-Member</b>
Pastor (recommended)	\$200	\$400
Reservation Deposit	N/C	\$200
Use of Sanctuary	N/C	\$750
Wedding Director	\$150	\$200
Director's Assistant (over 150)	\$75	\$100
Church Organist	\$200	\$200
Sound Technician	\$75	\$100
Custodian		
Sanctuary	\$125	\$125
CLC	\$125	\$125
Education Building	\$50	\$50
Discipleship Center 400	\$75	\$75
Crossroads	\$75	\$75

### RECEPTION FEE SCHEDULE

3 Hour Reception and 1 additional Hour for Clean Up

	<b>Member</b>	<b>Non-Member</b>
Christian Life Center (gym)	\$150	\$300
Crossroads	\$125	\$250
Discipleship Center 400	\$100	\$200
Director at Reception (optional)	\$75	\$100
Sound Tech (optional)	\$60	\$80
Staff Presence	N/A	(required) \$80
Custodian (required)	Fees scale is same as wedding schedule above	

\*All payments must be made at the rehearsal and given to the wedding director. Please write individual checks and place in labeled envelopes. You will receive an email no later than the Monday before your wedding with the names and amounts due for each category.

**NOTES**

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## AUMC WEDDING FORM

Name of Bride \_\_\_\_\_

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

Phone (Day) \_\_\_\_\_ Phone (Night) \_\_\_\_\_ Email \_\_\_\_\_

Member \_\_\_\_\_ Non-member \_\_\_\_\_

Name of Groom \_\_\_\_\_

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

Phone (Day) \_\_\_\_\_ Phone (Night) \_\_\_\_\_ Email \_\_\_\_\_

Member \_\_\_\_\_ Non-member \_\_\_\_\_

*If couple lives out of town, please list name a local friend or family member who we may contact, if we cannot reach either the bride or the groom:*

Phone (Day) \_\_\_\_\_ Phone (Night) \_\_\_\_\_ Email \_\_\_\_\_

**Month/Day/Year**

**Time**

**Wedding Date:** \_\_\_\_\_

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

Your signature on this form indicates that all information is accurate, that you have read the policies and regulations governing weddings at Apex United Methodist Church and that you understand and agree to abide by them.

***Signature of Bride/Groom***

\_\_\_\_\_ Date \_\_\_\_\_

Please complete, sign, and return this information form with the non-refundable fee (if applicable) as soon as your reservation is made.

Make Checks Payable to: Apex United Methodist Church

Mail to: 100 S. Hughes Street, Apex, NC 27502

Receipt of form and fee will secure your reservation. A copy of the wedding form will be returned to you as your receipt.

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For Church Use Only:

Deposit Received: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Approved Wedding Date/Time: \_\_\_\_\_ @ \_\_\_\_\_ FS \_\_\_\_\_ Approved

Rehearsal Date/Time: \_\_\_\_\_ @ \_\_\_\_\_ FS \_\_\_\_\_

Director Assigned \_\_\_\_\_ Sound Tech Assigned \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date \_\_\_\_\_







Gray Southern, Lead Pastor  
Jenny Wilson, Pastor  
Owen Barrow, Pastor  
Jose Luis Villasenor, Pastor  
Glenn Mason, Pastor for Spiritual Formation  
Laurel Jenks, Office Administrator  
Jackie Evrard, Financial Coordinator

*Updated January 2013*