



Congratulations on your upcoming marriage!


A wedding at Epiphany is a time of joyful dedication and Christian worship. Our ministers and staff are ready to be of service to those who desire to be united in Christian marriage. As an aid to you in planning your wedding, many customs and courtesies are explained in this policy.


If you have any questions or you are ready to schedule your wedding, please call our Wedding Coordinator, Stacy Lorek, at 513-677-9866 ext. 207 (M-TH: 9A-1P) or email, slorek@epiphanyumc.org


EPIPHANY WEDDING POLICY


Epiphany reserves the right to approve all aspects of the marriage ceremony and use of the facilities.

I. SCHEDULING YOUR WEDDING


-  To schedule your wedding, consult with our Wedding Coordinator, Stacy Lorek at 513-677-9866 ext. 207 (M-TH: 9A-1P) or email slorek@epiphanyumc.org for available dates.


-  Fill out and return to the Church Office the three items listed below. Once these are received, your wedding date can be secured on the church calendar:
 1. A completed Acceptance Sheet (Attach. 1).
 2. A completed Wedding Registration form (Attach. 2).
 3. A check for the refundable deposit (see Section VIII, Fees).


-  The balance of your wedding fee will be due four (4) months prior to your wedding. If you need to pay in installments, please let the Church Office know in advance.

-  It is Epiphany's policy that the engaged couple meet with the pastor for premarital counseling. Your meeting with the pastor can be scheduled by calling the church office, 513-677-9866. These conferences will include general pre-marital counseling, as well as determination of the

wedding liturgy to be used. The pastor and the wedding couple will determine the number and frequency of these premarital conferences.

-  It is also Epiphany's policy that one of Epiphany's pastors be present during your ceremony and take part in at least one aspect of the service (even if another minister officiates the wedding).

-  Epiphany employs a wedding coordinator to ensure your wedding rehearsal and ceremony run smoothly. He/she does not handle other wedding arrangements, such as flowers, wedding attire, invitations, cake, etc. An initial meeting should be scheduled 3 months prior to the wedding to discuss your wedding plans.

-  Epiphany employs an organist/pianist that you may hire for your wedding. Use of Epiphany's accompanist is optional. If an outside organist/pianist is utilized, please have them contact our Director of Traditional Music @ 513-677-9866. Other musicians such as trumpeters, harpist, soloist, etc. are available for an additional fee. Please indicate on Attachment 2 what musicians you are interested in and the Church Administrator will make the first contact for you.

Music selections should be submitted to the Director of Traditional Music for review and approval.

II. RECEPTION

If you would like to have your wedding reception at Epiphany, confirmation should be given to the Church Office at the time the wedding is scheduled. The wedding reception must conclude no later than 10:00pm.

Receptions are held in the Fellowship Hall, which accommodates 80 people with tables/chairs, 171 chairs only or 240 people standing (no tables or chairs). The caterer is responsible for all food, beverages, supplies, and decorations. No cooking is permitted in the kitchen. No alcoholic beverages or controlled substances are allowed in the building or on the church property, including the parking lot, at any time. A set-up plan must be submitted to the Wedding Coordinator no later than 2 weeks prior to the wedding date.

III. FACILITIES

- 1. No alcoholic beverages or controlled substances are allowed in the building or on the church property, including the parking lot, at any time. Epiphany is a non-smoking facility.**
2. Maximum sanctuary capacity is 500 people.
3. Dressing rooms will be made available upon request. Valuable items should not be left in

any rooms. Epiphany is not responsible for the loss of any item.

4. Birdseed or live rose petal throwing will be permitted **outside** the church only. Confetti and rice are not permitted either inside or outside the church. We can accommodate silk rose petals thrown in the Sanctuary provided that someone from the wedding party provides clean-up afterwards. No live rose petals may be used inside the church.
5. If the wedding party desires to use the kitchen for minimal snacks and coffee, while they are dressing and waiting for photography, the wedding couple is responsible for ensuring that everything is cleaned up and the kitchen is returned to its original condition. They must bring their own snacks and (non-alcoholic) drinks. Epiphany does not provide these.

IV. DECORATIONS

The placing of flowers and decorations in the church must be planned with the wedding coordinator and approved by the presiding pastor

1. **Flowers and greenery:** All potted flowers or greenery must have protective covering underneath. Flowers should be labeled with name of the person they go to and delivered to the appropriate room.

2. **Pews:** No tacks or tape of any kind are to be used on the ends of the pews or on any other woodwork.
3. **Church furniture:** The altar/communion table and cross may not be removed or obscured.
4. **Aisle cloth:** If you choose to use an aisle cloth, it should be obtained through the florist. The aisle of the sanctuary is 31 feet long.
5. **Candles:** If you choose to use a unity candle or candelabrum, all materials (including candle holders) must be provided by the wedding couple or obtained through the florist. All candles must be drip-less and have protective covering underneath.
6. **Communion:** If Communion is served during your wedding service using plastic Communion cups for juice; please have guests place the used cups in the cup holders in the pews and/or pews. The wedding coordinator can help identify these for you.
7. **After the wedding:** Florists must retrieve any equipment that belongs to them immediately following the wedding. The wedding couple is responsible for ensuring the florist understands this. Epiphany will not be responsible for items left behind. The wedding party is also responsible for ensuring that all dressing rooms are returned to their original conditions after the wedding.

V. PHOTOGRAPHY

In order to maintain an atmosphere of Christian worship, it is Epiphany policy that there is no flash photography during the wedding service. This includes guests and the officiating photographer. Pictures may be taken by the officiating photographer when the bride and attendants come down the aisle, and as the wedding couple leaves together. While the ceremony is in progress, the photographer must not go beyond the last pew at the center aisle. The wedding party may return to the sanctuary for pictures after the ceremony is over and the guests have left the sanctuary.

Photography may begin up to 90 minutes before the starting time of the wedding. All photography sessions should conclude no later than 90 minutes after the starting time of the wedding. If a photographer desires more, the wedding couple must discuss this with, and receive approval from, the presiding pastor and the wedding coordinator 30 days prior to the wedding date. Additional fees may apply. Videotaping during the service may be done with one stationary camera set up at the back of the church, as directed by the wedding coordinator.

VI. REHEARSAL

The rehearsal date and time is scheduled at the time the wedding date is set. The presiding pastor, wedding coordinator, organist/accompanist, SALT coordinator, and any soloist(s) will be present for your rehearsal. It is expected that enough preplanning will have occurred so that the rehearsal can be completed in one hour or less. For this to be accomplished, all

participants in the wedding rehearsal need to arrive promptly at the scheduled starting time. Soloists should arrive prior to the rehearsal time to rehearse their piece(s) with the accompanist.

VII. WALK-IN WEDDINGS

Occasionally, a wedding is quite small, and no rehearsal is necessary. A “walk-in” wedding is defined as having no processional; no recessional, no formal seating of guests and no dressing rooms are needed. Such informal weddings will not require the services of a wedding coordinator. The officiating pastor at Epiphany shall make the final decision as to whether a wedding is to be considered a “walk-in.” Weddings performed by clergy from outside Epiphany will require a wedding coordinator and a rehearsal, and therefore can not be considered “walk-ins.”

VIII. FEES FOR WEDDINGS AND RECEPTIONS AT EPIPHANY

Weddings:

	Members ²	Non-Members
Refundable Deposit	\$150 ³	\$400 ³
Minister	honorarium	250
Organist/accompanist	150 ⁴	150 ⁴
Soloist/Trumpeter/Harpist	50ea	50ea
Wedding Coordinator	125	150
SALT Coordinator	50 ⁵	50 ⁵
Custodian/Cleaning	100	100
Wedding Building Usage Fee	0	600

Receptions:

Reception cleaning	\$100	\$100
Reception Building Usage Fee	0	400
Additional Wedding Coordinator Fee	75	75

²Members are defined as those who have officially joined Epiphany United Methodist Church or their immediate children. All others are considered non-members.

³The refundable deposit portion (\$150 for members and \$400 for non-members) will be returned to you after the wedding, provided there is no damage to the church or church property and no excessive clean-up is required.

⁴If the Epiphany organist/accompanist is not needed for your wedding ceremony, this fee will be waived. If excessive practice time is required of the organist/accompanist due to soloist needs or the selection of non-traditional wedding music, a \$35 per hour additional charge will be assessed.

⁵This is the basic fee for sound/light support. Producing a slide show/picture retrospective requires an additional \$100 fee. Image scanning for the slide show is \$50 per hour.

IX. CANCELLATIONS

Should it be necessary to cancel your wedding, please contact the church office as soon as possible. If notification is received more than 30 days prior to the wedding date, all money will be refunded. If notification is received less than 30 days before, 25% of the fees for the wedding coordinator and organist/accompanist will be retained to compensate them for their advance work. All other money received by Epiphany will be refunded.

Attachment 1

Please sign and return this page to the church office along with the refundable deposit to secure your wedding date.

ACCEPTANCE SHEET

We have read the policies and procedures outlined by Epiphany UMC in regard to our projected wedding plans for _____(date). We accept the guidelines as detailed, and wish to meet with one of the pastors to formalize our wedding plans.

Signature of bride (date)

Signature of groom (date)

Attachment 2

WEDDING REGISTRATION

(Please complete and return with Attachment 1.)

Bride's full name: _____

Address: _____ Zip: _____

Home Phone : (____) _____ Cell Phone : (____) _____

E-Mail Address: _____

Member _____ Non-Member _____

Groom's full name: _____

Address: _____ Zip: _____

Home Phone : (____) _____ Cell Phone : (____) _____

E-Mail Address: _____

Member _____ Non-Member _____

Requested Wedding Date: _____ Time: _____ AM/PM

Requested Rehearsal Date: _____ Time: _____ AM/PM

Reception at Epiphany (Social Hall)? Y/N

If other than at Epiphany, name and address of where the reception will be:

Bride takes husband's last name? Y/N

What will your new address be? _____

- Organist/accompanist
- Soloist
- Harpist
- Picture slide show