



# HAWTHORNE LANE

## UNITED METHODIST CHURCH

The mission of Hawthorne United Methodist Church is to Be Disciples, Make Disciples, and Transform Lives. A Christian wedding is a service of worship that glorifies God first and foremost. As two people join their lives together in the context of a Christian wedding, they enter more deeply into the life of the church, which is the body of Christ. The pastors, musicians and wedding directors of Hawthorne United Methodist Church are eager to serve those who desire to make their vows of marriage here. While it is true that weddings have in recent years become more complex and even commercial in nature, the true beauty of the service lies in the spirit of those who participate.

In the excitement of planning a wedding many questions arise. The following procedures of Hawthorne Lane United Methodist Church will help you in planning the service in collaboration with the pastor, staff and wedding committee of the church.

### **SCHEDULING**

Our sanctuary and chapel are available to members and their children as well as non members.

All arrangements for weddings, receptions, and rehearsals should be made by contacting the wedding coordinator to start the process. The date is tentative and is not confirmed until the wedding coordinator has cleared it with all groups involved as well as those who use the spaces on a regular basis. In addition, the date is not confirmed until the church fees are received as noted in this document.

### **PASTORS**

If you wish for one of Hawthorne Lane UMC clergy to preside over your wedding you must consult with he/she first. If you wish for a pastor from outside PUMC to assist in the service, the HLUMC pastor in charge should be consulted to give approval. The Hawthorne UMC pastor in charge retains the authority to approve or disapprove any guest clergy/presiders.

### **DATES EXCLUDED - NO WEDDING WILL BE SCHEDULED ON:**

- Sundays
- New Year's Eve, New Year's Day, Thanksgiving Day, the Friday or Saturday following Thanksgiving, the Sunday before Christmas, Christmas Eve, Christmas Day
- Holy Week including the Saturday before Palm Sunday and the Saturday before Easter

### **WEDDING DIRECTOR**

Hawthorne Lane UMC has a wedding director that assists the pastors by coordinating all weddings. The wedding director is nominated each year by the Committee on Lay Leadership and approved by the Charge Conference. He/She seeks to extend the hospitality of the church to guests and is present at each wedding. The wedding director is assigned to serve as director at the rehearsal and wedding and as liaison for any use of

there spaces within the church for rehearsal dinner, reception, etc. If an outside wedding director is employed he/she must work with the wedding director of HLUMC for the use of spaces within the church.

## **CHURCH USAGE FEES**

Fee schedule is as follows:

### **Wedding Fee: \$1500**

(includes building usage, cleaning fee, sound tech, and wedding director)

**Organist: \$350** (It is the policy of HLUMC that a staff organist will play for all weddings. If someone other than the staff organist is desired, the Director of Music Ministries must approve him or her. The Director of Music Ministries will extend the invitation to the guest organist.)

**Pastor: \$350**

\*\*\*Active Church members who fully participate in the life of the church by their prayers, presence (weekly worship attendance), gifts (giving regularly), service, and witness will receive a 25% reduction in ALL fees.

**The Sanctuary use fee must be received before your date is confirmed on the church calendar** and is 100% refundable if the wedding is cancelled at least 30 days prior to the calendared date. The check should be made payable to Hawthorne Lane United Methodist Church and mailed or delivered to Carolyn Horton, Financial Secretary.

**All other fees are due 7 days prior to the wedding date.**

## **SPECIAL DECORATIONS**

When you select your wedding date keep in mind that during certain times of the year special decorations are in the sanctuary. These times are Advent, Christmastide and Palm Sunday. If you find these decorations inappropriate for your wedding, please schedule your wedding for another date. These decorations may not be altered or moved.

## **OTHER POLICIES**

- A. The wedding party may have access to the church no more than 2 hours prior to the wedding.
- B. Smoking is not permitted anywhere in church facilities.
- C. Alcohol is prohibited on the premises at all times.
- D. Under no circumstances may any of the wedding party come to the rehearsal or wedding under the influence of alcohol or any illegal substance. Should any member of the wedding party be disruptive or under the influence of any substance, the wedding director or pastor has the right to remove you from the property.
- E. No petals, birdseed or any other material can be thrown at the send off at the church.