



WEDDINGS AT WSUMC



WASHINGTON
STREET UNITED
METHODIST
CHURCH

109 S. WASHINGTON ST. • ALEXANDRIA, VA 22314 • WWW.WSUMC.COM

WEDDING POLICY AND PROCEDURES

Washington Street United Methodist Church is honored to be considered as a location to celebrate the very special occasion of holy marriage. Weddings are available for both our members and guests to the congregation. In the United Methodist Church, the service of Christian marriage focuses on God and God's gifts of love to us. In this understanding, the wedding ceremony is a worship service where the couple pledges themselves to one another in the presence of God and begin their marriage, identifying Christ as the foundation. The following policies and procedures have been formulated to help your wedding go as smoothly as possible.

SCHEDULING YOUR WEDDING

- Worship attendance of at least two visits is required of non-members to enable an understanding of our denomination and our church.
- Contact the church office at office@wsumc.com or 703-836-4324 as soon as possible regarding the date you wish to schedule.
- Weddings may be reserved up to 12 months prior to the wedding.
- To reserve the wedding date, a \$750 deposit with completed wedding contract must be submitted.
- Weddings and rehearsals will not be scheduled for the following days: New Year's Day, Holy Week (week prior to Easter), or December 18-31.

VENUE

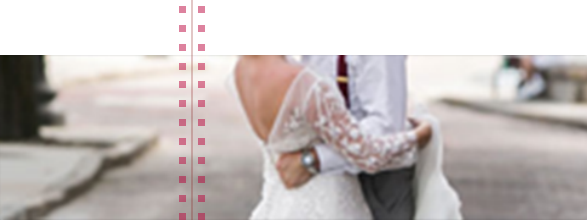
WSUMC has seating for up to 200 guests in the sanctuary. Additional seating is available in the balcony.

THE PEOPLE INVOLVED

The pastor of WSUMC officiates at the weddings. Guest pastors are welcome to assist with the approval of the pastor. The pastor expects all couples preparing for marriage to have a minimum of three pre-marital counseling sessions. If for reasons of distance and circumstance it is not possible for the pastor of WSUMC to lead these pre-marital sessions, another person may be called upon. A written letter by the counselor is required in these situations at the conclusion of the counseling.

The Minister of Music oversees all aspects of music in the church, and is a talented pianist and organist. Since the wedding ceremony is a service of worship, the Minister of Music will be of great assistance in choosing music appropriate for the context of worship. All music used in the service must be approved by the Minister of Music.

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WSUMC has a wedding director who assists the pastor in coordinating all rehearsals and weddings. The wedding director works directly with the couple in practical matters related to the ceremony and the church. The wedding director attends the rehearsal and ceremony.

WEDDING PARTY

It is important the exact times indicated for the rehearsal and for the wedding are observed. Care should be taken to have all members of the wedding party in their places at the times indicated.

All members of the wedding party and other guests should be reminded: Smoking is not permitted inside the church.

No alcoholic beverages are permitted in the church or on the church grounds.

VIDEO & STILL PHOTOGRAPHY

WSUMC encourages the couple to employ a professional photographer for the wedding. Photographer(s) and videographer(s) are welcome to use the balcony. The photographer may take pictures in the aisles for the processional. No flash photos are permitted following the processional. The photographer must remain in the rear of the sanctuary following the processional. Flash photos may once again be taken during the couple's recessional. It is recommended for the couple to provide their photographer with a written copy of the Policy for Wedding Photographers and Videographers, available on the WSUMC website.

DECORATIONS

The church is designed for worship. Furnishings are not to be moved at any time during the rehearsal or wedding.

Flowers: Altar flowers are provided by the bridal party. The flower girl may only scatter silk flower petals. No tacks, pins, screws or tape may be used on any of the furnishings. All flowers and decorative materials must be placed so as not to cause damage. Protective materials must be placed under any containers. Florists may not arrive prior to one and one-half hours before the scheduled wedding start time. It is recommended for the couple to provide their florist with a written copy of the Policy for Wedding Florists, available on the WSUMC website.

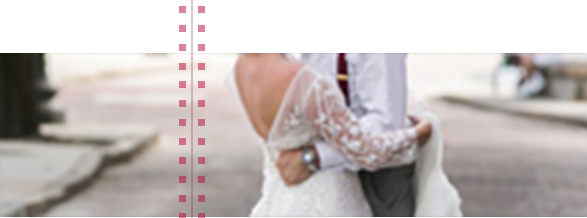
Unity Candle: You must provide your own unity candle if you choose to have one. If you will be using a unity candle in your wedding, please bring it with you to the rehearsal.

PARKING

There are 5 parking spaces in front of the church along Washington Street. These spaces can be reserved at a cost of \$40.00 per space. Call 703-746-4035, or go to the Alexandria City Hall Traffic Department, 301 King Street, Room 4130, at least 72 hours before the wedding to reserve and pay for the spaces.

It is recommended to check the spaces the day before your wedding to make sure the City has posted the reserved parking signs.

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Public garage parking is available under the Courthouse building, accessible at 111 S Pitt Street. It is a two block walk from this garage to the church.

MARRIAGE LICENSE LAWS & REQUIREMENTS

You must have a marriage license issued by the Clerk of the Circuit Court in any Virginia jurisdiction.

To obtain the license in Alexandria, both applicants must go to the Clerk of the Circuit Court's office, located at 520 King Street, Third Floor, Room 307 (703-746-4044). Hours of operation are 9:00 A.M. - 4:30 P.M., Monday through Friday.

The Court does not require a blood test. Both individuals must be 18 years of age or over. The license costs \$30.00, and must be paid in cash.

Once issued, the license must be used within 60 days or it will expire. As a bonded member of the clergy to perform statewide ceremonies, the pastor must have the marriage license in hand before the religious ceremony takes place (it is best to bring it to the rehearsal).

FINANCIAL RESPONSIBILITIES AND FEES

The \$750.00 non-refundable deposit reserves your wedding date on the church calendar. This is paid as soon as you would like to book your wedding at WSUMC.

An invoice of financial responsibilities will be sent a minimum of two weeks prior to the wedding date. The

balance must be in the church office by the Monday before the wedding day. Fees for Pastor, Wedding Director, Minister of Music and Custodial Fee will be made out directly to the individual. All other checks should be made to 'WSUMC.'

SCHEDULE OF WEDDING FEES

Wedding Deposit	\$750.00
Sanctuary Use	\$750.00
Services of Pastor	\$300.00
Wedding Director	\$200.00
Minister of Music	\$250.00
Custodial Fee	\$200.00
Audio Technician	\$50.00

Total **\$2500.00**

ADDITIONAL NOTES

Flower petals or bubbles may be used outside the church building for sending the couple off. Rice, confetti or birdseed may not be used.

The sanctuary fee includes ONE HOUR for rehearsal and THREE HOURS for the wedding day. All weddings and rehearsals begin at their designated start times. Please ensure your bridal party and guests are on time.

A rehearsal is necessary for most weddings. Rehearsals are scheduled for the day before the wedding. During the rehearsal, the pastor and the wedding director will guide you through the actual ceremony, including seating by the ushers, seating of families, processing and recessing. When available and as needed, the Minister of Music may be present to rehearse the processional only.



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your Wedding

WEDDING CONTRACT

Name: _____ and Name: _____

wish to be married at Washington Street United Methodist Church

on _____ at _____
Date Time

I/We have received a copy of the Wedding Policies and Procedures and Wedding Information Form and agree to the policies and procedures, including the payment of all remaining fees on or before the Monday prior to the wedding and the presentation of a valid marriage license at the rehearsal. A wedding director will be assigned and will contact us when the completed Wedding Information Form is received.

I/We understand our reservation includes one and one-half hours before our scheduled wedding time and one and one-half hours after the scheduled wedding time for a total of three hours of use.

Enclosed is a check for \$750.00, which covers the non-refundable reservation fee for the wedding.

SIGNATURES OF THE COUPLE _____

DATE _____

CONTACT INFORMATION

Name _____

Name _____

Phone _____

Phone _____

Email _____

Email _____

Member ____ Attend ____ Other ____

Member ____ Attend ____ Other ____

MAKE CHECK PAYABLE TO: WSUMC

MAIL TO: Washington Street UMC
Wedding Director
109 S. Washington St.
Alexandria, VA 22314

FOR CHURCH PURPOSES
Date deposit _____