

Dear Prospective Bride and Groom,

The Wedding Team is pleased that you have chosen to have your wedding ceremony at Wesley Memorial. We are eager to make this occasion a meaningful and memorable one for you, your family and your guests. The marriage covenant made at the altar by the bride and groom, in the sight of God and in the presence of family and guests as witnesses, is by its very nature a high and holy experience in worship. To this end, our Wesley Memorial weddings embrace the best of Christian tradition in liturgy and music.

There are three clergy on our staff available to officiate at weddings. You will note in the guidelines that at least one of these Wesley Memorial clergy must be involved in your service. If you do not have a preference of clergy, the Senior Pastor will assign one of our pastors to officiate. This requirement benefits you since our clergy are familiar with the theology and liturgy of the United Methodist Church and the technicalities in relation to our Sanctuary and Chapel. This insures that your wedding will proceed satisfactorily.

You will be meeting with our Wedding Coordinator, Judy Hustrulid who can be reached at the church (336-812-4810) or at her home (336-887-3679). She and our staff want to assist you as you move toward your wedding and marriage. May God bless you both as you share life together.

Sincerely,

The Wedding Team

Copy to:	Cindy Keith Tish Sue
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**WEDDING INFORMATION FORM**

Please fill out and **return** to the church office **THREE MONTHS** prior to your wedding date.

**ALL FEES ARE DUE IN ADVANCE** AND SHOULD BE RETURNED WITH THIS FORM.

Date forms/fees returned \_\_\_\_\_

Bride's Full Name: \_\_\_\_\_

Goes by (not nickname): \_\_\_\_\_

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

Preferred phone: (    ) \_\_\_\_\_

E-mail \_\_\_\_\_

(Please print clearly)

Groom's Full Name: \_\_\_\_\_

Goes by (not nickname): \_\_\_\_\_

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

Preferred phone: (    ) \_\_\_\_\_

E-mail \_\_\_\_\_

(Please print clearly)

Bride's parents' name(s): \_\_\_\_\_

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

Telephone: (    ) \_\_\_\_\_

Groom's parents' name(s): \_\_\_\_\_

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

Bride and Groom's new address: \_\_\_\_\_

New phone number: \_\_\_\_\_

Wedding date: \_\_\_\_\_ Hour: \_\_\_\_\_ Place: \_\_\_\_\_

Rehearsal date: \_\_\_\_\_ Hour: \_\_\_\_\_ Place: \_\_\_\_\_

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**WESLEY MEMORIAL**  
A UNITED METHODIST CONGREGATION

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Reception: Are you having your reception at Wesley Memorial?

If yes, name of Caterer: \_\_\_\_\_

Caterer's phone number: (    ) \_\_\_\_\_

Wesley Memorial Officiating Pastor: \_\_\_\_\_

Organist: \_\_\_\_\_

Soloist: \_\_\_\_\_

Lead Wedding Director: \_\_\_\_\_

Photographer: \_\_\_\_\_

Phone #: (    ) \_\_\_\_\_

Videographer: \_\_\_\_\_

Phone #: (    ) \_\_\_\_\_

Florist: \_\_\_\_\_

Phone #: (    ) \_\_\_\_\_

Flowers may be left in the Sanctuary, Chapel or Fellowship Hall for Sunday if cleared through Sue Schoch, (336-812-4811) and the date has not already been reserved. If flowers are to be left for Sunday morning worship, wording for the Church bulletin should be as follows:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If flowers are not to be used for Sunday morning service: (please check one)

\_\_\_\_\_ The Bride's family will remove immediately following the ceremony, OR

\_\_\_\_\_ The church may use flowers wherever needed

FOR A WEDDING IN SANCTUARY, ARE YOU USING:

\_\_\_\_\_ Floor Standing Candelabrum                      \_\_\_\_\_ Torches  
\_\_\_\_\_ Two Extra Flower Arrangements                      \_\_\_\_\_ Unity Candle

SIGNED: \_\_\_\_\_  
*Bride* *DATE*

SIGNED: \_\_\_\_\_  
*Groom* *DATE*

1225 Chestnut Drive • High Point, North Carolina 27262

phone 336.884.2204 • fax 336.884.4313

[www.wesley memorial.org](http://www.wesley memorial.org)

**Schedule of Fees**

All fees and forms, including the Wedding Information Form, are due to be returned three months prior to the wedding addressed to the attention of the Wedding Coordinator.

Charges for Wesley Memorial Members\*:

Set fees for:

Facilities staff	\$250	Check written to Wesley Memorial
Add if using torches	\$25	
Organist	\$300	Check written to Organist
Pastor	\$300	Check written to him/her
Sound system operator	\$50	_____
Torches	\$45	Check written to Wesley Memorial marked "Candles" on memo line

**Charges for Non-Members include the above fees plus a Non-Member Fee of  
\$500 paid by Check and written to Wesley Memorial.**

If you want to use the Asbury Room for your reception, the following fees also apply:

Asbury Room	\$150	Check written to Wesley Memorial
Security deposit (refundable)	\$100	Check written to Wesley Memorial
Facilities staff	\$100	Check written to Wesley Memorial

**\*For fee purposes, members are considered as those persons who are professing members of Wesley Memorial as well as their children or grandchildren.**

**Please date checks for the day of the wedding.**

**Thank you!**

**Contact Persons**

The Reverend Dr. Al Ward Senior Pastor	(O) 336-812-4808
The Reverend Jared Stine Associate Pastor for Congregational Care	(O) 336-812-4813
The Reverend Erin Beall Associate Pastor for Adult Spiritual Formation and Contemporary Worship	(O) 336-812-4815
Mrs. Anne Carroll Director of Music Ministries	(O) 336-812-4816
Frank Pifferetti Organist	(O) 704-639-9333 (H) 704-639-1927
Jerry Tucker Chair, Church Sound System Committee	(H) 336-882-6294
Judy Hustrulid <a href="mailto:judyhus@northstate.net">judyhus@northstate.net</a> - Wedding Coordinator	(O) 336-812-4810 (H) 336-887-3679

**Bride's Check List**

<u>Item:</u>	<u>Date Completed</u>
1. Pre-wedding consultation date set with officiating pastor	_____
2. Organist contacted	_____
3. Double check wedding date with Wedding Coordinator after the pre-wedding consultation	_____
4. Caterer (if applicable) has contacted the Director of Facility Events, Cindy Dominick	_____
5. Photographer and/or videographer has signed and returned form to the Wedding Coordinator	_____
6. Completed Wedding Information Form, checks and Signature Form returned three months before wedding	_____

**SIGNATURE FORM**

To be signed by the bride and groom and given to the pastor for his/her signature at the time of their conference with him/her. This signed form is returned to the Wedding Coordinator.

We have read and will discuss with our families, the photographers, the audio-videographers, the florist, and the wedding party, the Wedding Guidelines of Wesley Memorial United Methodist Church and agree to abide by them.

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Signature of Bride

Date:

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Signature of Groom

Date:

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Date and time of our wedding

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Signature Officiating Pastor

**Videography**

**WEDDING GUIDELINES AND REGULATIONS FOR VIDEO CAMERAS AT  
WESLEY MEMORIAL UNITED METHODIST CHURCH**

**Sanctuary**

- 1) Only unmanned stationary cameras will be allowed within the Nave and Chancel of the Sanctuary. These must be in place at least 1 hour prior to the service. A maximum of three cameras will be allowed. Supplemental lighting is not allowed, and 120-volt power is not available for unmanned cameras.
- 2) The cameras must be set up in the following approved locations:
  - a) Altar area, hidden behind columns
  - b) Lectern or pulpit area not to extend above the lectern, pulpit or handrail.
  - c) In front of the Chancel behind columns, no further back than the second column.
- 3) Manned cameras are permitted in the balcony, but supplemental lighting is not allowed. 120-volt power is available in the balcony.
- 4) Videos may be taken in the Narthex until 45 minutes before the wedding. However, videography in the Narthex may resume after all guests are seated and as the wedding party assembles to process.
- 5) Wireless microphones must be checked for interference with the sound system operator a minimum of 45 minutes prior to the service.

**Chapel**

Videotaping is allowed in the balcony only.

Notes: This form must be signed by the bride and given to the videographer for his/her signature. It is to be returned to the church three months prior to the wedding.

Violators of these guidelines will be placed on a list of individuals and/or companies no longer allowed to videotape at Wesley Memorial United Methodist Church.

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Signature of Bride

Date

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Signature of Videographer

Date

1225 Chestnut Drive • High Point, North Carolina 27262

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**Photography**

**WEDDING GUIDELINES AND REGULATIONS FOR PHOTOGRAPHERS AT  
WESLEY MEMORIAL UNITED METHODIST CHURCH**

**NO FLASH PHOTOGRAPHY IN SANCTUARY, NARTHEX, BALCONY OR CHAPEL.**

- All pre-ceremony pictures of the ushers will need to be done in the Asbury Room, the Breezeway or directly outside the Sanctuary doors. The directors need to know where the wedding party is at all times. Photographer will inform wedding director of their location.
- Usher pictures must be completed by 45 minutes before the ceremony so guest seating may begin. **This rule is strictly enforced.**
- Pictures may be taken in the Narthex until 45 minutes before the ceremony. Photographers must then leave the Narthex so that guests can be seated.
- After the guests are seated, photographers can return to the Narthex to photograph the wedding party as they assemble to process.
- Photographs may be taken from the balcony during the ceremony. Time-exposure photographs only, **NO FLASH ALLOWED.**
- During the recessional, pictures may be taken in the Narthex but photographer may not enter the Sanctuary. **NO FLASH ALLOWED.**
- The wedding party will go directly through the tunnel after the ceremony for pictures at the front of the Sanctuary.

Notes: This form must be signed by the bride and given to the photographer for his/her signature. It is to be returned to the church three months prior to the wedding.

Violators of these guidelines will be placed on a list of individuals and/or companies no longer allowed to photograph at Wesley Memorial United Methodist Church.

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Signature of Bride

Date

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Signature of Photographer

Date

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**ASBURY ROOM POLICIES**

- Furniture and accessories may not be moved with the exception of the Round Cake Table and Dining Room Chairs. The staff will be responsible for moving these and returning them to their correct place.
- Wedding flowers are to be delivered to the Bride's Room for Sanctuary weddings and to the Chapel Foyer area for Chapel weddings. They are not to be left in the Asbury Room.
- Due to warning and recommendation by the carpet manufacturer, red punch and cherries are not allowed in the Asbury Room.
- The Asbury Room was designed and furnished to house receptions and party functions, not seated meals.
- Potted plants may be used if a water saucer is provided for protection of the furniture and carpet.
- Flowers, decorations, photographs and food should not be placed on the piano.
- A security deposit of \$100 is required from the bride, caterers and any outside group.
- Tobacco products and alcohol are not allowed in any Wesley Memorial United Methodist Church facility.
- Our silver and tablecloths are NOT available for wedding receptions. The caterer should supply these items.