



Wedding Policies and Guidelines
of
Covenant United Methodist Church



*3610 W. Main Street
Dothan, Al. 36305
334-793-4440
www.covenantdothan.org*

A Guide to Planning Your Wedding

At Covenant United Methodist Church

We invite you to be married at Covenant United Methodist Church. We believe that a wedding is a religious service and a worship experience, involving family and friends who want to participate in your joy. It is the Christian celebration of your love and commitment to each other and to God.

SCHEDULE YOUR WEDDING DATE

Members may schedule weddings up to 12 months in advance; non-members may schedule 9 months in advance. Ceremonies must begin no later than 6 pm.

FEES

The Schedule of Wedding Fees is listed below:

Use of Sanctuary for Wedding & Rehearsal	\$500
Covenant Members.....	N/C
Services of Pastor	\$250
<i>(includes: counseling, rehearsal & wedding)</i>	
Audio Technician	\$125
Set-Up/Custodial Fee	
Wedding & Rehearsal.....	\$200
Wedding Coordinator-Wedding Only	\$200
- Wedding & Reception	\$250
Pianist/Organist <i>(if needed)</i>	Varies

WEDDING CONTRACT FORM

Once a date is chosen a Wedding Contract Form must be completed and returned to the church office.

PASTORS

The pastors at Covenant normally officiate at weddings. Guest clergy may assist with the approval of the Senior Pastor. A pastor will be assigned depending on the date of the wedding. A particular pastor may be requested; however there is no guarantee that pastor will be available on the date of the wedding.

PHOTOGRAPHERS

Covenant encourages the bridal couple to employ a professional photographer for the wedding. No flash photos are permitted following the processional.

FLOWERS & DECORATION

The couple is responsible for decoration for the wedding. No tacks, nails, pins, screws, wire, clamps, or tape may be used to secure decorations. Dripless candles may be used; even so, floors and furniture must be protected. All decorations must be removed from the building immediately following the service.

WEDDING MUSIC

The Wedding is a service of worship. All music played or sung during the wedding should express a Christian message appropriate to the occasion. The Director of Music Ministries will have final approval of all music.

PREMARITAL COUNSELING

Prior to being married at Covenant, couples are required to complete premarital conferences with the Pastor.

MARRIAGE LICENSE

The pastor can only perform weddings in full accordance with the law. The wedding cannot take place without a marriage license.

The license may be given to the pastor at the rehearsal.

REHEARSAL

Rehearsal is generally scheduled the evening before the wedding. One hour is allocated and it is essential that you begin and end promptly.

WEDDING POLICIES OF COVENANT

Smoking is not permitted anywhere inside the building or on the grounds.

Alcohol is not allowed anywhere on the church grounds. At the discretion of the pastor, a rehearsal or wedding ceremony may be cancelled if any member of the wedding party has been drinking.

Illegal Drugs, Weapons, Fireworks are not allowed on the church grounds or in the facility.

It is the responsibility of the bride and groom to arrange for the care of the property of the wedding party before, during and after the wedding, as well as the removal of such items immediately following the service. The church will not be responsible for any articles belonging to any person in the bridal party, any guests or any vendor serving the wedding.

Due to safety reasons, city ordinances and other restrictions, confetti, rice and birdseed are not to be distributed and/or thrown inside or outside of the church. Bubbles may be used outside the church.

A Wedding Coordinator will be assigned to you and will contact you within a week of the receipt of your Wedding Contract. She will discuss and finalize details for the rehearsal and ceremony. The Coordinator represents the church in managing logistics for your wedding.

Outside Wedding Directors may be used and must work closely with Covenant's Coordinator. Covenant's Wedding Coordinator will have final approval in all decisions.

BILLING AND FINAL PAYMENT

An invoice of your financial responsibility will be mailed to you four-six weeks before the wedding. Final payment is due the Monday before the wedding.



SCHEDULING YOUR RECEPTION

PROCEDURES

The Fellowship Hall may be reserved for wedding receptions. It may be used for up to 2 hours after the wedding.

The date and time of the receptions should be confirmed through the Director of Operations as soon as possible.

A detailed drawing of the set-up must be turned in 2 weeks prior to the reception date.

The Fellowship Hall is not equipped with a dance floor and the use of portable dance floor surfaces are not permitted.

Under no circumstances are any alcoholic beverages to be brought onto the premises of the church. Smoking is not allowed in any part of the buildings or on church grounds.

The following are not allowed on the church grounds are in any part of facility: Illegal Drugs, Weapons, Fireworks or Pets.

CATERERS

Caterers are expected to bring all their own personnel and supplies, including tablecloths, dishes, serving pieces, silver, etc.

Charges apply for the use of church equipment and arrangements must be made in advance for its use. The automatic dishwasher is to be operated by church personnel only.

The caterer shall be responsible for leaving the kitchen area clean and in order after the reception.

All equipment must be removed immediately following the reception, so our staff may prepare for Sunday services.

FEES

The Schedule of Reception Fees is listed below:

Use of Fellowship Hall	\$350.00
Covenant Members	\$100.00
Audio Technician	\$100.00
Set-Up/Custodial Fee-Reception	\$150.00



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WEDDING CONTRACT FORM

Please complete as much of this form as you can. Put N/A in spaces that do not pertain to your wedding.

WEDDING DETAILS

Rehearsal Date and Time:

Wedding Date and Time:

Location: Sanctuary at Covenant Off Site Where _____

Number of Guests Expected:

Wedding Coordinator:

Pastor Preference:

WEDDING PARTY

Bride

Name:

E-mail:

Address:

City:

State: Zip:

Home Phone:

Cell:

Work Phone:

Groom

Name:

E-mail:

Address:

City:

State: Zip:

Home Phone:

Cell:

Work Phone:

ADDRESS OF BRIDE AND GROOM AFTER THE WEDDING

Address:

City: State: Zip:

Phone: