



Wedding Policies and Guidelines

Congratulations on your engagement! We are looking forward to sharing in your wedding, and we pray it will be one of the most meaningful experiences of your lives. Please read and consider these policies and guidelines carefully when considering having your wedding at Quapaw Quarter United Methodist Church (QQUMC).

How to Make Wedding Arrangements

After reading the following wedding policy and guidelines, please contact the church office at 501 375 1600 or office@qqumc.org to schedule the date for your wedding and make an appointment with the church's wedding liaison.

For members of QQUMC, the church waives the facility fees for the Sanctuary, Chapel, Fellowship Hall, Parlor, and Courtyard for weddings and receptions. Other fees still apply.

The Liturgy

Marriage services performed at QQUMC are to be respectful of the Christian setting in which they occur. Because of the church's full schedule on the Sabbath, weddings are not scheduled for Sundays.

Officiant

Our senior pastor will perform your wedding if her schedule permits. You may use another officiant with our senior pastor's approval.

Premarital Counseling

Persons married at QQUMC may, as a couple, participate in premarital counseling; however, it is not required. If you are interested in premarital counseling, please consult with the church's wedding liaison for details.

Facilities

Unless other arrangements are made, the church will be open 1 ½ hours before the wedding for the party to dress and take pictures and to allow florists and other persons to decorate. The church's wedding liaison will coordinate between QQUMC and the wedding party, unlocking and locking the building promptly. Clean up should be completed within an hour after the wedding ends.

If the reception is held at QQUMC, (and unless other arrangements are made) the facilities will be open 1 ½ hours before the wedding. Two hours will be allotted for the reception, and clean up should be completed within one hour after the reception.

Times allotted for wedding activities are as follows:

- 3 hr. for wedding only
- 5 hr. for wedding plus reception
- 2 hr. day before for rehearsal
- 2 hr same day or day before for decoration
- 1 hr. after event for cleanup

If you need additional time, please negotiate the hours and additional charges with the church's wedding liaison.

Reception

Wedding receptions may be scheduled in QQUMC's Fellowship Hall, Chapel, or Courtyard. The area desired should be reserved when the wedding date is confirmed. Alcoholic beverages – including champagne punch – are not served at receptions held in church facilities. Smoking also is not permitted on church property. Any outside catering service must be approved by the church's wedding liaison, who will gather licenses and deposits for them.

Scheduling

Weddings may be held in the Sanctuary, Chapel, or Courtyard whenever worship services are not being held. Weddings are scheduled at the discretion of the senior pastor. Plans are not final and will not be scheduled on the church's calendar until the pastor has approved.

Rehearsal

Rehearsals are held the day before the wedding. If QQUMC has more than one wedding scheduled for the same day, rehearsals will be scheduled as efficiently as possible and will be coordinated by the church's wedding liaison, pastor, music director, and wedding party.

Any wedding with music and a bridal party must be rehearsed. All attendants in the wedding party and ushers are expected to attend the rehearsal. Schedule the rehearsal in consultation with the church's wedding liaison, and be sure to allow an hour for the rehearsal when planning your rehearsal dinner.

The rehearsal is an important part of the wedding experience and should proceed in a manner respectful to church and one another. Rehearsals begin promptly at the time scheduled. Please observe the following:

- Neither alcohol nor smoking is permitted anywhere on church property.
- Food and beverages are not allowed in the Sanctuary.
- The pastor is in charge of the rehearsal. The church's wedding liaison will assist during the rehearsal and wedding, coordinating with your bridal consultant if you have one.
- The wedding party should arrive no less than 15 minutes before the rehearsal.
- All family members and friends involved in the wedding itself (for example, parents of the wedding couple) should be present for the rehearsal.
- Ushers, readers, musicians, and soloists also should be present at rehearsal.

Wedding Music

Congregational singing is appropriate. Vocal and instrumental music also is welcome. If you want to use organ or piano music, QQUMC's music director has the first right of refusal. If you need help engaging vocalists or other musicians, our music director can help. (Remember that independent vocalists and

musicians set their own fees and must be paid in advance.) Any music used in the service must be approved by the senior pastor.

Flowers

The flowers for your wedding should be in place at least an hour before the service begins. Because of liturgical integrity of the Sanctuary and the Chapel, QQUMC asks that you use discretion in your floral decoration. Flowers and other décor should be arranged so as not to deface the church's property. Your florist or a family member should remove all flowers immediately following the departure of the guests and wedding party unless other arrangements have been made. QQUMC is not responsible for items left at the church following the ceremony.

During Advent—the four weeks before Christmas—the Sanctuary is decorated for the season. Please consult with the church's wedding liaison for further information.

Candles

Only the church's altar candlesticks and paraments are used on the altar. Candles in other areas of the church must be placed on protective covering so that the carpet or floor is not damaged. No candles may be used in the aisles of the church because the floor is sloped. Air conditioning and heating vents make certain areas of the Sanctuary and Chapel unsuitable for candles. The church's wedding liaison will point out these areas to you so they can be tested before candles are placed on or near them. Multiple freestanding candelabras may not be placed in the chancel because of space limitations. Any decorations other than flowers and candles must be approved by the senior pastor.

Photographs

Photographs can be taken before and/or after the ceremony. The bride and her escort may be photographed as they begin their procession. Otherwise, QQUMC requests no flash photography by the official photographer, family members, or friends from the time the guests arrive until the completion of the ceremony. Natural-light photographs may be taken discreetly and quietly from the balcony or back of the church. Thirty minutes will be allowed for photographs after the ceremony. If you would like to take photographs before the ceremony and need additional time, please coordinate with the church's wedding liaison so additional fees for time and heating/air conditioning can be invoiced.

Video Recording

Stationery video and/or audio recording of the ceremony is allowed from the balcony or the back of the church.

Other Technology

Technology such as slide shows or recorded music may be used with the pastor's approval.

Wedding Fees

A \$350 deposit is due when the wedding is scheduled; \$100 of this deposit is nonrefundable. If the wedding couple decides against using QQUMC as their venue and notifies the church's wedding liaison or church administrator (office@qqumc.org) at least 22 days before the scheduled wedding date, \$250 of the deposit is refunded.

The remainder of the deposit is forfeited if the church facilities are not returned to the church wedding liaison's satisfaction after the wedding and/or reception.

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Fees are itemized on the wedding lease agreement. The total shown on that document must be paid at least 22 days before the wedding. Checks, payable to QQUMC, can be delivered to the church administrator during QQUMC office hours or mailed to

Quapaw Quarter United Methodist Church
1601 South Louisiana Street
Little Rock, Arkansas 72206

After the wedding, the church will contact you if articles were left or extra fees or charges were incurred, such as damages.