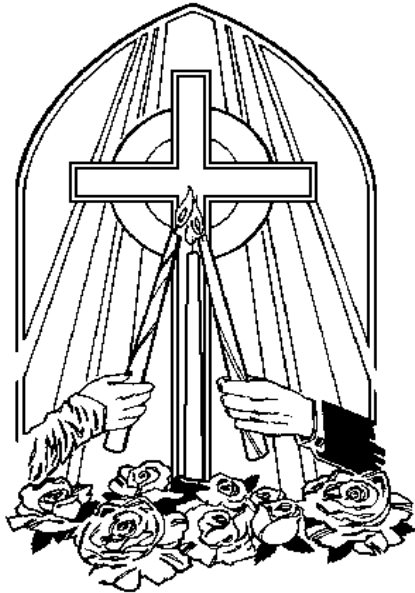


Kitty Hawk United Methodist Church



*P. O. Box 900
803 W Kitty Hawk Road
Kitty Hawk NC
252-261-2062*

Rev. Curtis Campbell

To the Bride and Groom

Congratulations! As you make plans for your wedding here at Kitty Hawk United Methodist Church, please refer to this booklet to guide you and enable you to make decisions in keeping with the policies of our church. Please read them carefully.

Keep foremost in your mind that a wedding ceremony is first and most importantly a **worship experience**. The policies set forth here are founded upon this key phrase.

Wedding ceremonies at Kitty Hawk UMC are to be planned with good taste, proper standards of etiquette and high standards of Christian morality. By following such guidelines, you will be able to plan a beautiful and memorable wedding, one which will properly mark the beginning of a happy Christian marriage.

At the time the reservation is placed on the church calendar, fees for use of the facilities and cleaning are discussed, and a 50% deposit is required.

Our pastor may schedule two or more pre-marital counseling sessions with you. If you want another minister to participate in the ceremony, you should express your wishes to our Pastor, who will then, at his discretion, invite the other minister to participate. The Pastor will also make certain that the other minister will engage in pre-marital counseling.

Decorating the Church

FACILITIES AT KITTY HAWK UMC

The Sanctuary

The Sanctuary seats 260. There is a room located to the right as you enter the Sanctuary. The bride may choose to use this as her dressing room, or just as a waiting area during the moments prior to the ceremony.

Another room, located to the left as you enter the Sanctuary, can be used as the bride's or groom's dressing area. It is large enough to accommodate several bridesmaids and their belongings, as well as the bride's. Restrooms are located in the educational wing, behind the Sanctuary.

The Education Building

This facility is located behind the Sanctuary. The large fellowship hall is suitable for receptions. Tables and chairs are available for 150 people. You are responsible for the set-up and breakdown of all tables and chairs used at the reception.

Use of the kitchen is available, with restrictions. The use of this room is regulated by the Kitchen Committee, which must be consulted as to its use. The clean-up fee does not include the kitchen. The wedding party (or your caterer) is responsible for its cleaning. All trash must be removed and taken to the dumpster in the rear of the parking lot. Dishes, paper goods, etc., are not provided by the church.

KHUMC provides a beautiful setting for a wedding. You may wish to use floral arrangements and candlelight to enhance the setting.

Fresh flowers must be used in the altar area. No ribbons, netting, or silk flowers are to be used on the altar railing or in the altar area. **No furniture in the altar area is to be moved.** Glue may not be used anywhere. White tracking cloth must be used down the center aisle if rose petals are to be dropped. Silk flowers may be used for the attendant bouquets only.

If candles are used, drip protectors must be used on each candle. Please inform your florist of this.

If you wish to leave the flowers for our next worship service, please mark the reservation request form.

Wedding Photography

A filmed record of your wedding will preserve cherished moments for a lifetime. However, unrestricted filming or photography can disrupt the ceremony. Please see that your family and friends, as well as your photographer are aware of the following:

1. Photography procedures must be unobtrusive.
2. No flash pictures once the bride begins down the aisle, until the ceremony has concluded and the recessional begins.
3. Videotaping is permitted from a stationary position only.

Reserving the Church Facilities

Reservations for use of the Sanctuary and other facilities are placed on the official church calendar on a first-come, first-served basis. You may view the facilities you plan to use prior to making reservations.

A key to the building will be issued to a responsible person in the wedding party for use on the day of the rehearsal and wedding. This person is responsible for unlocking the building for florists, etc., and locking up afterwards. Your key holder should be available to let in caterers, photographers; afterward, he or she should be available to wedding party members to collect their belongings. This person must return the key to the church office immediately after the festivities.

Music

All wedding music must comply with the worship standards of, and meet the approval of the Pastor or Music Director, who will be available for help in selecting music to be used.

If you are using pre-recorded music, the church's sound system technician must be present to run the sound system for both the rehearsal and the ceremony. Only sacred music may be played once the ceremony has begun. Any secular selections must be approved before they are used.

The church organist is to be contacted first for wedding music. If he or she is not available for the wedding, he or she may assist in helping you secure someone else.

Important Guidelines

- The enclosed reservation sheet must be completed and returned to the church office for the reservation to be officially entered on our calendar.
- Alcoholic beverages are not allowed on our premises during any of the wedding festivities.
- The throwing of rice is not allowed; however, birdseed thrown outside is permissible.
- Furniture in the altar area may not be moved, except by permission of the Pastor.
- Drip protectors must be used with each lighted candle; floors, carpets, paraments, and furnishings must be protected from melted wax.
- Artificial flowers may not be used on the altar.
- Any damages resulting from misuse of church property is the financial responsibility of the person reserving church facilities.
- Do not use staple guns, tacks, nails, glues, etc., when decorating the Sanctuary or Fellowship Hall.
- Keys must be returned to the church immediately after the festivities. The church secretary will designate a convenient location.
- Please inform the wedding party and all others involved of these policies.

Schedule of Fees for Members

If the bride or groom has been an active member of Kitty Hawk UMC for at least six months, or the parents or grandparents are active members, the member fees apply as follow:

Facilities Rental: No Charge for Sanctuary
 No Charge for Fellowship Hall

Cleaning Fees: \$100 Sanctuary
 \$100 Fellowship Hall

Pianist/Organist \$175 Ceremony Only
 \$200 Rehearsal and Ceremony

(Additional fees may be charged to accompany soloists).

Pastor: The groom may wish to offer the minister an honorarium in keeping with the nature of the wedding. Typical honoraria range from \$150 - \$300.

Schedule of Fees for Non-Members

Facilities Rental: \$200 Sanctuary Only
 \$300 Sanctuary and Fellowship Hall

Cleaning Fees: \$100 Sanctuary
 \$100 Fellowship Hall

Pianist/Organist: \$175 Ceremony
 \$200 Rehearsal and Ceremony

(Additional fees may be charged to accompany soloists).

Pastor: \$300

**A deposit of 50% of all fees is required upon reservation.
The balance is due 30 days prior to the wedding date.**

Important Phone Numbers

Church Office	252-261-2062
Fax Number	252-261-8633
Custodian	252-261-6309
Organist	252-261-3045

Notes:

