

Music, Sound, Photography, Bulletin

Our Music Director is in charge of approving and/or providing all music used during the service. You should discuss your desires with him/her specifically well in advance of the wedding date. There is an organ if you wish to provide your own organist. You may also supply a soloist or instrumentalists with the Music Director's approval.

There is a sound system that allows for the use of microphones and playing pre-recorded music. The use of this system should be discussed with the Music Director.

Flash photography is not allowed during the ceremony. Video recording is allowed if set up in an adjacent location.

Photographers are asked to be discreet and quiet during the ceremony. The use of cell phones during the service are not permitted.

If you desire a printed bulletin, you may discuss this with our Church Secretary or provide your own. Our pastor will work with you to determine the Order of Worship.

Other Policies

- ◆ No alcoholic beverages may be consumed in or around the church.
- ◆ No smoking is permitted.
- ◆ No rice, birdseed, or confetti is to be thrown either inside or outside the church building.
- ◆ No church equipment may be removed from the building.
- ◆ It is the responsibility of the bride and groom to familiarize their families and friends with the policies pertinent to their conduct during and following the service.
- ◆ Burkhead will make every reasonable effort to protect personal items and purses brought to the church, but it is not liable for items lost, stolen or damaged during the event. Please do not leave valuables in the dressing rooms during the ceremony.



BURKHEAD UNITED METHODIST CHURCH

Planning Your Wedding

Congratulations on your upcoming wedding! Our church family rejoices with you, and we look forward to working with you as you make your plans.

Pastor: Rev. Julie O'Neal

**5250 Silas Creek Parkway
Winston-Salem, NC 27106**

Phone: 765-6590, ext. 3

Email: burkheadumc@gmail.com

Website: burkheadumc.org

**Church Office hours:
Tuesday - Friday, 10 am - 2 pm**



SCHEDULING your wedding service is your first concern and the Minister and Church Secretary are just the people to help you with setting the dates for the rehearsal and wedding.

Our Burkhead pastor will be available to conduct the wedding using *The United Methodist Book of Worship*. However, if you wish to include another minister in the service, you will need to discuss this with the Burkhead minister. Meetings or counseling appointments with the minister should be made with them personally. If you want to celebrate Holy Communion during the service, it should be offered to all in attendance.

A Church Representative will be available to lock and unlock doors and to answer any last minute questions you might have that day.

Facilities & Finances

Rooms available for use by wedding participants and suggested donations for their use are:

1. Sanctuary - \$200 (seats 250)
2. Dressing rooms for bride & groom - \$100
3. Fellowship Hall & kitchen for reception or rehearsal dinner - \$200 (Hall capacity 205)
4. Cleaning deposit - \$100 which will be refunded if the facility is left in the condition it was found.

Reception in the Fellowship Hall

There are white tables and chairs available for a reception, as well as a sound system. The kitchen is located across the hall for use by a caterer who must provide all the dinnerware, silverware and glassware.

Use Times

A church representative will work with the wedding party to schedule the times the church will be open for the rehearsal & ceremony.

Rehearsal

Approximately 1 hour

Ceremony

Open at least 2 hours prior to the service and at least an hour afterwards if there is no reception scheduled for the Fellowship Hall.

Decorating the church

The church has several items that remain in place during our regular services which you may not require. Any items that need to be moved should be discussed with the minister or church representative. Wedding decorations should be removed after the wedding. Plans for setting up and removing items should be discussed with the church representative.

Flowers and candles are permitted in the sanctuary on the altar table. Dripless candles and the use of candelabras are permitted but no nails, tacks or cellophane tape may be used on walls, pews, altar rails or other woodwork. Only silk flowers should be dropped in the aisle. Your florist should make arrangements with the church office for their set up.

A white altar cloth, a kneeling bench and a Unity Candle are available, if desired.

