



WEDDING POLICIES

Donna Heidt
Director of Wedding Ministries

Florist Policies

1. Flowers may be placed on the altar if they do not obstruct the cross.
2. Center aisle candles in hurricane glass are permitted if they are securely attached and do not encroach on center aisle space.
3. Low draping floral arrangements may be placed on the chancel rails.
4. Flowers on stands may not be placed directly to either side of the chancel area stairs because the wedding attendants stand in this area.
5. Florists may use their own candelabra in the chancel area, rather than the church candelabra, if they choose to decorate the candelabra.
6. The Unity Candle Candelabra with real candles is THE ONLY church candelabra in the chancel area that may be decorated.
7. Only white cloth center aisle runners are allowed. The center aisle is approximately 125 ft. long and 78" wide at its narrowest point (pew to pew).
8. Only pale petals may be dropped on the white cloth runner.
9. Only pipe cleaners, rubber bands, or ribbons can be used to attach floral decorations or swags to the wooden pews.
10. **Florists may start to decorate the church 3 hours prior to the time printed on the wedding invitation.**

Outside Coordinator Policies

1. Outside Wedding Coordinators are prohibited from working anywhere on the church property.
2. All photographers, videographers, florists, ushers, guest attendants, etc., are to interface directly with the Director of Wedding Ministries, Mrs. Donna Heidt, at Westwood United Methodist Church regarding the rehearsal and the wedding ceremony.

Photography Policies

1. All pre-wedding photography in the sanctuary must be completed by 45 minutes prior to the time printed on the invitation.
2. The sanctuary will be available until 2 hours after the printed time on the invitation for post-wedding sanctuary photography.

3. The photographers must be in place 20 minutes prior to the wedding, when the doors are open to the guests.
4. The photographer must always be behind the last row of the guests but not in the center or side aisles. We will rope off three to five pews at the back of the sanctuary if the number of guests is less than 350.
5. The flash photography must stop after the bride passes the photographer during the processional and may resume at the time of the kiss.
6. During the processional, all attendants, relatives and photographers waiting in the Narthex (hallway at the back of the church) must stand to either side of the center sanctuary entry doors so that they are not visible to the guests viewing the processional.
7. Photographers may not be behind the bride as she enters the sanctuary during the processional.
8. Photographers and their assistants are required to wear appropriate attire.
9. If the bride and groom do not want to see each other prior to the ceremony, please arrange, in advance, separate locations of pre-wedding photography at the church.

Videotaping Policies

1. The primary camera may be positioned behind the pulpit. Operator may stand at the side of the pulpit (at the same level) for videotaping of processional only. Operator must remain behind the pulpit, or column next to it, throughout the service.
2. A second video camera may be positioned in the balcony.
3. An unmanned camera may be set up in the chancel area behind a tree. This camera must be started before the doors are opened for guests to be seated.
4. Lights are not permitted from the time the doors open for guests until the wedding party returns to the sanctuary after the wedding.
5. The video operator is to stay in position. He/She is not permitted to move from one area of the church to another and must be in place 20 minutes prior to the time on the invitation, which is when the doors are opened for the guests.
6. Videographers and their assistants are required to wear appropriate attire.
7. There are no exceptions to these policies.

Music

We believe a wedding that takes place in a church is a service of Christian worship. Therefore the music for the service should be selected with the understanding that it is offered to the glory of God. Appropriate examples include musical settings of words from scripture or Christian prayers. Secular music may be included in the prelude music if desired, provided that it does not detract from the dignity of the setting and occasion. The playing of recordings of any kind is not allowed during the service.