

Clemmons Moravian Church Weddings and Sanctuary Regulations

Weddings are one of the many worship services held at Clemmons Moravian Church. All worship services held at Clemmons Moravian Church are to be consistent with Moravian traditions and Christian principles. It is the intent of each service to honor God. Any couple being married in Clemmons Moravian Church should surround themselves with Christian symbols, teachings and traditions. Every phase of a wedding ceremony should be in keeping with these expectations. The services and facilities of Clemmons Moravian Church are offered to members and to non-members in accordance with the policies outlined below.

Reservations

Reservations for a wedding or wedding-related function utilizing any facility at Clemmons Moravian Church must be made through the church office by phone at 336-766-6273 or in person at 3536 Spangenberg Avenue, Clemmons, North Carolina. When making reservations, a *Record of Wedding* form must be completed, signed and given to the church secretary with the dates, times and desired facilities for the rehearsal, wedding, reception and/or rehearsal dinner. Members may secure any facility at Clemmons Moravian Church at any time provided the date is open. **Non-members must secure a church member to serve as a sponsor before reserving the sanctuary. The church sponsor must be present at the rehearsal and ceremony. Non-members may only reserve the sanctuary six months prior to the desired date of use, provided the date is open, and may only secure a date by paying the sanctuary deposit of \$300. The remaining fees in full are due 30 days prior to the event. Unpaid fees will result in forfeiture of the reservation. In the case of a cancellation, the sanctuary deposit fee (\$300) is non-refundable.** No weddings may be held during Holy Week.

The Wedding Ceremony and Officiant

The wedding ceremony printed in the Moravian Book of Worship is traditionally used as the framework for a wedding service. The pastor of Clemmons Moravian Church must approve any changes in this ceremony or the use of any other ceremony than that printed in the Moravian Book of Worship. The pastor may be contacted through the church office.

If the pastor of Clemmons Moravian Church will not be performing the ceremony, then he/she must approve the wedding ceremony. All couples married at Clemmons Moravian Church should participate in pre-marital counseling performed by the pastor of the church or another pastor. Details of the intended ceremony and arrangements for counseling should be arranged before reserving the sanctuary. It is the wedding party's responsibility to have the officiating pastor contact the pastor of Clemmons Moravian to discuss the ceremony and counseling. An honorarium should be discussed with the officiating pastor.

Organist and Music

The church music director must be contacted for all ceremonies held at Clemmons Moravian Church. If the church organist is not available, or special circumstances exist, an alternate organist may be used upon prior approval by the music director. The organist fees are to be determined for each service and should be discussed with the organist. The musical content of all ceremonies held at Clemmons Moravian must be approved by the church music director. All wedding ceremonies held at Clemmons Moravian Church should be planned using traditional church music. The church organist can suggest qualified soloists and instrumentalists that may be considered for your ceremony. The music director may be contacted through the church office.

Wedding Director

It is the bride's responsibility to select and contact a wedding director if desired. Wedding director fees should be discussed individually with each director.

Facilities Details

It is the responsibility of the reserving party or church sponsor (in the case of a non-member) to pick up and return the key to the facilities. Arrangements should be made through the church office to pick up the key two business days prior to the wedding. **The key must be returned to the church office by noon on the next business day following the ceremony. Failure to do so will result in forfeiture of the \$300 sanctuary deposit.**

Sound System

Clemmons Moravian Church has a state-of-the-art sound system in the sanctuary available for sound amplification and/or audio recordings. Audio recordings or use of microphones for pastors, soloists and/or music requires use of the sound system. If you wish to use the sound system during your ceremony, you must contact the church sound technician through the church office. If the sound technician is not available on the date of your ceremony, the sound system and its components will not be available for use. Please make all arrangements for use of the sound system prior to reserving the sanctuary. The fee for the sound system technician for members and non-members alike is \$125. The technician will be present during the rehearsal and ceremony for this fee.

Sanctuary Rules and Decorations

In planning for decorations, remember that a wedding is a service of worship and the sanctuary should be decorated accordingly. No nails, tacks, tape or screws are to be inserted or affixed to any part of the building or furnishings. The use of artificial platforms or structures is not allowed. No furniture should be moved in the sanctuary or the narthex with the exception of the communion table and the five chairs located in the chancel. **The individual who reserved the wedding will be held financially accountable for any damage incurred to the carpet, furniture, microphone plugs, piano, organ and/or sound system.**

Only chase or dripless candles may be used in the sanctuary in order to protect the carpets. Candles placed at the end of pews or in the window ledges must be contained within a glass globe. All decorations placed in the sanctuary must be removed immediately following the ceremony. If you wish to leave the flowers for Sunday morning services, prior arrangements must be made through the church secretary. A diagram of the church and sanctuary is included with this packet in order to assist you with planning your wedding and decorations. If more information is needed, it is the responsibility of the wedding party and not the church secretary. The throwing of rice, birdseed or confetti is prohibited in the sanctuary and any other church building. Birdseed and/or bubbles may only be used outside of church buildings.

Non-members must secure a church member to serve as a sponsor. The sponsor must be present at the rehearsal and ceremony. The non-member deposit is due upon reserving the sanctuary but not more than 6 months prior to the date of the ceremony. **The facilities at Clemmons Moravian Church will NOT be held for non-members until 6 months prior to the date of the ceremony or function AND upon reception of the deposit. The remaining fees in full are due 30 days prior to the event. Unpaid fees will result in forfeiture of the reservation. In the case of a cancellation, the sanctuary deposit fee (\$300) is non-refundable.**

Photography

When choosing a photographer for your wedding, it is expected that the photographer will conduct himself/herself in a manner that reflects that a wedding is a service of worship. No flash pictures are permitted during the service. All pictures taken during the prelude and ceremony must be taken from the narthex or balcony. Flash photos may be taken in the narthex. Only time exposures may be taken from the balcony during the service. It is the responsibility of the bride and groom to make sure that the photographer understands these rules prior to the ceremony.

Videotaping

The church does not have the capability for making video recordings of the ceremony. All cameras are restricted to the balcony and narthex and are only allowed in the chancel area if they are hidden by flowers or other decorative objects.

Miscellaneous Rules and Regulations

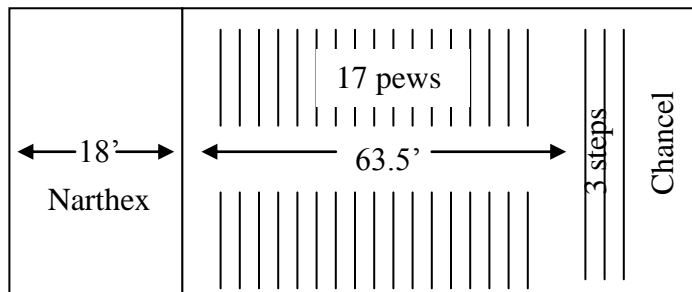
Because a wedding is a worship service, all members of the wedding party as well as guests should act in a manner appropriate for a service of worship. It is the responsibility of the bride and groom to inform all members of the wedding party of the following rules and regulations:

- 1) No alcoholic beverages or illegal drugs may be consumed on church property.
- 2) No smoking is permitted in any church building.
- 3) Please refer to the Fellowship Hall rules if you are using that facility.
- 4) During the Advent/Christmas season and the Lenten/Easter season all church decorations are to remain in place. They are not to be moved or altered in any way.

Disclaimer

Clemmons Moravian Church is not responsible for any accidents, injuries, electrical and/or equipment failure that might occur during your wedding event. By signing the wedding contract, you release Clemmons Moravian Church from any such claims.

Sanctuary Floor Plan



The sanctuary contains 11 windows with ledges (6 of these are true windows).

The dimensions of the chancel are: 32' wide x 8.5' to the lecturn (an additional 13.5' to back wall).

The aisle is 5' wide and it is 8.5' from the first pew to the first step.

Approved by the Joint Board: August 23, 2011

Clemmons Moravian Church Record of Wedding

Name of Reserving Individual _____

Date of Application _____ Member Non-member

Rehearsal Date _____ Time (from) _____ (to) _____

Wedding Date _____ Time (from) _____ (to) _____

Officiating Pastor _____

Bride _____ Phone (____) _____

Address _____

Groom _____ Phone (____) _____

Address _____

Wedding Director _____ Phone (____) _____

Will you require use of the sound system? (Fees apply) yes no

Sound Technician _____ Phone (____) _____

Organist _____ Phone (____) _____

Additional Musicians _____

Church Sponsor (non-members) _____ Phone (____) _____

Wedding Sanctuary Fees

Members must pay a custodial fee of \$100. There is no deposit or rental fee for use of the sanctuary by church members. There is an optional fee of \$125 for use of the sound system.

The fees for use of the sanctuary by non-members are:

| | |
|-------------------------|--------------|
| Rental Fee | \$500 |
| Deposit | \$300 |
| Custodial Fee | \$100 |
| Sound System (Optional) | <u>\$125</u> |
| Total Due | \$900-1025 |

Sanctuary Rules

- 1) The ceremony must follow that printed in the Moravian Book of Worship.
- 2) All couples to be married must receive prior counseling.
- 3) The church music director must approve all music used in the ceremony.
- 4) The reserving party or church sponsor will pick up and return a key according to the rules printed in the *Wedding and Sanctuary Regulations*. Failure to do so results in forfeiture of the \$300 deposit.
- 5) No nails, tacks, tape or screws will be affixed to any part of the building or furnishings.
- 6) No furniture may be moved in the sanctuary or narthex with the exception of the communion table and chairs located on the chancel.
- 7) Only dripless candles may be used. NO WAX CANDLES.
- 8) No alcoholic beverages shall be served or consumed on church property.
- 9) No smoking is permitted in any church facility.
- 10) Please use silk rose petals in favor of real petals in wedding ceremonies as real petals can stain carpet.

I have read the *Wedding and Sanctuary Regulations* for Clemmons Moravian Church and will adhere to them. Clemmons Moravian Church is not responsible for any accidents, injuries, electrical and/or equipment failure that might occur during your wedding event. By signing the wedding application below, you release Clemmons Moravian Church from any such claims.

Signature of Reserving Party _____ Date _____

Signature of Church Sponsor (for non-members) _____

Date Confirmed on Calendar _____

Signature of Church Employee _____

Date Fees Paid in Full (Not more than 6 months prior for non-members) _____

Permanent Residence after Marriage _____

Comments: