



Open hearts. Open minds. Open doors.

Wedding Policy

In deciding to have your wedding at the Tehachapi Valley United Methodist Church, the following information is provided to assist you.

The Church

A wedding in the Tehachapi Valley United Methodist Church is a worship service. Your guests and family gather as witnesses to worship God and share in the joy of your marriage. The wedding will be conducted by the pastor of the church. In preparation for your wedding, you will need to schedule appointments to meet with the pastor. These meetings will allow you and the pastor to discuss the nature and form of your marriage service, the nature of your Christian commitment, the privileges and responsibilities of Christian marriage, and the vows and commitments you are making. If it is to be a destination wedding, the pastor is available to meet over Skype.

The Sanctuary and Rooms

The sanctuary has a lovely stained glass window and cross, an organ and a piano. There is a center aisle and seating for 71 people without crowding. You may decorate in accordance with the guidelines established in the “conditions” section of the policy. The sanctuary is air-conditioned, with fans and central heat. The Fellowship Hall is available, with kitchen facilities. There is a dressing room for the bride and bridal party with a restroom next to the Church office.

Weddings also may be accommodated outdoors. The church site is situated on approximately 10 acres with mountain views. Chairs, tents and other outdoor furnishings are to be arranged by the couple through outside vendors and the intention to do so made clear on the Wedding Information form.

Church Office

The church office is open weekdays, Tuesday through Friday from 10a.m. till 1 p.m. Please call the church secretary at (661) 822-1440 to put you in contact with the pastor, organist and wedding coordinator. Please call with any questions or to make an appointment.

Music

Our church pianist is available to play for your wedding. There is space for small groups of musicians or soloists. Wedding music will be appropriate to a worship service. Our pianist will be available to consult with you about the music for your wedding.

Wedding Coordinator

Our wedding coordinator works with the pastor conducting the rehearsal and wedding to make sure that everything goes smoothly the day of your wedding. The coordinator will consult with you before hand about decorations, flowers, and other details. The coordinator will be at the church one hour before the wedding to open it up for flower deliveries and wedding preparations. The coordinator will have items for emergency repairs. She will assist the bridal party assuring that everything goes as rehearsed. After the wedding, she will remain at the church for one hour while pictures are being taken, and assist with the removal of personal items from the bride’s room and the sanctuary. She is responsible for securing the building.

CONDITIONS FOR USING TEHACHAPI VALLEY UNITED METHODIST CHURCH

Contract, Fees and License

Before the wedding will be scheduled on the church calendar, an appointment is to be made with the pastor, the enclosed agreement form signed and turned into the church office, and the financial deposits paid to the church.

All fees shall be paid and the wedding license delivered to the church office 10 days prior to the wedding.

Rehearsal

A rehearsal is required for all but a private wedding. It is scheduled for the evening before the wedding, unless alternate arrangements are made with the pastor. The rehearsal needs to be attended by all members of the wedding party: ushers, parents, grandparents and special guests requiring formal seating. Musicians or soloists attendance is optional unless required by the pastor. Everyone involved should arrive on time. The rehearsal should not take more than an hour.

The Wedding

The pastor is in charge of the wedding. On the day of the wedding the church is available to you for an hour before and after the wedding. The wedding will start at the time scheduled. The coordinator will arrange to have the building open for flower delivery and decorating on the day before or the day of the wedding.

During certain seasons of the year, the sanctuary will be hung with banners, wreaths, or other symbols pertaining to worship.

The church does not have a sound system to play music. Live musicians arranged by the couple may accompany special music/solo. Electrically amplified instruments cannot be accommodated.

Photography

Photographs may be taken at will during the rehearsal, before and after the wedding. During the wedding photographs are allowed, as the bridal party enters the sanctuary, from the center aisle, no further than one third of the way down. Once the words of the wedding begin, no further flash photography is permitted.

Video taping may be done on the same basis. Following the service, photography may be taken inside the sanctuary.

Details

No alcohol is permitted on the church grounds. Smoking is not permitted inside the sanctuary or the building.

Please discuss your decoration ideas with the Wedding Coordinator. No nails or tacks are permitted to hang decorations.

Candles, if used, are placed subject to fire regulations. The coordinator will advise.

Food and non-alcoholic drinks are permitted in the bride's room and in the Fellowship Hall.

You are to designate an individual to clean up and pack all personal items from the bride's room before the wedding begins. This prevents the loss of clothing, purses, and other items belonging to the bridal party.

Only bubbles or birdseed may be used outside the church sanctuary or buildings.

The flower girl may only use silk flower petals.



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FEES FOR WEDDING

A. Use of Sanctuary and Facilities.	\$100
B. Fellowship Hall & Kitchen	\$50
C. Pastor's Honorarium	Varies
D. Wedding Coordinator	\$75
E. Pianist	\$75
F. Cleaning/Breakage deposit (To cover breakage and/or necessary additional cleaning. Refunded after the wedding if not needed)	\$150
G. Scheduling deposit for use of the church (Refunded if the wedding is cancelled)	\$75
H. Financial deposit to confirm your wedding date (Non-refundable)	\$50

Members, regular attendees, and those with a close affinity to this church are not required to pay the fees described in A and B.

WEDDING AGREEMENT FORM

Having read the information furnished to us by the Tehachapi United Methodist Church in Tehachapi, California and understanding the church policies, we indicate our agreement to abide by all conditions.

NAMES:

Bride: (signature) _____

(Print) _____

Address: _____

Phone: Home _____ Work _____ Cell _____

Groom: (signature) _____

(Print) _____

Address: _____

Phone: Home _____ Work _____ Cell _____

Information below to be filled in by the church staff:

Date and time of wedding: _____

Rehearsal Date: _____ Time: _____

Dates and time conveyed to hostess: _____

Dates and time conveyed to organist: _____

Pastor officiating ceremony _____

Scheduling Deposit: \$75 Amount Paid _____ Date Paid _____

(Scheduling deposit will be refunded if wedding is cancelled)

License delivered and fees paid in full - _____ YES _____ NO

(All fees are to be paid in cash and the marriage license delivered to the church office 10 days prior to the wedding date)

Any special arrangements to be listed:

Wedding Information Sheet

Wedding Date: _____ Time: _____

Rehearsal Date: _____ Time _____

Bride's Name: _____ Age: _____

Home Address _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Parents' Names and Address(es) if applicable:

Church or Religious Affiliation: _____



Groom's Name: _____ Age: _____

Home Address _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Parents' Names and Address(es) if applicable:

Church or Religious Affiliation: _____

Number of guests expected: _____

Is there a prior marriage for either person? _____ Yes _____ No

Children? _____ Yes _____ No



Maid or Matron of Honor: _____

Bridesmaids:



Best Man: _____

Groomsmen:

Will you be using?

Flower girl: ___Yes ___No

Unity Candle ___Yes ___No

Candelabras ___Yes ___No

Aisle Runner ___Yes ___No

Ring Bearer ___Yes ___No

Kneeling Bench ___Yes ___No

Church Pianist ___Yes ___No

Will it be a Single or Double Ring Ceremony? _____

Special Readings: _____

Special Music Requested: _____

Vocalists: _____

Instrumentalist: _____

Please supply us with the names and phone numbers for your:

Florist: _____ Phone: _____

Photographer: _____ Phone: _____

Videographer: _____ Phone: _____

Rehearsal Dinner, Time and Place: _____

Reception, Time and Place: _____

Couple's Anticipated Permanent Address: _____

If an outdoor wedding, please list any additional vendors and items to be delivered. _____ N/A

Vendor: _____ Phone: _____

Items to be delivered: _____

Location of delivery on church site: _____
