

7-88

DUKE MEMORIAL UNITED METHODIST CHURCH

ABOUT CHRISTIAN MARRIAGE

In our society, marriage involves legal, social and, where desired, religious considerations and customs. The church recognizes the validity and importance of each of these elements. The social aspect of marriage will be emphasized in showers, luncheons, rehearsal dinners, receptions and parties. The legal considerations are cared for through the laws of the state. The responsibility of the Church, both to the God she serves and to persons to whom she ministers, is to provide for the expression of the Christian meaning of marriage.

A service of Christian Marriage should explicitly and symbolically emphasize the Christian view of marriage. Customarily "The Order for the Service of Marriage" found in THE BOOK OF WORSHIP will be followed. Any proposed alteration or addition to the service should express the Christian understanding of marriage set forth in that service.

In planning for your marriage you will work with members of the church staff who are dedicated to helping make each wedding at Duke Memorial a significant and joyful act of Christian worship. They will bring to their conversations with you their special skills and training in worship, music, and Christian theology. They will seek to join you in planning a wedding which is true to our Christian commitment as well as personally meaningful to those planning to be married. They understand that, as in everything we do as Christians, our personal preferences in planning a marriage service are disciplined by our commitment to honor God in worship and to witness with integrity to the special character of Christian marriage.

The Administrative Board of this congregation has authorized the publication of this booklet in order to assist those planning weddings to be familiar with our practices and procedures.

I. Who May Marry at Duke Memorial

Normally, the church sanctuary is available only when one party to the marriage is a member of this congregation. When, in his/her judgment, a valid Christian ministry may be rendered by the use of the sanctuary by a non Duke Memorial member, the minister may grant this permission.

II. When Weddings May Be Held

Weddings may be held when services are not scheduled in the sanctuary with the following exceptions:

1. No Sunday weddings involving decorations may be scheduled in sanctuary.
2. Weddings will not be scheduled on those legal holidays recognized by the personnel policy of this church.

*no Sunday
or
Holidays*

III. Minister

Persons planning to be married should consult the Duke Memorial minister at the time the reservation is first made. Making a reservation for church facilities does not obligate the minister to participate in a marriage.

Christian ministers are called to be "your servants for Jesus' sake" (II Corinthians 4:5). Ministers are not called merely to perform ceremonies, but rather to be Christ's agents in assisting persons to enter Christian marriage and to witness their purpose in a genuine act of worship.

Therefore, the minister of Duke Memorial will have preparatory conferences with those to be married. Except in clearly unusual circumstances, these conferences are obligatory.

Persons desiring other than the Duke Memorial minister to perform the wedding ceremony must secure the approval of the minister prior to issuing an invitation to a guest clergyman.

When invited, the minister will participate in social events related to marriages as his/her commitments permit. He/she will give preference in the use of his/her time to preparatory conferences with those to be married rather than social events.

IV. Wedding Music

Ordinarily the church organist plays for weddings in the sanctuary. Arrangements should be made well in advance of the wedding date for consultation with the church organist. He/she will work with you in selecting music which emphasizes the Christian view of marriage and which contributes to the worship aspects of a service in the church. In general, any music which meets the criteria employed in selecting worship music at Duke Memorial may be performed at a wedding service.

If, for any reason, another organist is requested, this request is referred to the Duke Memorial organist two weeks prior to the wedding date for approval and to schedule the organ for practice.

V. The Church Wedding Consultant

The Altar Guild of Duke Memorial offers the services of the Church Wedding Consultant. She will be able to answer your questions regarding church policies and use of church rooms by members of the wedding party.

Several rooms are available for use during the wedding and rehearsal. Brides may dress here by arrangement with the Wedding Consultant.

The consultant will provide, on request, someone to direct the wedding rehearsal as well as the wedding.

VI. Florists and Decorations

We suggest that the wedding decorations be simple. Decorations should not overshadow the Cross and Altar, and arrangements on the pedestals should not be taller than the Cross. The Chancel railing and pews must be free of arrangements.

The church has Reserve signs as pew markers available for use at weddings, or ribbon markers may be attached with masking tape or florist handles.

The Altar Guild has a Unity Candle holder and a pair of Brass Candelabra with wax savers and plastic sheeting for the floor for use at weddings. Guild members on duty the month of the wedding will arrange for their use as well as putting them away after the ceremony. * See fee schedule for candle reimbursement. The Altar table and appointments are permanently arranged.

Immediately after the wedding ceremony and photography session, the bride's family is responsible for having the greenery, flowers, and candles removed, unless otherwise arranged.

VII. Photographers

From the time the guests arrive, time exposures, only, will be allowed. Flash pictures will be taken only before guests arrive and after they leave. Photographers must stand at the rear door or balcony during the ceremony. After the ceremony, the wedding party may return to the Altar area for pictures, remembering that, as a matter of courtesy to guests, pictures should be taken within fifteen minutes.

VIII. Caterers

Caterers must make arrangements with the Reception Consultant to use any church equipment. The caterer will bear any expense incurred through the use of church equipment.

IX. Receptions

Wedding receptions may be held either in Whitford Hall for as many as 400 people or in the Bradshaw Room or Parlor for as many as 75 people. Table decorations and candles, with protection for furniture and carpeting, may be used.

No receptions may be scheduled Sundays.

July 88

X. Liability

Any damage done to the furniture or furnishings by florists, photographers, or caterers shall be repaired by the person or firm responsible to the satisfaction of the chairperson of the Building and Grounds Committee of Duke Memorial Church.

This church assumes no responsibility for clothing, jewelry, money or other items left at the church at any time.

XI. General Comments

There shall be no smoking at any time in the church buildings. This regulation applies to those decorating and participating in rehearsals as well as to those attending the wedding.

Due to the possible hazard involved, there shall be no throwing of rice, bird seed, or wedding confetti within the church buildings.

No alcoholic beverages may be served.

Facilities should be left as they were found.

The bride and groom are responsible for informing the wedding party, photographer, florists, and caterer of the guidelines.

XII. Wedding Reservations

A letter requesting reservation must be transmitted to the church office well in advance of the proposed date. The Administrative Assistant will make all reservations for weddings, rehearsals, and receptions.

XIII. Expenses

Minister: An honorarium is appropriate. Acceptance by the minister will be at his/her discretion.

Musicians: The organist's fee and charges for any additional musicians will be communicated at the time of consultation concerning wedding music.

Custodian: Custodial expense will be borne by the wedding party. The custodian will receive additional remuneration when he/she is required to do additional work. The church office will communicate these expenses. There will be no custodial expenses for daytime weddings held, within regular working hours, for which there is a limited guest list and for which no decorations are used.

Building: Any fees for the use of the church facilities will be communicated at the time of consultation.

July '88

Payment: All wedding fees are due and payable to the church office at the time a reservation is put on the calendar.

* At the discretion of the minister, any of the above policies may be altered when special circumstances exist.

(Approved by Administrative Board - September 13, 1988)

Received by Laura Cleaver, for Atlas
Quinn, June 22, 1989

July '88

DUKE MEMORIAL UNITED METHODIST CHURCH

FEE SCHEDULE

MEMBERS

- 1. Wedding Function
 - a. Sanctuary No Charge
 - b. Custodial \$40.00

- 2. Organist 50.00

- 3. Reception Function
 - a. Whitford Hall 50.00
 - b. Bradshaw Room or Parlor 25.00
 - c. Kitchen 25.00

- 4. Candles for Sanctuary
 - a. Candelabra (if used) 14.00
 - b. Unity Candle (if used) 4.50

- 5. Church Wedding Consultant

There is no set fee for the Wedding Consultant, but a contribution made payable to the Altar Guild for this service is appreciated.

* * * * *

Church Wedding Consultant: Mrs. Kay Hammond 383-3555 (home)
493-6969 (work)

Reception Consultant: Mrs. Polly Mixon 383-5428

Church Organist: Ms. Jane Lynch 489-8588

Custodian: Mr. Wayne Ferrell 683-3467 (church)

Church Address: Duke Memorial United Methodist Church
504 W. Chapel Hill Street
Durham, NC 27701

Minister: Rev. W. Eric Carson

July '88

DUKE MEMORIAL UNITED METHODIST CHURCH

FEE SCHEDULE

NON-MEMBERS

1. Wedding Function

a. Sanctuary \$250.00

b. Custodial 40.00 payable to Wayne

2. Organist

75.00 payable to Jane
(\$50, ceremony; \$25, rehearsal)

3. Reception Function

a. Whitford Hall 125.00

b. Bradshaw Room or Parlor 50.00

c. Kitchen 50.00

4. Candles for Sanctuary

a. Candelabra (if used) 14.00

b. Unity Candle (if used) 4.50

5. Church Wedding Consultant

There is no set fee for the wedding consultant, but a contribution made payable to the Altar Guild for this service is appreciated.

* * * * *

Church Wedding Consultant: Mrs. Kay Hammond 383-3555 (home)
493-6969 (work)

Reception Consultant: Mrs. Polly Mixon 383-5428

Church Organist: Ms. Jane Lynch 489-8588

Custodian: Mr. Wayne Ferrell 683-3467 (church)

Church Address: Duke Memorial United Methodist Church
504 W. Chapel Hill Street
Durham, NC 27701

Minister: Rev. W. Eric Carson

July. 1988

Dec. '88

*General use
Pols. + Procedures*

DUKE MEMORIAL UNITED METHODIST CHURCH
POLICIES AND PROCEDURES
USE OF FACILITIES

A. General Regulations

1. The Program Director shall assign rooms and equipment with recommendations from Operations Coordinator.
2. All groups within church shall have equal access to church facilities, but shall remain in assigned area.
3. Reservations for all meetings shall be made with the Administrative Assistant and placed on the church calendar.
4. The use of alcoholic beverages and smoking are not permitted on church premises.
5. Activities may not be scheduled which might interfere with any regularly scheduled Sunday School class or worship service.
6. Any equipment (chairs, tables, bookcases, stands, pictures, pianos, etc.) may be moved temporarily only with the approval of the Program Director or Operations Coordinator and returned immediately after use. Equipment must be in proper location on Sunday.
 - a. Tables and chairs may be used only for Duke Memorial functions outside building by application to Operations Coordinator.
 - b. Kitchen equipment should be returned to its proper place as quickly as possible. In no event should it be removed from the building.
 - c. Janitorial equipment or tool use should be recorded with the Environmental Services Attendant.
 - d. Audiovisual equipment must be signed out with program Director. Equipment may be used away from church property for church programming only.
 - e. Office equipment is to be used only for church related business, and should be used only with permission and under direction of a staff person.
 - f. Locations of pianos shall be assigned by Director of Music.
7. The sanctuary organ may be used only by a person approved by the Director of Music.
8. All areas are to be left as they were found. This includes heaters, lights, and appliances off, windows closed, rest rooms clean, and windows and doors locked.

9. Food should be prepared and eaten only in kitchen and eating areas set up for those activities. Beverages may be served in most areas. Garbage should be disposed of in the dumpster in the back parking lot; unused food and beverages should be removed from area; and all counter tops and floors should be cleared of crumbs and waste.
10. Keys are available for meetings upon request at the office and should be returned immediately after use.
11. Open only outside doors necessary for your meeting area.
12. Child care is under the supervision of the Program Director. No child care shall be held on church premises without approval of the Program Director.
13. Mounting objects on walls must be overseen by Operations Coordinator.

B. Specific Room Uses

1. Whitford Hall, Bradshaw Room, Church Parlor
 - a. Eating is permitted in these areas, providing the above regulations are followed.
 - b. Paper supplies are available for church groups by request from the Kitchen Guild Attendant for the month.
 - c. Activities requiring public address equipment, stage and lighting must be referred to Operations Coordinator or Environmental Services Attendant.
2. Sanctuary
 - a. The sanctuary is consecrated to the worship of God. All meetings held must be religious in nature.
 - b. The Minister is responsible for determining appropriate use, and he may alter 2a. when special circumstances exist.
3. Library
 - a. No food is allowed in this room.
 - b. Oak pedestal table may not be moved.

C. Use by Non-Duke Memorial Groups

1. The Administrative Assistant will take the application for room use scheduling. This includes the following:
 - a. She will request number of rooms, number of people, amount of time, and purpose of meeting.
 - b. She will bring the request to the weekly staff meeting to determine if the request is congruent with our mission at Duke Memorial.
 - c. It is our policy that we will host no outside meetings which are fund-raisers.
 - d. Local church programming receives priority in assignment of rooms.
 - e. Priority in assignments shall be given outside groups as follows:
 - 1) religious
 - 2) charitable
 - 3) civic
 - 4) social
 - f. The Administrative Assistant will confirm the reservation with the petitioner and at that time secure payment of fees.
 - g. She will then send a copy of room use guidelines to the appropriate party.
2. Meetings may be scheduled no more than 60 days in advance in the Whitford Hall, Bradshaw Room and Church Parlor.
3. Any outside group desiring continuing or "permanent" arrangements must make request to the Administrative Assistant, who then receives permission from the staff to forward the request to the Administrative Board.
4. A church staff member must be present, and payment made for his/her services by the group, to unlock and lock the building if the meeting is not during regular hours, unless other arrangements are made.
5. All areas must be left clean, orderly and arranged as they were found.
6. The group must use only assigned room(s).

7. Kitchen Use - for Caterers and Nonmember groups using main Kitchen and Whitford Hall
- a. One principle rule: Leave kitchen and fellowship hall areas as you found them -- including dishes, flatware, floors, tables, chairs, lights, rest rooms. Trash is to be taken to the dumpster in the parking lot in back of church by your group. Broom and dustpan are in the kitchen, and a mop may be found in the service closet in the hall near the rest rooms. IF A CHURCH MEMBER HAS HIRED A CATERER, IT IS THE RESPONSIBILITY OF THE CHURCH MEMBER TO INFORM THE CATERER OF THIS.
 - b. A room use fee is payable to the church by any outside group using Whitford Hall for food services. This is collected by the Administrative Assistant when the meal, reception, etc., is put on the church calendar.
 - c. A kitchen use fee is payable to the church by any group using the kitchen electrical appliances (stoves, ovens, dishwasher). This will be collected by the Administrative Assistant when the meal is recorded on the church calendar.
 - d. All dishes and flatware from our kitchen must be washed in the dishwasher, and Kitchen Guild attendant for the month or staff person must be present during the meal to insure that all areas are left as they were found and to oversee use of kitchen equipment.
 - e. Kitchen Guild attendant for the month will check church calendar for meals at which to be present.
 - f. No outside group will be allowed to use kitchen in preparation of food. Caterers may serve food, but may not prepare food in kitchen.
 - g. Groups must provide their own paper supplies.

8. Fees *

Whitford Hall	\$125
All other rooms (except kitchen)	50
Kitchen (when stoves, etc., are used)	50
Extraordinary setup or cleanup	7.50/hr.
Staff security	time and a half

* When special circumstances exist, the Minister may alter fees.

*Received by Laura Cleaves
for Altar Guild 6-22-89*