

New Mt. Zion A.M.E. Church  
**Wedding Policies**

**I. SCHEDULING**

- ◆ Scheduling of a wedding is initiated through Church Receptionist or designee, at least six months prior to the date of the wedding  
*Note: Please be advised that it is not always possible to schedule a wedding at NMZ during holidays, special events or AME church events or activities.*
- For non members who are not familiar with facilities, receptionist will take prospective bride and/groom on a tour of the church, bridal suite and fellowship hall
- Gather pertinent information – i.e. *preferred* date(s) of wedding, etc.
- Give a copy of the wedding policies and contract information
- Discuss specific/critical aspects of the wedding policies and contract – i.e. costs, deposits, timeframes
- Once the signed and dated contract and deposit (non-refundable) is received the wedding can be scheduled
- Present information to pastor
- Date approved/set
- ◆ General:
  - No weddings will be scheduled on the Saturday before the first Sunday (Communion Sunday)
  - All weddings are to start no later than 4:00 P.M
  - Fees for use of sanctuary are based on a maximum time of 4 hours (includes time for rehearsal **and** wedding ceremony). Fees for additional time will be charged.
  - All wedding rehearsals must be on Fridays.

**II. PASTOR**

- ◆ If the pastor is performing the wedding ceremony, the couple must start the pre-marital counseling sessions at least six months prior to the wedding to ensure that all counseling sessions (4-6) can be completed before the date of the wedding
  - Pastor does not participate in the rehearsal
  - Bride and groom must present license prior to ceremony
  - If the pastor is not available due to circumstances beyond his control, he will arrange for another ordained clergy person to perform wedding ceremony

- ◆ An honorarium to the pastor is encouraged and should be given directly to the pastor for professional services
- ◆ Should someone other than the pastor perform the wedding ceremony, approval must be granted from the pastor at least four weeks prior to the ceremony

### III. MUSIC

- The following tasks must be completed four weeks prior to service:
  - ◆ Musicians are the responsibility of the wedding party;
  - ◆ If the wedding party is interested in utilizing the NMZ music staff, availability and costs must be negotiated with the music staff
  - ◆ Coordinate (*appropriateness of*) musical selections with pastor and/or minister of music
  - ◆ When musicians other than NMZ staff will be providing the music and using NMZ musical instruments, approval must be obtained from pastor and/or minister of music
- Sound system – to be operated by designated church staff

### IV. DECORATION

The NMZ wedding administrator will oversee decoration of the church:

- ◆ Discussion/consultation regarding decorations must occur 6 weeks prior to the wedding ceremony
- ◆ All decoration to be used is the responsibility of the wedding party
- ◆ Decorations must not be attached to the walls, woodwork or chancel rail area
- ◆ Candelabras must be positioned outside of the chancel rail (may be placed in the choir stand)
- ◆ Only **dripless** candles may be used
- ◆ Pew markers cannot be attached to pews with tacks or tape – must use rubber clamps to secure pew markers
- ◆ Flower containers with liquids must be set in pans to prevent drippings on the carpet/flooring
- ◆ NMZ church decorations and furnishing cannot be moved
- ◆ Kneeling bench already in place at the altar and may be used by wedding party

- ◆ In fellowship hall –
  - Same rules as stated above apply
  - No decorations on/in baptismal pool

## V. RECEPTION or REHEARSAL DINNER

- ◆ All food items served are the responsibility of the wedding party
- ◆ Only designated **caterers** who are bonded and licensed may be used when food is prepared and/or served in the fellowship hall (**Exception: When only cake, punch or finger foods are served**)
  - Wedding party will enter into a contract with the designated caterer and furnish NMZ wedding facilitator with name of caterer and copy of caterer’s license 6 weeks prior to the date of the wedding
  - The chosen cater will enter into a contract with New Mt. Zion for use of facility; 10% of caterer’s fees will be paid to New Mt. Zion A.M.E. Church
  - All paper goods/products must be supplied by the wedding party, i.e. plates, napkins, tablecloths, cups, forks, spoons, knives, toothpick
  - No alcoholic beverages will be served
- ◆ The reception or rehearsal dinner must end no later than 9:00 p.m. The fixed cost for use of the fellowship hall is based on a maximum time of 3 hours; additional costs apply when reception or rehearsal dinner is longer than 3 hours

## VI. Fees – see page 5 – “Basic Fees”.

- ◆ Fees may change without prior notice
- ◆ Additional fees may be assessed for Sunday weddings
- ◆ Additional fees may be assessed for time that exceeds the maximum allowed time for use of the sanctuary and fellowship hall. Additional fees will be assessed at \$100 for each hour over maximum allowed time.

## VII. Cancellations

- ◆ If all fees are not paid as indicated in the NMZ Wedding Contract, the wedding will be cancelled and the deposit will be retained.
- ◆ If the wedding party voluntarily cancels the wedding, the fees will be retained as follows:
  - Deposit is non-refundable
  - 30 days prior to wedding, 50% of total fees will be retained;
  - 2 weeks prior to wedding, 75% of total fees will be retained.

- ◆ If the wedding party and guests engage in “improper” conduct (i.e. violence, unruly behavior, bringing alcoholic beverages on the premises), the wedding will be cancelled without refunding fees.

### **VIII. Other**

- ◆ NMZ wedding administrator will work with wedding party to ensure that all details about the use of the facility is understood by the wedding party.
- ◆ PowerPoint operators are available. Fees for these services are in addition to facility use fees

### **IX. Miscellaneous Rules:**

- ◆ Smoking is not permitted in the church facilities; when smoking outside ensure that cigarette/cigar butts are properly disposed in containers supplied
- ◆ Alcoholic beverages are not allowed on the church premises
- ◆ No rice, birdseed, or confetti shall be thrown inside any of the church buildings nor on the church grounds
- ◆ The wedding party is responsible and liable for damages done by wedding guests and/or vendors
- ◆ All conduct at the wedding rehearsal, rehearsal dinner, ceremony and reception must be in keeping with Christian behavior and standards. Improper conduct (i.e. violence, unruly behavior) will be grounds for cancellation of wedding contract without refunding fees.

**Basic FEES<sup>i</sup>**

	<b>Members</b>	<b>Non-members</b>
Sanctuary <sup>ii</sup>	\$0	\$650
Fellowship Hall		
➤ Rehearsal Dinner <b>OR</b> Reception	\$250	\$350
➤ Rehearsal Dinner <b>AND</b> Reception	\$250	\$500
NMZ PowerPoint Operator	\$75	\$75
NMZ Musician	To be negotiated	To be negotiated
Additional Fees		
Extra Time (beyond total allowable time indicated for use of facility.)		\$100 per hour
Sunday Wedding		TBD
<b>Total Fees</b>		
Deposit	-\$100 (to hold date on calendar)	-\$100
<b>Total Due</b>		

A **member** of NMZ is someone who has been a member or affiliate member for at least **6 months** prior to the scheduling of the wedding on the church calendar. Either the bride or the groom must be a member and is regularly attending and contributing financially to the church.

<sup>i</sup> Fees may change periodically without prior notice.

<sup>ii</sup> Includes services of sound system operator.

**Payment of Fees:**

**The \$100 deposit is the portion of the total fees that must be paid prior to reserving the wedding date on the church calendar**

All fees **must** be paid by the times indicated below and as stated on the contract. If all fees are not paid at the appropriate times, the wedding will be cancelled, the deposit will be retained and the remaining balances paid will be refunded to the wedding party.

**Payment Schedule:**

Deposit	Due when scheduling wedding with receptionist; wedding date will be reserved on church calendar when deposit is paid in full.
Half of Total Fees	Due six (6) months prior to the wedding
Remainder of Total Fees	Due thirty (30) days prior to the wedding