

# CORE CREEK METHODIST CHURCH

## WEDDING INFORMATION PACKET—2025

### CONGRATULATIONS!

The members of Core Creek Methodist Church congratulate you and pray that your wedding will be just what you want it to be. We especially pray that God will bless your union and that your life together will be happy. We rejoice that you have chosen us to be a part of this special event and hope you both plan to be active participants in our church community.

The Methodist Church views the wedding ceremony as a sacred worship service. All the components should be focused on the glorification of God in thanksgiving for His awesome institution of marriage and the family.

This packet explains how we as the Core Creek church family carry out these functions. We hope these guidelines are helpful as you and your families prepare for this most important event!

Since church activities are usually planned months in advance, wedding ceremonies need to be scheduled with the pastor as early as possible.

### WHO DO I NEED TO CONTACT?

The pastor is the first contact person. The pastor will put the ceremony reservation on the calendar, set up required pre-marital sessions, and discuss your plans for the ceremony. The pastor has the right of refusal on any church ceremony, regardless of membership.

The pastor will discuss any pastoral fees for pre-marital counseling sessions, wedding rehearsal, and the wedding reception.

Please contact the pastor via the church office at 252-728-1403 or email [office@corecreekmc.org](mailto:office@corecreekmc.org).

### OTHER CONTACTS:

The pastor will put you in contact with our church support staff, including the Music Director, who can help pick music for your ceremony. All music should be approved, including any CDs. The Music Director can also provide input for choosing soloists if desired.

We strongly suggest that you have a **wedding coordinator**. This person coordinates the wedding rehearsal and the wedding. The coordinator is a go-between for you and the church. They can help direct the decorations, planning and flowers, and coordinate with the caterers. When you meet with your coordinator, you will discuss what areas you want the coordinator to do and if there is a fee.

The pastor will coordinate with other staff, including the custodian and an Audio/Visual Engineer.

OBTAINING THE MARRIAGE CERTIFICATE: **The official North Carolina Marriage Certificate is the sole responsibility of the bride and groom until it is signed by the presiding clergy and two (2) Witnesses.** At such point, it becomes the responsibility of the presiding clergy who will get the completed Certificate to the Register of Deeds office before the deadline. Signing the certificate shall take place in the Sanctuary before photography has ended (before the Reception). Each of the witnesses will sign as the Pastor indicates. (The bride and groom already signed the certificate at the Register of Deeds office.) Both witnesses shall sign the certificate in the presence of the presiding clergy. The photographer is invited to capture the moment in pictures.

**The church is not responsible for any accidents or personal damages which might occur in the use of our church and facilities.**

Event insurance policies are available for minimal amounts through most insurance companies.

#### CORE CREEK METHODIST CHURCH/FACILITIES USE POLICY:

##### THE WEDDING SERVICE

1. The weddings are the responsibility of the church's pastor. No wedding may be performed at Core Creek Methodist Church without the approval of our pastor. Pre-marital counseling sessions are required.
2. As early as possible, you should schedule your first consultation with the pastor. During this meeting, he/she will help you to finalize the date, time, and place for your wedding. The wedding date (including rehearsal and reception) will be tentatively placed on the church calendar only after this initial consultation with the pastor and the deposit to reserve the church.
3. Our pastor will guide you in the marriage service. Should you desire to have another minister assist in or perform the wedding ceremony, the invitation must be extended by our Pastor. Please provide the assisting clergy's name, address, and telephone number during your meeting with our pastor.
4. You may say your vows to each other in your own words. However, a copy of your vows must be submitted to and approved by the pastor. Your vows are sacred and should be spoken in reverence.
5. Flash photography is discouraged during the ceremony. Anyone taking pictures should remain seated and not move around or follow the directions given by the pastor before the ceremony.
6. A video camera may be used to record the service. The pastor will determine where the equipment should be set up so as not to detract from the service. Family and friends should remain seated while taking pictures from the congregation.
7. RECOMMENDED OCCUPANCY FOR OUR SANCTUARY-150; FELLOWSHIP HALL-50-60. These numbers are set by the local fire department to provide safety for all who attend.

## REHEARSAL, REHEARSAL DINNER, WEDDING PREPARATION, AND RECEPTION

1. The church does not make rehearsal dinner or reception arrangements: the wedding party is responsible for these arrangements and for decorations. Your caterer is responsible for leaving the kitchen and dining area clean after the rehearsal dinner and/or reception.
2. The bride and her attendants may use a classroom to dress for the ceremony. We do not currently have a suitable place for both men and women to get dressed at the church.
3. The bridal party must remove all articles of apparel, boxes, or personal items after the wedding. We are not responsible for misplaced items, including purses, money, etc. Please assign someone to watch over these items at all times!
4. No rice is to be used. Birdseed may be thrown outside the buildings, but not inside buildings or on steps. No balloons will be released outside due to our proximity to the waterway.
5. **Alcoholic beverages will not be served or consumed on church property.** The bride and groom are requested to advise members of the wedding party to refrain from the use of alcoholic beverages before the wedding rehearsal, the wedding ceremony, and the wedding reception.

## MUSIC

1. Your marriage ceremony is a sacred worship service; therefore, special care should be taken in the selection of wedding music. Our Music Director will be glad to assist the bride and groom with the selection of suitable music and to serve as wedding musician when schedules permit.
2. If other musicians, vocalists, or tapes/CDs are to be used, our sound system may need to be adjusted. Please indicate music preferences on the reservation form.
3. The church will provide an Audio/Visual Engineer trained to use our system.

## DECORATIONS

1. All decorations should direct the eyes of all to the main altar. The pulpit, altar, altar candles, or cross may not be moved.
2. No flowers or decorations may hide or extend above the arms of the cross on the altar.
3. No flowers or decorations shall be directly attached to church furniture or walls with tacks or tape. (See your florist for appropriate fasteners.)
4. Flower arrangements may be either silk or living.
5. Absolutely no spray paint or glitter may be used inside the buildings or on furniture.
6. Dripleless candles should be used to protect the furniture, carpet and floor.
7. If you wish to leave one floral arrangement for the Sunday worship service in honor of your marriage, please indicate this on the reservation form. They are always appreciated by our church family unless other arrangements have already been scheduled. All other flowers and decorations should be removed immediately after the ceremony.

FEES FOR RENTAL OF CORE CREEK METHODIST CHURCH  
FOR REHEARSAL, REHEARSAL DINNER, WEDDING CEREMONY, AND RECEPTION

RENTAL OF SANCTUARY AND FELLOWSHIP HALL	<u>NON-MEMBERS</u>	<u>MEMBERS</u>
(includes use for Wedding rehearsal, Dinner, Wedding ceremony and Reception)	\$800.00	\$250.00
CLEANING DEPOSIT	\$200.00	\$200.00
† Cleaning Deposit may be returned after an inspection of premises. (This may take up to 30 days.)		
TOTAL RENTAL FEE	\$1,000.00	\$450.00
RESERVATION FEE (DUE ON DATE RESERVED)	\$500.00	\$250.00
FINAL PAYMENT DUE 30 DAYS BEFORE CEREMONY	\$500.00	\$200.00

NOTE: THE COST OF PROGRAMS AND PRINTING is not included in rental fees.

\* FEES COVER MUSIC DIRECTOR FEE, PASTORAL FEE, OVERHEAD/SOUND ENGINEER, AND FACILITY USE.

\*\* For the purpose of this policy, MEMBERS are defined as people who have been active in our church for 6 or more months, regardless of their official affiliation.

**CORE CREEK METHODIST CHURCH**  
**SANCTUARY AND FELLOWSHIP HALL RESERVATION FORM**

**Name of persons to be married**

Bride's Name: \_\_\_\_\_

Groom's Name: \_\_\_\_\_

Name of Contact: \_\_\_\_\_

Address of Contact: \_\_\_\_\_

Home Phone #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

**The Ceremony:**

Desired date: \_\_\_\_\_

Desired start time: \_\_\_\_\_ End time: \_\_\_\_\_

**The Rehearsal:**

Desired date: \_\_\_\_\_

Desired start time: \_\_\_\_\_ End time: \_\_\_\_\_

Will the **Rehearsal Dinner** be held at the church?

If so, Desired date: \_\_\_\_\_

Desired start time: \_\_\_\_\_ End time: \_\_\_\_\_

What kind of music are you planning to use? (ie: Soloists, CDs, our musician)

Are you planning to leave a floral centerpiece for use in the church in honor of your wedding?

**Please note:**

**NO SERVICES OF ANY KIND MAY BE HELD IN THE SANCTUARY WITHOUT RECEIVING PRIOR WRITTEN APPROVAL OF THE PASTOR. THE PASTOR (UNLESS WRITTEN PERMISSION FROM THE PASTOR IS GIVEN) MUST PRESIDE OVER ANY SERVICES, INCLUDING THOSE WITH OUTSIDE CLERGY PARTICIPATION.**

**DEPOSITS:**

**THE RESERVATION FEE** FOR NON-MEMBERS IS \$500.00 AND \$250 FOR MEMBERS THAT HAVE ATTENDED FOR SIX MONTHS OR LONGER. THIS FEE IS DUE AT TIME OF RESERVING THE CHURCH FACILITY.

THE **FINAL PAYMENT MUST BE PAID 30 DAYS** BEFORE THE EVENT DATE: FOR NON-MEMBERS; \$500 AND FOR MEMBERS; \$200. (THE CLEANING DEPOSIT MAY BE REFUNDED IF THE BUILDINGS AND GROUNDS ARE CLEANED BY THE WEDDING PARTY.)

**WE AGREE TO ABIDE BY THE POLICIES OF CORE CREEK METHODIST CHURCH AND RELEASE THE CHURCH FROM ANY LIABILITY INCURRED FROM OR RELATED TO ACCIDENTS OR PERSONAL PROPERTY DAMAGE DURING THE USE OF ITS FACILITIES.**

**NO ALCOHOLIC BEVERAGES WILL BE SERVED ON THE PREMISES.**

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**ADVERSE CONDITIONS:** In the event a hurricane, tornado, flood, or any other natural disaster or "act of God" occurs leading up to the date of the wedding, rendering the service impractical, or in the event that the church is so badly damaged that its ability to accommodate the intended wedding would be substantially impaired, as determined by the pastor, a full refund of the reservation fee and cleaning fee will be made available, or the event may be rescheduled for an appropriate date/time in the future.

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