Heritage Methodist Church

107 South Market Street

Ligonier, Pennsylvania 15658

Phone: 724-238-2627

www.ligonierheritagemc.org

Adopted by Heritage Church Council July 2009

A Service of Christian Marriage



Heritage Methodist Church

Ligonier, Pennsylvania

(on the Diamond)

Notes:



A Word of Greeting

The clergy and staff of Heritage Church greet you in joy as you anticipate your service of marriage. We are pleased that you have chosen the church as the setting for your marriage, and we look forward to supporting you during this important time of planning and preparation.

In choosing a Christian ceremony you have sought the blessing of God upon your marriage. There is no more sacred way to be married than to come before the presence of God. Marriage in the church and in all other locations where God's presence is invoked is a worship experience. Christian marriage seeks God's blessing upon the building of a new Christian family. May your time of wedding preparation be a time of blessings, of drawing nearer to God.

Your wedding may be small or large, simple or formal. There are certain formalities based upon convenience, custom, beauty and sentiment that do not change; within these limits there is room for most of the variations you may wish. This booklet is prepared to help answer questions you may have.

HERITAGE CHURCH WEDDING POLICIES

RESERVATIONS - All weddings are scheduled by the Church secretary (724-238-2627). She will secure the clergy assignment and will notify all church participants to reserve your particular date and time. Reservations are "made" when the required forms and deposits have been received in the office. No weddings will be scheduled for the 2nd full weekend in October due to Fort Ligonier Days or from Thanksgiving through New Year's Day. Due to a 6:00 pm Saturday Worship Service, all weddings must be concluded and the church must be cleared out no later than 4:30 pm.

MINISTER CONSULTATION - Heritage Church currently has one full time pastor, and one retired pastor. After it has been determined by the Church which member of the clergy will officiate at your wedding, you are asked to make an appointment with that person early in the planning process. Your minister will guide you through several sessions of planning and preparation for a positive and growing lifelong relationship.

OUTSIDE CLERGY - Clergy from other Christian congregations or traditions are welcome to share in your wedding service with Heritage clergy, with the Heritage pastor as the lead pastor. If no Heritage clergy are requested to be present, the preferred pastor must be approved and invited by the Heritage pastor.

DINNER AND RECEPTION INVITATIONS - Please let your Pastor know, as early as possible, of any requests for their participation at a rehearsal dinner or wedding reception.



OTHER INFORMATION

Church Sanctuary:
Capacity: approximately 307 persons
There is one center aisle and two side aisles.
The length of the center aisle is approx. 38 feet. The bridal party processes from side doorway at center of church.

Rehearsal Dinners/Receptions: *(no alcohol/vaping/smoking)*
The Lounge, capacity of 50 persons seated.
Fellowship Hall/Dining Room, capacity of 100 persons seated.

Ligonier Diamond Bandstand (AKA *Gazebo)*: Policy is controlled by the Ligonier Chamber. You may call the Ligonier Chamber for more information at 724-238-4200.

Parking: The church has no parking lot. All parking spaces have meters, requiring quarters, one half hour per quarter. Please ensure your guests know, as they are actively ticketed until the hours noted on the meter (different lots have different hours). Four parking meters may be reserved for the wedding party ($5/meter). Contact the Borough office at 724-238-9852 for more information.

Nursery: Our nursery is located on the 2nd floor and is available for parents or caregivers if little ones need a break during the ceremony. Changing stations are available in the nursery and all of our restrooms.

Honoring Church Policies: It is expected that as members and guests you will respect our policies. All areas are no smoking/vaping/alcohol. If a member of the wedding party appears inebriated the Pastor reserves the right to cancel the rehearsal and/or wedding. No rice, confetti, balloon or birdseed releases are permitted on Church property.

WEDDING FEE SCHEDULE

MEMBERS OF HERITAGE CHURCH

Organist……	$150.00
Wedding Coordinator ……	$100.00
Custodial fee ……	$100.00
Premarital Counseling, if Heritage clergy ……	$100.00
Sound technician ……	$ 75.00
Power-point/multimedia technician (optional)……	$ 75.00

Clergy, no fee, at your discretion

NON-MEMBERS

Unless either the bride or the groom, or the parent or guardian of the bride or groom, have been participating members of the church for at least one year prior to the wedding date, the wedding is regarded as a non-member wedding. Fees for non-member weddings include all of the above plus:

Facility Use (wedding):

Sanctuary……	$150.00
Clergy Fee (wedding and rehearsal)……..	$100.00
Premarital Counseling sessions, if Heritage Clergy……..	$150.00

All checks are to be received by the Church office, the deposit upon reserving the date, and all other checks not less than thirty days prior to the wedding date.

WEDDING COORDINATOR: To help ensure the beauty and quality of your wedding, and because of the many details of your wedding day, the Wedding Coordinator is a requirement of all weddings. Our Wedding Coordinator will be notified when your date is placed on the church calendar.

PRE-MARITAL COUNSELING – Heritage Church is fully committed to the marriage ideal of a man and a woman entering a marriage that lasts *forever*. However, it is clear that enduring marriages take preparation and continuing work in regards to communications, conflict resolution, financial planning, and a number of other areas of relational dynamics. We believe that many marriages that fail lacked proper preparation to attain strengths needed to sustain healthy marriage. Therefore, we require that all couples marrying at Heritage Church complete a course in pre-marital counseling with a counselor of their choice at least six months prior to the wedding. This requirement also applies to those who come for marriage having been previously married, even those who are advanced in years, as other considerations become very important in the "golden years". Our Pastor is committed to this ideal and is a certified counselor with Life Innovations, Inc.'s, "Prepare-Enrich." You may complete this counseling requirement with our pastor, or with another pastor or counselor of your choosing, with notice to Heritage church of your preferred arrangement.

MUSIC – Organists must be approved by our church. Because *some* music of secular nature is not appropriate for a service of worship and will not be permitted for use at Heritage Church, our Pastor approves all wedding music.

Outside soloists are welcome to participate in your wedding. If desired, Heritage Church may supply you names of church related soloists for your consideration.

Heritage audio-visual equipment may only be operated by one of our church technicians.

DECORATIONS – Floral delivery should be at least one and one half hours prior to the time of the wedding. "Rachel's Ligonier Floral" is the Heritage florist, 724-238-6626.

In addition to the two altar candles, two seven-candled candelabra are available for use. Pew attachments for bows, etc., are also available to you from Heritage. Do not use tape; other attachment devices need approved by the church. A wedding kneeler, if desired, is also available. The unity candle, if desired, needs to be supplied by the wedding couple, and is generally available at religious and bridal stores.

PHOTOGRAPHY AND VIDEOGRAPHY – Most professionals are very good and need little guidance. However, a few who bill themselves as "professionals" clearly do not understand the sacred nature of the wedding ceremony, nor the artistic focus that is required in wedding photography. Such photographers are very distracting. By their movement around the sanctuary and the repetitive flash of the camera they can quickly spoil a beautiful wedding. There is no flash photography during the service. Therefore, to protect the sacred nature of the ceremony, all professionals need be approved by the Church office. Have your persons of choice contact the pastor early in the planning process. The pastor will make every effort to connect with the professional to ensure mutual cooperation. In the event that a photographer or videographer violates the sacred nature of the ceremony, the pastor will declare that all further photography cease. Amateur photographs may be taken of the processional and recessional from the pews, but not during the service. Following the service your clergy may re-create any of the wedding scenes for your photographers upon request.

ORDER OF WORSHIP – A printed sample of the Order of Worship is available. Your clergy will assist you with the information needed.

SPECIAL ADDITIONS TO THE CEREMONY – Some couples request special additions to the basic wedding ceremony. Such additions should be discussed during sessions with the Pastor. Congregational hymns, reading of Scripture and the Sacrament of Communion may be part of the wedding service if desired. Secular readings may be included if approved by the pastor. It should always be remembered that the wedding service is a service of worship in the presence of God, regardless of whether in the sanctuary, or in another setting. Special requests will always be considered in regards to how they honor and glorify God.

THE WEDDING REHEARSAL – is conducted by the officiating minister. It should be scheduled at a time when all attendants can be present. The normal rehearsal time is one hour. To be finished in one hour it is necessary to start the rehearsal on time. The license and all fees must have already been received.

THE WEDDING LICENSE – is a State of Pennsylvania regulation. Without the license in hand the pastor is prohibited by the State from conducting the service. It is recommended the license be in the church office 3 days before the wedding, and certainly not later than the rehearsal. The rehearsal may not begin until the license and all fees have been received.

RECEIVING LINES – The more persons included in the line the longer this will take

LEAVING THE CHURCH – nearly always things are left behind. Have a person in the wedding party look over the church before leaving, including sanctuary and both dressing rooms. Items left over 30 days will be discarded.

CHURCH RECEPTIONS/REHEARSAL DINNERS

Security deposits – for *both* Members and Non-Members

In addition, a refundable deposit is required as follows (refunds will be made promptly after it has been determined that no facility damage or extra charges have occurred). Rooms are not "reserved" until deposit is received. To ensure good stewardship of the facility there is no refund if notice of cancellation is not given to the church 60 days prior, or if the party no-shows. Deposit amounts:

Lounge …….. $100
Fellowship Hall/Dining Room…….. $200

FACILITY USAGE FEES – Fellowship Hall/Dining Room and Lounge

We provide an alcohol-free, smoke-free, air-conditioned environment for various sizes and types of receptions. The Lounge is for up to fifty persons. The Fellowship Hall/Dining Room seats up to 100 persons. The rate for these areas include set-up, breakdown, clean up and re-set and utilities and maintenance offsets. We would, as a matter of our faith practice, like to move away from a setting of fees, and move more to a concept of thank offerings - a sharing of our joy to God upon this occasion, to be used to further the ministries of the Church of Jesus Christ. However, since a fee schedule is expected and often asked of us, we still present these fee schedules as customary and routine.

Members of Heritage Church: There is no charge when either the bride or groom, or the parents have been participating members of the church for at least one year prior to the wedding date; however, a charge may be assessed for additional custodial time when deemed appropriate by the Committees, and must be paid in advance. Members who wish to make contributions to the ministries of the church as personal thank offerings of their joy are welcome to do so.
Non-Members: Reception rooms are reserved for a three-hour period at a cost of $150. Rehearsal dinners have a two-hour limit at a cost of $100. In addition, a fee of $25 per hour will be charged and deducted from the security deposit for each hour or portion of an hour over the time period.

FOOD SERVICE: Catering groups from outside the church are expected to have and supply their own dishware, cookware, and utensils. Table cleanup is the responsibility of the caterer or wedding party. No 50/50 tickets.