

North Bethesda United Methodist Church
10100 Old Georgetown Road
Bethesda, MD 20814
301-530-4342

It is a pleasure to know that you contemplate a church wedding. This is the most sacred experience, of the utmost importance both to you and the Church. In order to better serve you in planning for the ceremony, this guide has been prepared. Please read it carefully.

MARRIAGE:

North Bethesda United Methodist Church recognizes and honors opportunities to be in ministry with couples who decide to be married. When two people come together in life and in spirit and develop a primary, committed relationship, the church is often asked to celebrate and bless the union of their lives and spirits.

A wedding is a religious celebration wherein two people ask for God's blessing, declare and affirm their faith, love, and commitment before God and their community; commit their common journeying into the hands of God; and join their lives to be the fullest of their capacity.

We offer our space and pastor to couples who seek to be married. We extend this ministry to members and non-members alike, seeing weddings as an opportunity to nurture the shared life journeys of members and to extend hospitality to non-members.

General Information for the Planning of Your Wedding

Church Address: North Bethesda United Methodist Church
10100 Old Georgetown Road, Bethesda, MD 20814
(2 traffic lights south of Democracy Blvd. at Lone Oak Drive)

Pastor: Rev. Kara Scroggins
Church Office: 301-530-4342

Church Organist: Tony Ashur: 703-405-8181

Fees (For non-members only)

- Use of Sanctuary: \$1,000 for wedding & rehearsal (limited to 2 hours)
- Organist: \$250 for wedding only, \$300 for wedding and rehearsal
- Pastor: Sliding scale
- Wedding Coordinator: \$300 (cash) for coordinators (non-members **must** use the Church's appointed Wedding Coordinators) - this includes 2 hours for the rehearsal and 2 hours for the wedding. If the rehearsal or wedding runs longer than this, the additional charge will be \$100 per hour.
- Janitorial Fee: \$100 (cash) 2 hours
- AV Tech: \$200
- Candles: Extra candelabra available for \$75, wedding couple may arrange for purchase of Unity Candle

Checks should be made payable as follows: North Bethesda United Methodist Church

\$1000 for wedding and rehearsal
*\$500 for Security Deposit

Organist: \$250 (\$300 with rehearsal)
Rev. Kara Scroggins (pastor's fee)
Wedding Coordinator: \$300 (cash only)
AV Tech: \$200
Janitor: \$100 (cash only)

Note: Rehearsal is limited to 2 hours. If more time is taken, the additional charge is \$100 per hour for use of the sanctuary.

*Security Deposit of \$500 will be returned one week following the wedding if all is in order. If there is any damage or if additional cleaning is needed, this charge will be deducted. Additional rehearsal time will also be deducted from the Security Deposit.

Wedding License: The license for your wedding must be obtained from the Circuit Court, Rockville, Maryland. A 48-hour waiting period is required by the County, and your license is good for a period of six months. It is recommended that you obtain your license as early as possible, and that you present it to the pastor prior to the ceremony, no later than at the rehearsal. If you are not using the pastor of NBUMC, a copy of the license needs to be given to the wedding coordinator at the rehearsal.

Photographs: Flash pictures are not to be taken during the ceremony except as the bride and groom process to the altar and recess from the altar. During the ceremony, pictures may be taken using available light. Videotaping is permitted during the entire service at the direction of the pastor. You are welcome to pose for pictures after the ceremony.

Music: We recommend the services of our Organist/Director of Music, Tony Ashur. Music selections are to be made in consultation with the Pastor and Organist.

Flowers: Flower arrangements are the responsibility of the couple. It is recommended that you assign a member of your family or wedding party to be responsible for picking up the flowers from the florist on the day of the wedding; this will avoid any problems or delays in delivery of your flowers. If flowers are delivered to the church by the florist, the church must be notified in advance of delivery time. No floral tape or tacks of any kind are to be used to attach flowers to sanctuary furniture or walls.

Matters of Courtesy: No smoking is allowed anywhere within the church building. No alcoholic beverages are allowed on church property or within church building. Instead of rice, birdseed is recommended for throwing outside of the building.

Seating Capacity in the Sanctuary: Maximum Seating - 430 persons

Length of Aisle: 19 yards from back pew to first step in altar area, 21 yards to go up into altar area

Wedding Bulletin is the responsibility of the couple.

Security: The bridal party is responsible for securing their own valuables. Do not leave valuables unattended in the church.

Application and Approval Form for Use of NBUMC Facilities

To be completed after phone consultation regarding available dates and proposed purposes.
Return this form to: NBUMC, 10100 Old Georgetown Rd., Bethesda, MD 20814

Name of group or individual _____

Date of Application _____

Facility Requested _____ Sanctuary _____ Children's Classroom
_____ Johnson Hall _____ Adult / Youth Classroom
_____ Kitchen _____ Library
_____ Benedict Parlor

Dates of use _____ Time _____

For ongoing events: agreement to be in effect from _____ to _____

Estimated attendance _____ Age Level: ___ Children ___ Youth ___ Adult ___ Intergenerational
Check: 0-12 13-18 18+

Donation agreed upon
Facility Use \$ _____
*Security Deposit \$ _____
Total \$ _____

By the following date _____ (for ongoing use check needs to be received by the end of each month), send check payable to North Bethesda United Methodist Church, 10100 Old Georgetown Road, Bethesda, MD 20814.

Three references may be requested.

*Security deposit will be returned one week following the event if all is in order. If there is any damage or if additional cleaning is needed, these charges will be deducted.

The undersigned agrees to abide by the conditions and rules set forth in the Rules and Information for Use of NBUMC facilities. The undersigned will assume responsibility for damage, loss, or other liability arising from the use or misuse of the facilities. If problems or conflicts occur, NBUMC reserves the right to limit or terminate the use privileges of the above named group or individuals.

Signature of Responsible Person _____ Date _____

(Print name below signature) _____

Position in group _____

Address _____

City, State, Zip _____

Phone Numbers Home _____ Office _____
(Provide same information about designated Alternate Responsible Person on the back.)

Approved: _____