



The Episcopal Church of the Ascension

726 First Avenue NW, Hickory, NC 28601

(828) 328-5393 | Fax: (828) 328-4759

www.ascensionhickory.org | ascensionhickory@gmail.com,

Rector: The Rev. Karla M. Woggon | kmwoggon@gmail.com

Wedding Policy For Non-Members

Enclosed are the Wedding Guidelines for the Church of the Ascension. We have tentatively penciled in your name for the date you requested; however, we must have the form below as well as the information found on the last page of the Wedding Guidelines returned to us before we can actually reserve the church for your wedding. These forms should be returned to Ascension, "Attention: Wedding Coordinator," as soon as possible. *Your reservation is not confirmed until this form is returned with your deposit and reviewed with the Wedding Coordinator by those parties accepting responsibility for the use of the church facilities.*

If you have any specific questions, you may contact the Wedding Coordinator, Lynn Carlton, at (828) 381-4316 or lcarlton@charter.net. If Lynn is unavailable please contact our Assistant Wedding Coordinator, Bess Fuller, at eb1f13@gmail.com. Once you have made your decision to use our facilities, you will need to make an appointment to make detailed arrangements.

It is important that the exact time indicated for the rehearsal and wedding be observed and care should be given to have all members of the wedding party in their places at the time indicated. *Rehearsals should be limited to one hour or less in length. The custodian will unlock the doors prior to the wedding as arranged by the Wedding Coordinator.*

I have read the Wedding Guidelines and wish to reserve the church for:

Date and Time of Wedding/Reception

Date and Time of Rehearsal

Signed

Address

Home Phone

Work Phone

WEDDING GUIDELINES

I. USE OF FACILITIES

Non-members may use church facilities for weddings. For the wedding ceremony, a fee of \$700 is charged for the sanctuary; for smaller weddings, \$300 for the Chapel. For receptions held at the church, a fee of \$400 is charged for use of the Parish hall. Dressing rooms are available at \$20 each room. The church nursery will not be available to rent. Appropriate fees for reservation of facilities and/or for janitorial services must be paid to the church office when the church is reserved. A \$200 refundable security deposit is necessary to confirm the date requested. The custodial charges are separate and are listed on the reservation form.

There are no weddings held after 8:00 p.m.

Persons using the building are responsible for any damage to property, furniture, furnishings, or equipment. These persons are also responsible for seeing that others engaged to decorate or cater the wedding are also familiar with the regulation for using church facilities. Seating at Ascension:

Sanctuary	280 maximum seating
Chapel	36 maximum seating
Parish Hall	125 maximum standing (fire code)

II. SCHEDULING THE WEDDING

Wedding plans must be submitted to the office in advance; however, *facilities may be reserved by non-members no more than six months in advance. Contact the wedding coordinator who is responsible for scheduling dates to reserve the church.* Before your date is confirmed on the calendar, the Rector and Wedding Coordinator must be consulted.

Weddings shall be scheduled at a time that will not interfere with regular or special church services. Any ceremony on Sundays must be scheduled so the arrangement and removal of decorations at the wedding and reception (if it is held in the Parish hall) do not interfere with Sunday Services or programs.

Note that weddings are not scheduled at Ascension during the following times:

- New Year's Eve or New Year's Day
- Holy Week (Palm Sunday through Easter Sunday)
- Fourth of July
- Labor Day Weekend
- Thanksgiving Weekend
- Christmas Eve or Christmas Day

Rector

If you desire the Rector of Ascension perform the ceremony, contact him/her personally. Please notify the Rector if you desire Eucharist.

It is not necessary for you to use Ascension's Rector as the officiating minister; however, because Ascension believes that marriage is an institution ordained by God and that a wedding is a sacred religious service conducted in God's house, *the Rector reserves the right to approve your choice of ceremony and your choice of clergy.*

The Rector would like to be of help to visiting clergy so please provide his/her name and address.

The officiating minister will be responsible for premarital counseling. *The Rector at Ascension shall be consulted concerning the appropriateness of the ceremony.* The Rector will be available to answer any questions the couple has pertaining to the wedding. The marriage license may be given to the officiating minister at the time of the rehearsal.

Please have the minister of your choice write a brief letter of intention confirming that he will accept the responsibility of counseling with you. Upon receipt of the letter, your wedding will be entered on the church calendar.

Programs

We realize that the Episcopal wedding service may be confusing to non-Episcopalian guests; therefore, the church office will print wedding programs for your ceremony if it is being performed by the Rector of Ascension.

- If you desire a different type of paper be used for the programs, it is your responsibility to provide that paper to the church office at least two weeks prior to the ceremony.
- Please notify the church office at least two weeks prior to the wedding of the expected number of guests so we know how many programs to print.

If your wedding will not be an Episcopal service performed by the Rector of Ascension, you will be responsible for the printing of the wedding programs.

Wedding Coordinator

The Ascension Wedding Coordinator is responsible for coordinating your rehearsal and wedding. If you desire further assistance with your special day, it is recommended you procure a Wedding Director. The Ascension Wedding Coordinator will meet with your Wedding Director as needed or requested.

III. MUSIC

The Music Director should be contacted as soon as the wedding is scheduled. You may contact the Music Director through the church office.

Using Ascension's Music Director

The Music Director's fee, which is paid directly to him/her, will be discussed at your first meeting. Separate fees may be required for additional rehearsals, procurement of music that the Music Director does not own or to which he/she doesn't have access, and contracting of outside musicians. Specific fee amounts may be obtained by contacting the Music Director.

Using Outside Musicians

If outside musicians are used, the Music Director must meet with those persons in order to:

A. Approve the selections of music.

A wedding ceremony is a worship service, and the music is an extended part of the sacred nature and beauty of the ceremony, always glorifying God alone. Show tunes or popular love songs can be performed at the rehearsal or reception, but they are not appropriate during the wedding ceremony, in the sanctuary, or chapel. The use of recorded music is strongly discouraged; if used, it must be of an appropriate nature, befitting a sacred worship service and the Sacrament of Holy Matrimony.

B. Ensure your organist understands our Flentrop organ and can confidently play it.

Built in the style of northern European instruments from the 17th century, our organ is unique in design, and includes such period details as a flat pedalboard, mechanical key and stop action, and no combination action or divisions under expression. While not necessarily more difficult

to play, these features may require some time to become accustomed to using. *It is strongly suggested that you use the Ascension Music Director as the organist for your ceremony, as he/she is most familiar with the instruments at Ascension, as well as our wedding policies and guidelines.*

- C. Schedule practice times that will not interfere with regular church activities.

The Music Director will meet with the wedding party no later than six weeks before the wedding date to select music to be played during the service. Couples are encouraged to familiarize themselves with classical, sacred music appropriate for weddings, and are welcome to bring their specific requests. Every attempt will be made to include them in the ceremony, if appropriate.

IV. FLORIST / DECORATOR

Every service or ceremony in the church is a religious service. The chapel and sanctuary are beautiful places and need no lavish decorations. The “holy” atmosphere should be preserved. Therefore, decorations should not distract from the religious significance of the service.

The name of the florist and caterer should be provided on the attached form. Those reserving the sanctuary, chapel, or Parish hall for weddings or receptions are responsible for seeing that the persons engaged to decorate, provide flowers, or cater are familiar with the following regulations governing the use of the church property:

- A. The sacristy is not available for use.
- B. Florists or others who decorate the chapel or sanctuary for the wedding will not remove nor rearrange any part of the chancel area. They must schedule a time to decorate the sanctuary or chapel with the Ascension Wedding Coordinator.
- C. Decorations are not allowed on the kneeling rail. Scotch tape, tacks, nails or other attachments are not allowed on the furnishings or walls.
- D. POTTED plants and candelabra which may drip water or wax onto the floors must have adequate coverings beneath them. Florists are responsible for removal of wax and water spots from the floors or other areas. No candles may be placed down the aisle.
- E. Liners must be used with all vases. Flowers may be taller than the cross arms of the cross. The cross should never be obscured.
- F. Do not remove the cross or place anything on the altar. No flowers, greenery or candelabra should be placed so as to hide the altar.
- G. No alcoholic beverage is to be served in or on the church premises, including the bride’s parlor, church parlor, and any other dressing areas the wedding party might use.
- H. Eating and drinking are allowed only in the Parish hall.
- I. *Smoking is not allowed at any time within the sanctuary or any other church facility.*
- J. If your wedding is scheduled for a Saturday, the church would be delighted if you left your altar flowers for the Sunday Services should you so desire. Please notify the Ascension Wedding Coordinator at least two weeks prior to your wedding.
- K. Throwing of confetti, rice, or birdseed within the building or on the steps is prohibited. Throwing rose petals or blowing bubbles is acceptable.
- L. No silk flowers, lights, ribbons, etc. are to be used anywhere.
- M. All items, materials, etc. brought in for the wedding **MUST** be removed immediately following the wedding. Purses and valuables should not be left in the sacristy or bridal room during or after the rehearsal or ceremony.
- N. No tables may be added to the narthex (entryway of the church) due to the fire code.
- O. No pets are allowed to participate in the ceremony except where medically indicated.

V. CATERERS/RECEPTION

Facilities of the church may be made available for receptions following the wedding ceremony. If an

outside caterer is being employed, please supply their name to the Wedding Coordinator. The caterer must comply with the regulations prescribed by the Vestry as follows:

- A. All items, materials brought in for the wedding **MUST** be removed immediately following the wedding.
- B. Church equipment such as trays, dishes, cups, etc. will not be used.
- C. No alcoholic beverages are allowed at any time.
- D. No smoking is allowed at any time.
- E. No rice, confetti, or birdseed shall be used inside the buildings, on the steps, or near the church entrances. Throwing rose petals and blowing bubbles are permitted.
- F. Serving plates are required any time food is served.
- G. No food or drink shall be allowed outside the Parish hall without receiving prior approval from the Wedding Coordinator.
- H. Scotch tape, thumb tacks and attachments which might mar the fixtures or walls must not be used in any part of the building.
- I. Drink bottles, coffee cups or other such items may not be placed upon pianos or other furniture.
- J. The church's sexton will be employed by the renter for every rehearsal, ceremony and reception. However, it is the responsibility of the caterer to clean the Parish hall and kitchen. Please leave it as you find it.

VI. PHOTOGRAPHY and VIDEOGRAPHY

The photographer may not remove or move appointments in the dressing areas for pre-wedding pictures.

The photographer must follow these guidelines.

- No photography is allowed during the wedding ceremony.
- No photographer is allowed to go down the aisle for pictures during the ceremony.
- Photographers may enter the back of the church to photograph the Recessional.
- A video camera can be used only on a tripod with no movement at all. Again, this is a religious occasion and no attention should be drawn to the camera operator. A video camera may be set up in the narthex or at the rear of the church.
- All equipment must be in place a minimum of one hour prior to the beginning of the service.
- Video cameras may be moved freely in the church during the rehearsal.
- Video cameras may be moved freely in the Parish hall during the reception.
- Any special requests concerning photography and videography beyond the above considerations must be approved by the Rector at Ascension.

Guests should not use cell phones or cameras to take pictures during the wedding ceremony.

The church will be opened 90 minutes prior to the wedding ceremony unless special arrangements have been made with the Ascension Wedding Coordinator

Again, it is very important that all wedding participants be on time for the rehearsal and wedding. Please stress this to your wedding party.

VII. SCHEDULE OF FEES

- A. Refundable Deposit (required) \$200
This will be refunded if the wedding policies have been followed and no damages have been incurred to the facilities. If damages are incurred and repair exceeds the \$200, contracting parties will be responsible for the balance to repair damages.

B. Non-Member Fees

The following fees, where appropriate, are paid directly to Church of the Ascension and are due 30 days prior to the wedding.

<u>Facility Rental</u>		
Sanctuary (medium to large wedding)		\$ 700
Chapel (small wedding)		\$ 300
Parlor (pre-wedding prep room for bride)		\$ 20
Choir Room (pre-wedding prep room for groom)		\$ 20
Parish Hall (if reception is held at Ascension)		\$ 400
<u>Sexton (Janitorial) Services</u>		
Sanctuary (rehearsal + wedding prep and clean-up)	} One required	\$ 100
Chapel (rehearsal + wedding prep and clean-up)		\$ 75
Parish Hall		
For rehearsal dinner (prep and clean-up)		\$ 150
For wedding reception (prep and clean-up)		\$ 150
Use of Ascension's linen tablecloths		\$ 6/each
<u>Ascension's Wedding Coordinator</u>		
Coordination and prep services (required)		\$ 300

The following fees, if the services are used, should be paid directly to the person(s) procured and are due 30 days prior to the wedding.

Music Director and Organist	negotiable
Rector of Ascension	\$ 250



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After you have spoken with the Ascension Wedding Coordinator and confirmed the facilities are available, complete this form, attach a \$200 security deposit, and return both to Church of the Ascension at the above address.

I, _____, am not a member of the Episcopal Church of the Ascension in Hickory, NC. I hereby request use of Ascension's facilities for the dates of _____ and need the following:

Check off the appropriate item(s) needed and fill in the dollar amount due

1. SECURITY DEPOSIT (<i>due with this form</i>)	\$ 200	\$ 200
Sub-Total		\$ 200
2. FACILITY RENTAL (<i>due 30 days prior to wedding</i>)		
____ Sanctuary (medium to large wedding)	\$ 700	\$ _____
____ Chapel (small wedding)	\$ 300	\$ _____
____ Parlor (pre-wedding prep room for bride)	\$ 20	\$ _____
____ Choir Room (pre-wedding prep room for groom)	\$ 20	\$ _____
____ Parish Hall (if reception is held at Ascension)	\$ 400	\$ _____
Sub-Total		\$ _____
3. SEXTON/JANITORIAL SERVICES (<i>due 30 days prior to wedding</i>)		
____ Sanctuary (rehearsal + wedding prep and cleanup)	\$ 100	\$ _____
____ Chapel (rehearsal + wedding prep and cleanup)	\$ 75	\$ _____
____ Parish Hall—Rehearsal Dinner (prep and cleanup)	\$ 150	\$ _____
____ Parish Hall—Wedding Reception (prep and cleanup)	\$ 150	\$ _____
	One required	
Sub-Total		\$ _____
4. LINENS (<i>due 30 days prior to wedding</i>)		
____ Ascension's linen tablecloths: _____ Quantity Needed	\$ 6/ea.	\$ _____
Sub-Total		\$ _____
5. ASCENSION WEDDING COORDINATOR (<i>due 30 days prior to wedding</i>)	\$ 300	\$ 300
Sub-Total		\$ 300
6. RECTOR OF ASCENSION (<i>due 30 days prior to wedding; payable to Rector</i>)	\$ 250	\$ _____
7. MUSIC DIRECTOR/ORGANIST (<i>due 30 days prior to wedding; payable to director/organist</i>)	\$ 250	\$ _____
Sub-Total		\$ _____
TOTAL DUE		\$ _____

WEDDING GUIDELINES CHECKLIST

Review with the Ascension Wedding Coordinator:

- _____ I have discussed my wedding plans and my wedding date has been placed on the church calendar.
- _____ I have spoken with the minister who will conduct my ceremony. If the minister is not the Rector of Ascension, I have notified the Rector at Ascension of my choice and discussed the type of ceremony I will have. I have also asked my clergy to write and submit to Church of the Ascension a brief letter of intention confirming that he/she accepts responsibility of counseling us.
- _____ I have contacted the Music Director at Ascension to discuss choice of music and musicians with him.
- _____ I have given the florist a copy of the wedding guidelines portion that pertains to church decoration. I have submitted the name of the florist to the church.
- _____ If a reception is being held in the Parish hall, I have given a copy of the wedding guidelines pertaining to food and beverage service to the caterer.
- _____ I have read the information about photography and videography and discussed it with the photographer.
- _____ I understand all charges regarding the use of church facilities and the hiring of church personnel.
- _____ I understand the rules as outlined to me and will follow them accordingly.
- _____ I will be responsible for repair or replacement of any church property damaged during the wedding rehearsal, wedding, and reception. I understand that it is also my responsibility to communicate relevant portions of the wedding guidelines to those professionals whom I have employed.

Signature _____

Date _____

Printed Name: _____

Wedding Party/Ceremony Information

Bride's/Honoree's Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Church Affiliation: _____

Bride's Parents: _____

Address: _____

Groom's Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Church Affiliation: _____

Groom's Parents: _____

Address: _____

Officiating Minister's Name: _____

Phone: _____ Church Address: _____

Florist's Name: _____ Phone: _____

Caterer's Name: _____ Phone: _____

Organist: _____ Soloist (if any) _____

Selection of Music (if any): _____

Wedding Director's Name: _____ Phone: _____

Photographer's Name: _____ Phone: _____

Videographer's Name: _____ Phone: _____