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## ASPECT: FUNERAL & WEDDING VENUE POLICY

Effective: January 01, 2017

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### **Purpose:**

This policy aims to ensure that Bryanston Methodist Church (BMC) facilities and buildings fulfil the expectation of its members, Clergy and Management.

### **Scope:**

All members/non-members who aim to use the buildings and facilities for Funerals and Weddings.

### **Responsible Party:**

Management and Clergy of Bryanston Methodist Church (BMC) – specifically the Care Facilitator

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## POLICY

### I. Policy Statement

We at the Bryanston Methodist Church are committed to serving our community and to bringing hope in times of need through Funerals and in times of celebration through Weddings. However, our emphasis is on us being a church and not a VENUE for hire. For this reason, please note the following:

### II. Procedure

#### WEDDINGS AND FUNERALS

- Hours:
  - Mondays 12h00 - Ending before 15h00
  - Tuesdays to Thursdays from 08h00, ending before 15h00
  - Fridays from 08h00 ending before 13h00
  - Saturdays from 08h00, ending before 12h00. Please note **NO CATERING ON A SATURDAY**. Sunday is an important day for the church and we need to prepare and setup for Sunday services.
  - No funerals or weddings on a Sunday.
- Full payments have to be made in advance.
- Please note **NO CATERING FOR WEDDINGS**.

#### MINISTERS

Ministers from all CUC churches (*below*) may preach. In an event of a minister/pastor from another church being used, a BMC minister needs to be present. The BMC minister's role is to lead the service. The ministers from the below churches need to be vetted by the BMC ministers.

- Methodist
- Presbyterian
- Congregational
- Anglican
- United

Author: \_\_\_\_\_

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_



1. If assistance is required at the cemetery it has to be confirmed at the planning meeting.
2. The fee for the BMC minister is R750 at the BMC premises (*for non BMC members*) and will be increased at an hourly rate if the service exceeds 1 hour.
3. Payments have to be made 24 hours before commencement.

### **SANCTUARY AND CHAPEL**

1. No external companies are to be contracted in. BMC staff will manage the service.
2. Sound and Audio visual will be managed by Prestige an Audio Visual company contracted by BMC.
3. There will be no extra screens allowed onto the Chancel (*stage/podium area*).
4. The drapes behind the cross remain, irrespective of the preferred décor colour.
5. As we are a Christian church... when a funeral/wedding coincides with any of the church themes i.e. Advent, Easter etc. the church programs takes preference and the décor and theme of the specific season will remain as displayed and will not be taken down or covered up.
6. Candles **MUST** be in glass containers or will be removed.
7. Flowers: You may use your own florist to do the arrangements, but they need to provide their own vases and stand and need to clean up afterward.
8. The Cross on the Chancel is not to be covered.
9. You may have a picture on the Chancel on an easel.
10. The chairs may be covered.
11. You may bring your own carpets to overlay on top of the existing carpets.
12. The banners on the walls remain.
13. You may use our keyboard; any other instruments have to be provided by you.
14. We do have a generator in case of power outage and will do everything possible to ensure that the power is on during the service, but should the generator stop working for some reason beyond our control, we are not liable.
15. You may setup the day before provided the Sanctuary or Chapel is available. These venues will be locked from 20h30 and will reopen at 06h00 in the morning.
16. **BMC does not provide catering.** If a caterer is used they need to provide own table cloths, serviettes, cutlery, crockery cooking utensils etc. BMC will only provide chairs and tables.
17. The kitchen may be used for warming food but not for cooking purposes.

### **GENERAL**

1. Security: Should an external security company be used they will have to liaise with our Properties manager and current security company.
2. Any church activities on the premises will continue as per usual during the service.
3. The use of the halls and kitchen will depend on as and when they are available, this excludes Saturdays and Sundays.
4. **NO ALCOHOL IS ALLOWED ON THE PREMISES.**

### **DISCLAIMER**

You will be held liable for any damages caused.

Author: \_\_\_\_\_

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_