

Wedding Requests  
(Initial Contact)

Record the following:

1. \_\_\_\_\_  
Name of bride \_\_\_\_\_
- \_\_\_\_\_
- |               |                  |                  |
|---------------|------------------|------------------|
| Address _____ | Home phone _____ | Work phone _____ |
|---------------|------------------|------------------|
- \_\_\_\_\_
- Parents' names \_\_\_\_\_
- \_\_\_\_\_
- |               |                  |                  |
|---------------|------------------|------------------|
| Address _____ | Home phone _____ | Work phone _____ |
|---------------|------------------|------------------|
- Member \_\_\_\_\_ Non-member \_\_\_\_\_

2. \_\_\_\_\_  
Name of Groom \_\_\_\_\_
- \_\_\_\_\_
- |               |                  |                  |
|---------------|------------------|------------------|
| Address _____ | Home phone _____ | Work phone _____ |
|---------------|------------------|------------------|
- \_\_\_\_\_
- Parents' names \_\_\_\_\_
- \_\_\_\_\_
- |               |                  |                  |
|---------------|------------------|------------------|
| Address _____ | Home phone _____ | Work phone _____ |
|---------------|------------------|------------------|
- Member \_\_\_\_\_ Non-member \_\_\_\_\_

3. Date and time wedding is planned \_\_\_\_\_
- Chapel \_\_\_\_\_ Sanctuary \_\_\_\_\_

## **WEDDING FEES**

### **Sanctuary Wedding with or without rehearsal**

Building & Utilities*	<u>\$1,000.00</u>
Minister's honorarium and fees for organist and custodian	<u>600.00</u>
Additional charges (optional):	
1. Candle trees	<u>80.00</u>
Total charges	\$ _____

### **Chapel Wedding with or without rehearsal**

Building & Utilities*	<u>\$200.00</u>
Minister's honorarium and fees for organist and custodian	<u>475.00</u>
Total charges	\$ _____

25% of the total cost is due when the wedding date is reserved.

50% of total cost is due within 90 days of the wedding date.

All charges are due one (1) week prior to the wedding date.

\*Church members are not charged the building and utility fees.

# Your Wedding at First United Methodist Church

Christian marriage involves a covenant of intimate love and trust that is interpreted by God's love for all persons through Jesus Christ. The wedding in a church is primarily a Worship Service, i.e., a celebration of the Gospel.

It is the desire of First United Methodist Church, its ministers, and its staff to make every wedding a memorable event, beautiful and meaningful, and to extend every possible courtesy to wedding parties.

The following guidelines have been adopted in order to establish a procedure for scheduling and planning weddings in First United Methodist Church, and to make available to bridal parties the accepted customs of the Church.

## First Steps for All Wedding Arrangements

1. Make reservations:
  - a. Minister (Administrative Assistant)
  - b. Sanctuary or Chapel (Administrative Assistant)
  - c. Director of Music
  - d. Organist
  - e. Florist
  - f. Photographer
2. Schedule conference with Minister.
3. Schedule conference with Director of Music.
4. Schedule conference with Organist.

## Making the Reservations

A reservation will be confirmed only when one of the ministers has been scheduled to officiate at the wedding. The exact hour of rehearsal and wedding should be fixed at the time that the sanctuary, chapel, or any other room is reserved.

Unless either the bride or the groom, parents or legal guardian are members of First United Methodist Church at the time of the scheduling, the wedding is regarded as one of non-members. In cases of conflicting dates, members will be given priority.

No weddings will be scheduled on Sundays, Christmas Day, the weekend before Christmas Day, New Year's Day, Holy Week, Easter Day, or National Holidays.

## Guest Ministers

A minister from another church is welcome to assist in the wedding ceremony, provided permission is first obtained from the senior minister. The senior minister of First United Methodist Church will be in charge of the rehearsal and the wedding.

## Facilities Available

The Sanctuary and Chapel are the two areas available in the church in which weddings are held. Seating capacities of these areas are as follows:

Sanctuary capacity – 1200

Chapel capacity – 65

The bride's room is available for both Sanctuary and Chapel weddings.

## Pre-Wedding Conference

A United Methodist Minister is under obligation by *The Book of Discipline* to help people prepare for marriage. Thus, a pre-wedding conference with the bride and groom is necessary.

## The Rehearsal

For formal church weddings, where several persons are in the wedding party, a rehearsal is of vital importance. The senior minister is always in complete charge; wedding services, bridal consultants and other persons of similar position are to consult with the minister regarding all plans.

The following suggestions will guide you as you prepare for the wedding rehearsal:

1. Usually held on the day before the wedding, the rehearsal will require one half to one hour. It is suggested that the rehearsal precede the rehearsal dinner.
2. The bride and groom should insist that all members of the wedding party be as prompt for the rehearsal as for the wedding.
3. All members of the wedding party should be present at the rehearsal.
4. Have the following information prepared:
  - a. Names of attendants and order in which they are to stand
  - b. Names of ushers who will seat the mothers
  - c. Number of family pews to be reserved
  - d. Number of grandparents to be seated
5. The marriage license should be delivered to the minister at the rehearsal.

## Bridal Attire and Personal Belongings

The bride will determine what hour the dresses are to be delivered to the church and will make this arrangement with the Administrative Assistant. The church provides a dressing room where they may be left, but is not responsible for personal items brought to the church for use in the wedding or reception if lost, stolen, or damaged. However, every reasonable effort will be made to assist the wedding party in protecting such property.

# WEDDING PROCEDURE

## FLOWERS AND DECORATIONS

A beautiful church requires very little decoration. Decorations which hide the beauty of either the sanctuary or the chapel destroy the appeal of the church setting, de-emphasize the symbols in the church, and detract from the simple dignity and elegance which should characterize the wedding service. Decorations may not be used which hinder the view of the worship symbols in the Chancel, such as the Cross, the Bible, the Altar, the Pulpit, the Lectern, the Baptismal Font, and the Prie-dieu. Decorations shall not be placed in between the choir stalls. Only fresh flowers can be placed on the Altar (artificial or silk flowers are not permitted).

Florists or persons who decorate the church shall be responsible for any damage they cause. Following is a list of detailed regulations:

1. No furnishings shall be moved.
2. Nails, tacks, staples, pins or anything which can mar the woodwork or walls must not be used.
3. No candles or other decorations other than pew ribbons with small fern or flower decorations attached shall be used ON or OUTSIDE the communion rail.
4. Only wrapped wire or ribbon that will not mar the pew ends shall be used to fasten bows.
5. The Church furnishes all candles to be used on the Altar. Candles furnished by the florist must be the dripless type. There must be ample protection material under the candelabra to protect the carpet and furniture.
6. The florist shall call the church office in advance to set a time for decorating.
7. The florist is expected to remove all decorations and equipment immediately following the ceremony, and facilities are to be left in the condition in which they were found.
8. No fresh petals may be thrown in the aisles.
9. No rice, confetti, potpourri, popcorn, or any other material may be thrown in or outside the building.

# WEDDING PROCEDURE

## MUSIC

In view of the sacred nature of the wedding ceremony, careful consideration should be given to the choice of music. The purpose of the music is to praise God, not a loved one. Apply this test: is it music that could be used at a regular Worship Service without offense? Does it have the same dignity and theology as the spoken ceremony? You will need to consult with the Director of Music Ministry before selecting music for your wedding. Romantic and popular songs are more appropriate for receptions or rehearsal dinners and are not permitted at the wedding itself.

The Organist of First United Methodist Church serves as the organist for all weddings. The use of pre-recorded music is not allowed.

The bride may choose any soloist she wishes, giving due consideration to the size and nature of the Sanctuary. Choir robes are available if a singer wishes to wear one.

# WEDDING PROCEDURE

## PHOTOGRAPHS

Since the wedding is a service of Divine Worship, under no circumstances may photographs be made from the floor of the sanctuary while the sacred service is in progress. This is understood to be from the time the prelude music begins.

However, time exposures may be made from the balcony during the progress of the service if care is exercised to make sure there is no noise.

The photographer may take pictures before or after the ceremony and during the recessional. The bridal party may reassemble after the ceremony to pose for any parts of the ceremony, or to take any other pictures desirable.

The photographer is not allowed to stand or place camera equipment on the pews or furniture of the church.

Video recordings may be made of the wedding ceremony provided the camera is set up at least thirty minutes prior to the start of the wedding. No extra lights may be used for video recording. Video cameras may be placed behind the third column in the Nave or in the Balcony. Video cameras are NOT permitted in the Chancel area.

The photographer should call the minister before the day of the rehearsal to discuss the policy for photographs.

Ushers will be asked to remind any persons carrying cameras to follow these expectations.