

**First United
Methodist**

Wedding



THE CHURCH WEDDING

We of the First United Methodist Church are happy that you desire to have your wedding in the church. The altar is a place where great decisions are made in the presence of God. It is a holy place and is appropriately used for the uniting of persons in matrimony. We wish you every happiness as you plan and live in a Christian marriage.

The Christian Wedding is a worship service as well as a civil ceremony. The service is to be planned with the awareness that it is by the grace of God that two persons are able to make such life-long commitments to each other and to live together in the sight of God to offer special thanks and praise, to make vows, and to ask God's blessings upon the marriage. This dictates that the wedding service itself is to be viewed with reverence as well as a time of celebration and happiness. "It is therefore not to be entered into unadvisedly, but reverently, discreetly and within the will of God." The United Methodist Church has given authority to pastors to conduct wedding services.

The church is eager to help make the wedding beautiful and meaningful. In the happy excitement (and mounting pressures.) that precede a wedding, many questions arise and must be answered. This guide is to help you in planning your wedding.

Please feel free to ask questions concerning the rationale behind any policies or regulations which bother you. Each of them has a history!

SETTING THE DATE

When the initial call is made to the church secretary, the bride's preference of date and church's availability and pastor availability can be compared. A tentative date is set. This will be confirmed by the pastor. Please review this Wedding Policy carefully. Scheduled church services, certain seasonal conflicts, and prior arranged weddings sometimes require adjustments. At the convenience of the bride and groom, an early conference should be scheduled with the Pastor and Coordinator. This can be done through the church secretary. The earlier you talk with the church secretary, the better! Two weddings cannot be scheduled for the same day.

There is a \$400.00 deposit made out to First United Methodist Church required for non-members. This deposit will be refunded two weeks after the wedding provided all participants from the church have been paid and the facilities are left in good order. **The wedding date will not be reserved on the church calendar until this deposit is received.** If for any reason the wedding is cancelled, you will receive a full refund a month prior to the wedding date. You will receive a refund of \$200.00 if you cancel before 14 days prior to the wedding. There will be no refunds for cancellations less than two weeks out.

Custodial Fees

Sanctuary/Parlor	\$100.00
Fellowship Hall	\$100.00
Dining Room/Kitchen	\$50.00

The fees for the above services should be left with the church secretary two weeks prior to the wedding. **Custodial fees for weddings after 6:00 p.m. will need to be negotiated with the custodian. Also, make a separate check out in the name of the custodian. The church office will contact the custodian.**

USE OF THE FELLOWSHIP HALL AND KITCHEN

1. If the Fellowship Hall is used by church members or non-church family for dining purposes, all foods and drinks are to be consumed in the Fellowship Hall and kitchen.
2. If tables and chairs are taken from the storage room for use in the Fellowship Hall, the must be returned to the storage room after use. Also, the tables and chairs found in the Fellowship and small dining room prior to use are to be arranged as the were previously found.
3. All dishes, silverware, punch bowls, cloths, etc., must be washed and put in proper place.
4. Floors are to be swept, damp mopped, and left clean.
5. No foods are to be left in the refrigerator or on cabinets.
6. Garbage must be carried out and placed in dumpster.
7. All coffee pots and tea containers are to be emptied and washed thoroughly. No coffee grounds are to be placed in the sinks. Leave sinks clean.
8. If ovens are used, they must be washed and left clean. Dish cloths are to be laundered and returned.
9. Paper products (plates, cups, napkins) and plastic eating utensils are for church related events only.
10. There is an \$10.00 charge per cloth if the cloths are used for the round tables.

CONTACT NAMES AND TELEPHONE NUMBERS

Reverend Clyde Denny	742-2722
Angela Millsaps - Calendar/Request Coordinator	742-2722
Sallie Milholen - Wedding Coordinator	742-4837
Sam Millsaps - Sound Technician	742-6116
Tim Davidson - Director of Music	663-0097

These guidelines were last updated August 17, 2009

MISCELLANEOUS POLICIES

1. The wedding rehearsal must be scheduled 1 ½-2 hours prior to the rehearsal dinner and/or party.
2. NO rice, confetti, or bird seed may be used in the church building or on the steps to the building.
3. The altar and its furnishing, the pulpit furnishing, and the narthex furnishings may not be moved and must remain visible at all times. Flags may be moved.
4. Smoking is NOT permitted in the church.
5. NO alcoholic beverages are allowed at receptions or rehearsal dinners at the church. It shall be the responsibility of the families to see that persons under the influence of alcohol or other drugs not be allowed to participate in either the rehearsal or wedding.
6. Custodial services will be required after the wedding and reception.

FINANCIAL ARRANGEMENTS

The pastor and church facilities are available to church member families for weddings without charge. However, there are additional services for which the following fees are charged to members including: Organist, Wedding Coordinator, Sound Technician and Custodial fees (Please see below).

Non-Member Fees for Facility Use

Use of Sanctuary	\$100.00 per 4 hour increment
Use of Fellowship Hall	\$100.00 per 4 hour increment
Use of Kitchen/Dining Room	\$100.00 per 4 hour increment
Parlor/Library	\$100.00 per 4 hour increment
Chapel	\$75.00 per 4 hour increment

Members and Non-Members Fees for Services

Organist	\$100.00
Pastor (Non-Members only)	\$150.00
Wedding Coordinator	\$100.00
Sound Technician	\$75.00

THE PASTOR

As a matter of etiquette, the pastor is to be consulted about all weddings in the local church. The Pastor is in charge of the wedding. If an additional minister is requested to share the service, the host pastor will be responsible for offering the invitation and consulting with the bride and groom concerning the order of worship. The conference with the pastor is a time for establishing rapport, building a personal relationship, and previewing the wedding vows. Subsequent counseling sessions shall be arranged at the discretion of the pastor, bride and groom.

The Official Wedding Ceremony of the United Methodist Church is known throughout our society as one of succinct language, beautiful phraseology, and deep meaning. A product of long evolutionary life, the words take deep personal feeling and express them in religious context. Upon scrutiny, you will probably be able to adopt it as your own. However, some alterations can be made in consultation with the pastor. If the wedding party wishes to incorporate the wedding vows within the context of a modified worship service, this can be arranged. It is appropriate to have printed bulletins for this purpose, if desired. The wedding fee for the pastor is: \$150.00. Please make a separate check out to the name of the pastor.

THE WEDDING COORDINATOR

After you have reserved the church and engaged the pastor and organist, the church can provide a trained wedding director, if one is desired. You may use someone of your own choosing as long as they follow the guidelines established by the church. The church wedding Coordinator will be available for assistance and to answer any questions when needed. The wedding coordinator will assist you before the wedding and will direct the wedding rehearsal, in conjunction with the pastor. She is a key person for you. She takes many burdens off you, acquaints you with the church facilities available to you, and help combine your personal taste with wedding etiquette and church policy. She is your friend. Fee: Non-Members \$100.00. Please make a separate check out to the name of the Wedding Coordinator.

MUSIC

The Director of Music or pastor will be happy to work with you in selecting your music. You do not have to use the church's organist; however, the Director of Music will approve and set the times for practice for the guest organist.

The church wedding is a sacred service invoking the blessing of God on the founding of a home. Wedding music should focus upon God and emphasize the faith of the Christian community rather than romantic love or sentimentality. Music is to be appropriate to a service of worship and praise. When choosing musical and vocal selections, you are usually on safe ground when the text is taken from the Bible or from the United Methodist Hymnal. Remember that you can choose to use popular music at other wedding events, such as family dinners, rehearsal parties, or the reception. Fee: \$100.00 to be paid two weeks prior to the wedding. Please make a separate check out in the name of the organist.

SOUND TECHNICIAN

Please contact the Sound Technician upon the confirmation of the wedding date. A sound technician is needed to assure quality and professionalism of the sound. Tape recording of the wedding is available upon request. The bride and groom may also choose to wear microphones during the service. Video taping from choir loft can be done if cleared by the Pastor. Fee: \$75.00. Please make a separate check out to the name of the sound technician.

PHOTOGRAPHS AND RECORDINGS

No flash photographs are to be taken in the sanctuary after the wedding ceremony begins. Flash photographs may be taken as the wedding party enters and exits. Photos can be taken during the ceremony provided it is without flash and from the balcony. Friends and relative are to be informed that no flash photographs are to be taken during the ceremony. After the service is before the service begins, the wedding party may have a photography session in the sanctuary.

DECORATIONS

Our sanctuary is a place of beauty and dignity, and does not require elaborate decorations to make a setting for a wedding. The following suggestions are given either for safety's sake or to preserve the holiness of the chancel area:

1. Care must be taken, by adding plastic covering to protect carpets, furniture, and furnishings from candle drippings and moisture from plants and flowers. Any damage will be the responsibility of the person in charge of decorating.

2. No nails, tacks, staples, screws, tape, etc., may be used on church furnishings or walls.
3. When the services of a florist are not used, the Altar Guild must be consulted regarding decorations.
4. No pew decorations may be used except ribbons or flower markers, which must be attached by tying or felt clip-ons.
5. No standing aisle decorations and no "aisle cloth" may be used.
6. When the church has been decorated for Advent, Christmas and Easter seasons, these decorations may not be changed.
7. For your further information and help, a member of the Altar Guild will be available, if desired, to show you the church equipment and to give any needed assistance in planning the decorations.
8. All hurricane globes must be cleaned, wrapped, and returned to the store room.
9. Altar Guild will have the altar paraments changed to white and place new candles on the altar.
10. Flowers placed on altar should not be higher than the cross.

DRESSING ROOMS

A Bride's room (The Church Parlor and Library) is available for a dressing room for the use of the bride and her attendants. The Men's Bible Class is available for the groom and groomsmen to dress. The church does not assume the responsibility for personal clothing and other valuables left in the church building before, during, or after the ceremony. Please take all belongings and clean area after the wedding. If furniture is moved, please put back in proper place.

CANDLE LIGHTER

A church acolyte is available upon request.