

## Appendix E: Wedding Guidelines

It is our presumption that the bride and/or groom in this proposed marriage are Christians or are giving consideration to becoming such. A church wedding is a sacred worship service of the Christian Faith, and for those desiring to be part of the Body of Christ. We hope that you will see the First United Methodist Church of Saline as much more than simply a nice place to get married.

Some persons getting married here grew up attending this church, or plan on attending in the future, or their parents or grandparents attend here. Others get married here because the Saline area is their home and this congregation has been a meaningful part of their lives. We hope that this is the church you would attend if you lived in the Saline area in the foreseeable future.

Because the service of Christian marriage is a service of Christian worship, there are certain things that cannot be changed about the church, simply for the sake of aesthetics. For example, the baptismal font, pulpit, musical instruments and the Lord's Table are to remain in their present locations for weddings.

Also, if it were not for the worshipping congregation of this church it would not be possible for your wedding to be held here; therefore, one of the ministers of this congregation should preside at your wedding, except in unusual circumstances. Likewise, requests to change the wording of these services or to use an alternate worship may be honored only after study and discussion with the minister.

### *Fees For Weddings*

#### **For Non-Members**

A Building Use Fee of \$245 is required to secure a wedding date. This may be refunded up until 21 days prior to the wedding.

Use of Building:	\$245.00
Light/sound technician:	75.00
Organist (rehearsal & wedding): (Additional \$25.00 for each solo accompaniment)	125.00
Custodian:	75.00
Wedding Hostess: (rehearsal & wedding):	75.00
Clergy: (counseling, rehearsal, wedding):	200.00
Wedding Coordinator:	60.00
<u>Total</u>	<u>\$855.00</u>

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### Payment of Fees

The \$245.00 Building Use Fee is payable immediately to reserve your wedding date. All other fees are due in our church office seven (7) days in advance of the rehearsal payable in cash or by check 30 days prior to your wedding date. These fees will be distributed to the persons serving at your wedding.

- **Candles:** The candles on the Altar Table are provided by the church. The church provides two candelabra with candles. These candelabra may be decorated with flowers or ribbon. The church also provides eight pew sconces with candles, built especially for the ends of our pews. No other rented pew sconces may be used in our church as these have caused damage in the past.

- **Unity Candle:** A Unity Candle with the accompanying individual candles on each side is optional. You can purchase a Unity Candle arrangement at a fine card, gift or wedding shop. The unity candle symbolizes the new life that begins in marriage. The two smaller ones represent the bride and the groom. These two candles may be lit by the ushers, the mothers of the bride and groom, or other significant members or friends of the families. The bride and groom will light the unity candle, which symbolizes their coming together as husband and wife. After lighting the unity candle, you may extinguish the two smaller candles, or leave them lit.

- **Music:** Remembering that this is a Christian worship service, you will want to choose music that reflects the ideals of the Christian Faith. Some secular songs are fitting and some are not. Music used in the church, vocal and instrumental, must be approved by the organist and/or clergy.

If the organ is to be used in your wedding, one of our church organists will play the pipe organ. The use of any other organist must be approved by our organist.

It is also important that any live music being performed in this church be done using sheet music which has not been copied, since this is a violation of copyright laws. Please make sure that all sheet music is legible and musically readable. Hand-written manuscripts are very difficult to read.

- **Recording the Service:** If you would desire an audio recording of your wedding service, please ask the sound/light technician to record the service for you on a cd.

- **Soloists:** Soloists are welcome to participate. They should practice with our organist or other accompanist sometime before the wedding, preferably before the rehearsal. If soloists need extra time rehearsing with our professional organist such time should be considered as “lesson time” (\$25) and arrangements should be made to compensate the organist for his/her time. There will be an additional fee of \$25 per solo to be paid to the organist.

- **Alcoholic Beverages:** The United Methodist Church opposes the use of alcoholic beverages and other abused substances on the premises. First United Methodist Church is an alcohol free and tobacco free building. No alcohol drinking is permitted in the building or on the church grounds. Members of the wedding party and guests consuming these substances will be asked to leave the premises.

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• **The Minister(s):** The First United Methodist Church of Saline was dedicated by its congregation for services of Christian worship within the traditions of the Christian Faith and particularly the United Methodist Church. Out of respect for these traditions and for the congregation, this sanctuary cannot be rented for weddings wherein the resident ministers or some other United Methodist minister (at the invitation of our minister) does not officiate. However, ministers from other non-United Methodist Churches may assist in the conduct of a wedding. Exceptions to this rule may be made only at the discretion of the senior pastor.

Other ministers, perhaps because they may be a relative of the bride or groom, may be invited to co-officiate the wedding with one of the ministers of this church. This invitation needs to come from the senior pastor. Invitations to previous ministers are discouraged.

### For Members (or children and grandchildren of members)

The Building Use Fee is not charged to church members. The minister's honorarium is at the member's discretion. The other fees including custodial fees for set up and clean up do apply to members.

### Note To Non-Members Regarding Fees:

The fee paid for building use is not a rental fee, but rather a **tribute** that you are paying to our congregation for the privilege of **joining them** in the use of this facility. In that you are not renting our facility, but joining with our congregation, you agree to accept the rules of our congregation and authority and direction of our pastor. This means, for instance, that the position of the chancel furniture, paraments, banners and instruments will remain the same for a wedding as for Sunday worship. This means that you will accept the liturgies and teachings of the United Methodist Church in regards to the covenant of Christian marriage. It means that the activities of the wedding party and wedding guests while upon these premises will reflect and respect the beliefs and decorum of the congregation. It also means that members of our congregation and church staff will be utilized to help you in your wedding (organist, light/sound technician, custodian, hostess, etc.).

### Receptions at First U.M.C.

The Building Use Fee for use of Christler Hall is **\$125.00** for up to 50 people and **\$225.00** for over 50 people. In addition there will be a **\$50.00** refundable deposit for the use of the hall.

Clean-up is expected following any use of Christler Hall. Custodial services can be arranged for setup, take down, and cleaning. These services will be performed by the church custodian at a standard rate established for the custodian. A deposit to cover the expected services will be required at the time they are arranged.

LIGHT use of the kitchen is **\$25.00**. Light use is defined as warming or cooling previously prepared food, making hot or cold beverages, and storing/serving that food. The kitchen should be left clean, or an additional cleaning fee of **\$25.00** will be charged.

The fee for MAJOR use of the kitchen is **\$75.00** per event. This fee is waived for members and children of members. Any major use of the kitchen will require payment of a security deposit of **\$100.00**, regardless of the number attending, to be refunded in whole or part at the discretion of the designee responsible. There

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will be an additional fee of \$100.00 for the use of tableware and commercial dishwasher. Any funds held back from the security deposit will be documented in writing. All wedding receptions held in the church must be arranged through the church office.

**First United Methodist Church of Saline is a smoke-free and alcohol-free building. No smoking or alcoholic beverages are allowed in the church.**

### Guidelines for Your Wedding

- **Rehearsal:** If your wedding involves a procession and recession, it is important to have a rehearsal so that everyone in the wedding party will know what they are to do. The rehearsal usually lasts an hour and 15 minutes and is normally held the evening before the wedding. Musicians are strongly encouraged to attend.
- **Marriage License:** Please bring your marriage license to the rehearsal.
- **Pictures:** Flash pictures may be taken during the procession and recession. No flash pictures should be taken during the actual service.
- **Video Taping:** This is permissible, as long as the camera and operator are unobtrusive. Mounting the camera on a tripod will greatly improve the quality of the video.
- **Flowers:** Please arrange for your florist to schedule flower delivery not earlier than the expected arrival of the bridal party, usually two hours prior to the service.
- **Decorations:** Your wedding will be taking place in an attractive sanctuary containing powerful Christian symbols; therefore, you really don't need a lot of additional decorations. Flowers on the Altar Table, flower stands and/or on the candelabra are more than enough. No decorations should be attached to sanctuary furniture or walls using nails, tacks, pins, tape, adhesives, or any other material that scratches or leaves a residue behind. Florists are usually able to use rubber coated wire and tape that will not leave a residue. Please make certain that your florist is careful about attaching flowers to the furniture.
- **Wedding Bulletins:** Wedding bulletins have the order of worship for the wedding as well as a list of the persons in the wedding party. Bulletin covers can be purchased for this purpose from Christian bookstores. Businesses such as Office Max and Kinko's also sell appropriate papers that make attractive bulletin covers, and they can duplicate your bulletins.

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## **Suggested Order for the Wedding Service**

ORGAN PRELUDE

LIGHTING OF THE CANDLES AND SEATING OF PARENTS

WEDDING PROCESSIONAL

GREETING

DECLARATION OF INTENTION

PARENTS' AFFIRMATION

SCRIPTURE LESSON

SHARING OF WEDDING VOWS

EXCHANGE OF WEDDING RINGS

DECLARATION OF MARRIAGE

LIGHTING OF THE UNITY CANDLE

BLESSING OF THE MARRIAGE

BRIDAL KISS

INTRODUCTION OF THE COUPLE

WEDDING RECESSIONAL