

YOUR WEDDING

AT

**First United Methodist Church
MARION, IOWA**

PROCEDURES & POLICIES

REGARDING THE USE OF

CHURCH FACILITIES

FOR

WEDDINGS

The Pastors and Staff of our church are interested in your wedding because we believe that a Christian wedding is a covenant making ceremony in which the Bride and Groom not only Declare their love for one another, but affirm their Faith in Jesus Christ as Lord of their lives and of their marriage.

Pastor Mike Morgan, Pastor Keith Nester and the rest of the staff are dedicated to assisting you in pre-marital counseling and in the planning and carrying out of your wedding. This is all part of the larger family ministry, which is so important to us here at First United Methodist Church.

In order to establish a uniform and regular practice with regard to weddings in our church and to make available the accepted policies of the church, the procedures and policies outlined in this booklet have been instituted. After you have read this material, you may call the church staff wedding coordinator, Karen Schmitz at the church office, 377-4856 for questions.

PROCEDURES FOR YOUR WEDDING CEREMONY

1. Please read carefully the contents of this booklet.
2. The Church Staff Wedding Coordinator is your first contact. If the date is available on the church calendar, it will be tentatively reserved until:
 - a) You have met with the officiating pastor, have their approval and availability with their calendar. This pre-marital appointment should be made with the officiating pastor within one to two weeks after your first contact with the wedding coordinator.
 - b) The consultation and deposit fees have been paid.
3. Participate in the pre-marriage “Marriage Essentials” class held at First United Methodist Church.
4. The consultation fee and deposit fee are as follows:
 - a) Consultation fee written to the officiating pastor
Member: \$60 Non-member: \$90
 - b) Deposit fee written to FUMC prior to holding the date on the calendar.
Member: \$90 Non-member: \$200

To be considered a “member wedding” either the bride and/or groom or their parents must be a member of the church. Please call the church office (377-4856) for a list of fees for a member wedding.

If you are not a member and you wish to become one, you must go through the current new member and pre-marriage classes.

The consultation fee is non-refundable if the wedding is canceled.

The deposit fee will be refunded after the wedding service or if the wedding is canceled.

NON-MEMBER WEDDING:

A Non-Member wedding is a flat fee of \$1000 to cover all of the expenses, plus a refundable deposit fee of \$200 due at the initial meeting with the officiating pastor.

THE POLICIES FOR A WEDDING AT F.U.M.C.

1. **CEREMONY** The following policies and guidelines are offered to insure and preserve these sacred traditions and time-honored truths of our Christian faith. Included are specific policies regarding facilities, music, decorations, and photography, which will uphold the traditions of The United Methodist Church. The wedding ceremony is a special act of worship within the traditions of the historic church. It is the joyous celebration of this Christian rite in which you, by your vows of commitment before God, are united in marriage. The congregation joins with you as a body of worshipping participants and not as mere spectators.
2. **PASTOR** The Officiating Pastor will be in charge of the wedding and wedding rehearsal. This includes guest pastors. The Pastor has the final approval of the ceremony. Pre-marital consultations are done by the Officiating Pastor.
3. **MUSIC** The Lead Keyboardist of Marion First United Methodist Church will play for weddings at our church. If she is unable to play at your wedding, you may choose a keyboardist of your own. Because the wedding ceremony is a service of Christian worship, we believe that the wedding music should be consistent with such a spirit. Those who arrange the service should contact and meet with the church keyboardist in advance of the rehearsal so that all music may be selected and approved. Our keyboardist is a trained professional who will consult with the wedding party and will gladly suggest appropriate music. We support the judgement of our music staff as to the appropriateness of the music for use in the service.

**** It is your responsibility to contact the church keyboardist and schedule them to play for your wedding. Please do this as soon as you have your wedding permanently scheduled on the church calendar.**

Our Church Keyboardist is Diane Beach.

4. **RESERVATIONS AND FACILITIES**
The services of the church must come first in considerations of a date. After the date has been set for your wedding and the approval from the officiating pastor given, it will then be permanently put on the church calendar after the consultation and deposit fees are paid

The officiating pastor's consultation fee is non-refundable and the deposit fee will be refunded if your wedding is canceled.

If your wedding plans change, (postponed or canceled) be sure to notify the wedding coordinator in the church office at once. The wedding coordinator will contact the church people involved with your wedding and notify them of the change.

PLEASE NOTE: Christmas decorations will be in the Sanctuary beginning the first Sunday in Advent (end of November) through twelve days after Christmas day.

NO WEDDINGS will be scheduled during Holy Week.
NO WEDDINGS will be scheduled on Sundays.

We request you schedule your wedding no later than 4:30pm, with pictures before the ceremony.

To schedule a time after 4:30pm, you must first have permission from the officiating pastor.

The sanctuary and chapel are available for weddings.
The sanctuary seats 350 persons comfortably.
The chapel will seat 80 comfortably.

ITEMS AVAILABLE FOR YOUR USE ARE AS FOLLOWS:

- **Candelabra (Two 14-candle spirals)**
The spirals cannot be lighted for pictures before the service.

- **Unity candle holder (you provide the unity candle and two tapers)**

- **White altar paraments will be used.**

- **The Information Center, located in the area back of the sanctuary, will be used for the guest book. We have a lace table cloth to cover the center.**

Dressing rooms are available for both the bride and groom's parties. They will be locked after the rehearsal, but the church will not be responsible for any items that are left in them if they are stolen or damaged.

The church will be unlocked 3 hours prior to the time of the wedding for flower delivery, the bridal party to get ready and pictures to be taken. If you need the church unlocked more than 3 hours prior to the wedding, there will be an additional fee for the custodian and wedding hostess. The photographer must be finished and equipment removed from the Sanctuary one half hour before the start of the wedding.

- a. Because of the tradition of the United Methodist stand to uphold health & wellness:
 - 1. All tobacco products are prohibited in or on church property.
 - 2. The use of any alcohol is not permitted in or on church property.
 - 3. The use of any illicit drugs is not permitted in or on church property.
- b. Candles are only allowed in the chancel area. If you use other candelabras or candles other than the church's, you must provide plastic underneath to prevent candle wax dripping on the carpet. Aisle candles are extremely hazardous and may not be used under any circumstances. This is a direct order from the Marion Fire Marshall.
- c. No aisle runners are allowed.
- d.. To preserve the beauty of our facility, beverages or food are not allowed in the sanctuary, chapel or parlor. Food and beverages are allowed only in the dressing rooms. Please make your wedding party aware of this policy.
- e. Rice, birdseed or confetti may not be thrown at any time inside or outside the church building. Please do not release any balloons as they are harmful to the ecology.
- f. Any neglect to abide by these guidelines will lead to the forfeiture of the damage deposit.

5. **CHURCH WEDDING HOSTESS** To insure the integrity and responsibility of the church and it's property, the Administrative Council has required and approved the need of a Church Wedding Hostess This person is an assistant to the pastor. The wedding hostess attends your rehearsal and is present for pictures before the wedding. The hostess will work with the Pastor and the Bride & Groom to see that their wishes in how the ceremony is to be conducted will be carried out to make your wedding a special celebration. She will assist the wedding party whenever possible. Duties may include: pinning flowers on before pictures, instruction of the ushers in their duties, order of lighting the candles, seating grandparents and parents, organizing the wedding party from the Narthex during processional; organizing the receiving line. Once the receiving line has started, the hostess' job is done. If holding the reception at the church, the wedding hostess will meet with

you prior to the wedding and discuss all necessary details. Otherwise most information can be shared with a phone call prior to the wedding.

- **A Church Wedding Hostess will be assigned to you.** As your wedding date draws closer, please call the church office to get the name and telephone number of your wedding hostess. Please call your hostess with any questions you might have regarding the service and policies, and to give information to her to help her assist in making your wedding a special worship celebration.
6. **DECORATIONS** for the wedding should serve only to enhance the spirit of the worshipful celebration. We thus caution against over-decorating; floral decorations should not cover or obscure the altar or the religious symbols nor should decorations impede the movement of the wedding party.
- Nails, tacks, glue or tape **will not** be used to attach decorations to any of the furniture or the building.
 - The florist must use plastic clips for any pew bows or flowers.
 - All decorations must be removed immediately after the wedding service. Please ask a friend or family member to remove all your decorations following the service.
7. **PHOTOGRAPHS** Since your wedding is a worship experience, we ask all family and guests to revere the ceremony and the service. Photographs are not permitted during the ceremony. Photographs may be taken during the processional and recessional only. Please have your ushers inform the guests of the rules regarding photographs.
- **Video equipment must be used from the balcony unless given special permission by the officiating pastor.**
 - **WEDDING PHOTOGRAPHER:** The wedding photographer is the only one permitted to use time exposure with no flash during the ceremony. This is a worship service and nothing is to detract from your ceremony. **This is very important. Please make clear to your photographer that he/she is to be unobtrusive at all times. Remote control cameras are not allowed to be attached to the pews. If any questions it would be helpful for all new photographers to the church meet briefly with the officiating pastor right before the service.
8. **ADDRESS TO USE ON YOUR WEDDING INVITATIONS**
Please use the following address:

First United Methodist Church
Located at the corner of 12th Street & 8th Avenue
Marion, Iowa

Do not use the church office address listed in the phone book as it is a different

building.

9. **NURSERY** A church nursery is not provided during wedding ceremonies.

CHECK LIST

- Confirm the date and time with Officiating Pastor and Church Staff Wedding Coordinator. The date will be placed permanently on the church calendar after:
 - * Initial meeting with the officiating pastor.
 - * The availability of the date has been confirmed.
 - * Consultation and deposit fees are paid.
- Participate in Pre-marriage Class and consultation process.
- Once date is official:
 - * Call church keyboardist to reserve date.
 - * As your wedding draws nearer, call the Church Office for the name and phone number of your Wedding Hostess.
- Pay all wedding fees to the church Wedding Coordinator three weeks prior to the ceremony. Place in check memo "Wedding Fees".
- Bring to the rehearsal the following:
 - 4 copies of your wedding bulletin (if you are having one).
 - Marriage license.

You may bring your decorations (Unity Candle, tapers, guest book, programs, etc) to the rehearsal. Your decorations may be set up prior to the rehearsal, but the set-up time needs to be pre-arranged by calling the church office.

If you desire, you may also bring the dresses, tuxes, etc. of the wedding party the night of your rehearsal. They will be locked in the dressing rooms overnight, but the church will not be responsible for them if they are stolen or damaged.