



Wedding Preparation Guidelines
First United Methodist Church of Portage, Indiana
rev. 8/07

SUMMARY OF FEES - COUPLE'S RESPONSIBILITY

	<u>Member & Active Con- stituents</u>	<u>Non-Member (includes non- member relatives)</u>
Church Building	No charge	\$225
Custodial	\$100	included in above
Secretarial	\$50	\$50
Organist	see organist	see organist
Sound	\$45	\$45
Mentoring	\$16	\$16
Pastor	Honorarium	\$150

We have read and understand the above policies of First United Methodist Church of Portage. We also understand that we will be financially responsible for any damages done to the facility. Any questions or concerns have been discussed with the officiating pastor. By signing below, we signify that we intend to abide by the policies listed above.

Groom

Bride

prohibited on church grounds. The use of **rice** is not allowed; wedding parties may use **bird seed** or other biodegradable materials outside the building.

17. **Flowers** used on the altar should be live flowers, not silk. Flowers used in the nave may be silk, if desired. If the church is already decorated for a special event such as Christmas or Easter, decorations should be adjusted to the existing decor.

18. **Bows and/or floral arrangements** cannot be taped to the pews. Alternate means will need to be used for securing decorations to the pews (coordinate with the florist). Aisle runners are strongly discouraged; however, if the couple desires one, it must be supplied through the florist. Clean-up of the sanctuary includes removing the pins used to secure the aisle runner from the carpet.

19. If a **unity candle** ceremony is desired, the couple will provide candles and candleholders.

20. If **Holy Communion** is desired, bread and grape juice will be provided by the couple. Communion will be offered to all in attendance who wish to partake.

21. The couple must make arrangements for **musical accompaniment** during the ceremony. Should an organist be needed, the couple should make arrangements directly with an organist of their choice, or via consultation with the church staff. Organist fees should be paid directly to the organist at or before the rehearsal in accordance with the organist's current fee schedule. If vocal music is desired, the music must be approved by the pastor prior to the rehearsal as suitable for a service of worship.

1. Because "a wedding is a day, but a marriage is a lifetime," **marital preparation** is taken seriously and slowly. An initial interview with the pastor is followed by the assignment of Marriage Mentors who will work with the couple over a series of meetings, after which another meeting or two will take place with the pastor. Because of the preparation required, premarital work should begin a **minimum** of 4 months before the wedding. It is the responsibility of the couple to schedule each session with the pastor and the mentors.

2. The wedding will not be placed on the **church calendar** until after the first pastoral meeting is completed. Neither pastor will have more than 2 Saturdays a month with weddings scheduled. Members & active constituents of First United Methodist Church will have preferential treatment. No weddings will be scheduled the Saturday before Easter or the Saturday before Christmas (in the years Christmas or Christmas Eve falls on a Sunday). According to the *Discipline of the United Methodist Church* (2004), "The decision to perform the ceremony shall be the right and responsibility of the pastor" (para. 340.1.c.1).

3. **Pre-martial sessions** will consist of both planning the actual wedding ceremony and discussing issues unique to the couple. These issues will be based upon an inventory, which will be completed during the first session with the mentors. The cost for this inventory is expected at the first mentoring session.

4. "The Service of Christian Marriage," as found in *The United Methodist Hymnal* (1989), will be used for the **marriage ceremony**. Alterations may be made only under direction of and consultation with the pastor.

5. The **marriage license** must be brought to the wedding rehearsal. In Indiana, applications for marriage licenses are valid for 60 days (IC 31-11-4-9). Licenses must be obtained in the county of residence of either bride or groom; in the event neither is an Indiana resident, license must be obtained in the county where the wedding will take place (IC 31-11-4-3).

6. It is also recommended that the **rings** be brought to the rehearsal and left in the care of the pastor.

7. Under no circumstances will a professional **wedding coordinator** (or consultant) be allowed to direct the service of worship.

8. It is not the normal habit in United Methodist Churches to invite **another pastor** to officiate. Should the couple desire an additional pastor to participate, arrangements can be made through the senior pastor (even if the associate pastor is officiating) *before* the other pastor is invited. The invitation to participate should come from a pastor of this church.

9. **Photography and videography** are permitted during the ceremony. Following the processional, photographers must stay near the back or in a side aisle. Flash photography is permitted. Videographers will be located at the back of the sanctuary; no additional lighting for videography is permitted during the ceremony.

10. **Access** to the church building will be granted 2 hours prior to the beginning of the service. Exceptions to this must be worked out with the officiating pastor well ahead of time; a

member of the wedding party or their designee must be present at all times when the doors are unlocked.

11. **Cars** of wedding guests should not be left in the parking lot following the service. As the church needs all available parking spaces on Sunday morning, cars remaining in the parking lot the following morning are subject to removal at the owner's expense.

12. **Members and active constituents** of First UMC will be able to use the church at no cost. Should a custodian be desired, a fee of \$100 is required. If a custodian is not requested, it is expected that parties using the sanctuary will return the building to its original state, suitable for Sunday worship.

13. **Non-member relatives** may be able to use the sanctuary for weddings (pending approval of the senior pastor), but will be assessed a fee of \$225, which includes the above noted custodial fee.

14. **Secretarial duties** are not included in the use of the church. Should the secretary's services for bulletins or worship folders be desired, a fee of \$50 will be required.

14. **Food** should be kept in the Fellowship Hall, not in the narthex or the sanctuary.

15. A **sound technician** will be provided by the church; a fee of \$45 is required.

16. First UMC is a smoke-free environment; **smoking** is prohibited in the building. **Alcoholic beverages** are also