

WEDDING MANUAL

Memorial United Methodist
Church
Terre Haute, IN
812-234-0776



PLANNING YOUR WEDDING AT MEMORIAL UNITED METHODIST CHURCH

INTRODUCTION

We rejoice with the two of you that you have found each other and wish to make a commitment of marriage to each other. It is an important and big step in your lives. We believe that marriage is created by God and a part of God's gift to us. Uniting a husband and wife is the formation of a sacred relationship. We pray God's blessing on you, not only on your wedding day, but throughout your life together.

WEDDING MANUAL

This wedding manual has been provided to assist you in planning your wedding at Memorial United Methodist Church. Please acquaint yourselves thoroughly with the policies it contains. It is the responsibility of the bride and groom to make certain that all members of the wedding party are aware of the church's policies.

PLAN EARLY

Book the minister and church facility you will need, sanctuary or chapel, well in advance. Arrange for wedding coordinator, musicians, vocalists, and sound system operator as soon as possible after booking the church so that they will have you on their individual schedules.

Memorial United Methodist Church does not reserve wedding dates for non-members or those with no affiliation with Memorial U.M.C. earlier than 6 months prior to the wedding date.

THE CHRISTIAN WEDDING

The Christian Wedding is first and foremost a service of worship. It is not just a civil ceremony in a church building. The liturgy, vows, scripture, prayers and blessing are all a part of the worship of God for the gift of marriage.

There are a number of ways in which you can make the wedding service a part of the larger worship. Congregational hymns, sacrament of Holy Communion, and/or responsive readings can all be added to the wedding service. Talk over any of these options with the church pastor.

PREMARITAL PLANNING AND COUNSELING

All couples will be required to meet with the minister a minimum of three visits prior to the wedding service. The purpose of these sessions is to:

- 1) help the minister get to know the couple
- 2) discuss the meaning of becoming husband and wife
- 3) plan the wedding service

The minister will assist you in planning the specifications of the wedding service and provide suggestions which will make your wedding day more meaningful. Therefore, couples should plan well in advance to meet with the minister and set the counseling dates to provide for more meaningful time together.

THE MARRIAGE LICENSE

The Marriage License is only good for 60 days from time it is issued. It is recommended that you secure your marriage license two to three weeks prior to your wedding. Due to constantly changing laws concerning the marriage license,

simply call the County Clerk's office to find out specific requirements before going to get your license.

The Marriage License must be brought to the pastor in charge of the service prior to the rehearsal. If the officiating Memorial UMC pastor does not have the license in hand, the wedding cannot and will not be performed. You will actually receive two licenses: one to be filled out and sent back and one for you to keep. Please bring both licenses to the pastor.

THE MINISTER

An appointed minister of Memorial United Methodist Church will be in charge of all weddings taking place in the church unless he/she releases that responsibility to a specific minister. If, for any reason, you wish to have another minister included to assist in the wedding, this request must be made to Memorial United Methodist Church Minister who may extend an official invitation to the minister being requested. In all cases, the Memorial United Methodist Church minister will be responsible for service content and service division.

THE WEDDING COORDINATOR

The use of one of the Memorial church wedding coordinators is required unless other arrangements are made with the pastor. The Wedding Coordinator will be here to (a) assure there will be a smooth and orderly line-up and procession of the wedding party, (b) answer questions and assist the ushers and parents, (c) show couples around the church in a meeting prior to the wedding, (d) assist the pastor during the rehearsal and the wedding, and (e) assure rules of this booklet are followed.

Should the couple employ a private wedding coordinator, the church coordinator will still supervise all issues related to the church, including the rehearsal.

THE ORGANIST

We request that you use a Memorial church organist as they are familiar with the organ and weddings at Memorial Church. Any other organist you may prefer must have had prior church organ experience, be qualified and approved in advance by our organists.

If a Memorial UMC church organist is not being used, the substitute organist will need to be at the rehearsal to meet briefly with the minister about the music. The church office will need to know in advance if a substitute organist is being used.

If a soloist is to sing at the wedding, it is their responsibility to make arrangements with the organist to practice. It is also their responsibility to provide the organist with the appropriate musician to accompany them. (It is customary to buy the sheet music for the musician if they do not already have original copies.)

The couple should make contacts with the instrumentalist and /or vocalists at the earliest possible date. During that initial contact the two parties should discuss the amount and type of music that is anticipated, practice and rehearsal requirements and compensations.

THE CEREMONY

Remember that the Memorial UMC minister has final responsibility for the wedding ceremony and how it is conducted. If the service has an assisting Pastor, the Memorial UMC minister has the final responsibility for dividing the service equitably.

Consider the space available at the front of the church when you determine the number of people you plan to have in the wedding party.

The wedding coordinator will be present to assist with your wedding. The Coordinator is experienced with weddings at Memorial UMC and will assist you with the logistics and mechanics of the ceremony. Those logistics include:

Direct and oversee the ushers prior to the ceremony – seating guests, lighting candles, seating parents, aisle cloth

Coordinates “traffic” in the Narthex

Spaces and paces the wedding party as they process in to the ceremony

Consider the possibility that small children - who may be a lovely addition to the processional - may be much more comfortable if they are allowed to be seated with a family member or friend early in the ceremony.

MUSIC

The music you select for your wedding should be in keeping with what is appropriate for a worship setting. While some love songs and secular music is appropriate, much is not. There are a number of traditional as well as contemporary hymns, songs, and instrumental numbers which are appropriate to the wedding ceremony and the Christian worship service. The pre-wedding music, be it vocal or instrumental should gradually move the audience toward an attitude of worship.

Music used during the wedding service is subject to approval by the minister or his/her designee. Lyrics of songs will be requested prior to approval. Music should be discussed at length with the minister or his/her designee when the service is being planned. Other musical

selections must be approved in advance by the Memorial UMC Minister or his/her designee.

With the approval of the Memorial pastor in charge of the wedding, the use of taped and/or CD music is permissible. If taped or CD music is requested then a Memorial United Methodist trained sound technician is required to operate the sound booth.

SOUND SYSTEM

The sound system in the sanctuary requires the use of a Memorial UMC trained operator. The need for the use of the sound system should be discussed well in advance with the minister. A small to moderate size wedding with no vocalist might not require the services of a sound operator.

REHEARSAL

A good rehearsal means a good wedding! The rehearsal is really very important and it is best of all if the wedding party is present. All wedding rehearsals will begin promptly at 6:00 the evening prior to the wedding. Rehearsals vary in length, mainly according to how many people are involved, but if everyone gets to the church on time an hour should be sufficient.

Even people who have been in other weddings should plan to attend because they have never been in your individualized wedding. The minister will answer any questions, give directions, and help everyone to know their place and timing. Try to have all of the wedding party present including the:

Bride and groom, best man, maid/matron of honor, groomsmen, bridesmaids, father (or other escort of the bride), ushers, flower girl and ring bearer, organist, church wedding hostess, minister, and parents of the bride and groom.

Also, you must bring with you to the wedding rehearsal the license.

PHOTOGRAPHERS and VIDEO TAPING

Photographs provide vivid memories of your wedding day. But, flashing cameras, clicking auto-advances, and moving bodies distract from the worship attitude and the congregation's attentiveness to your wedding. Therefore, there is to be no flash photography. (Many professional photographers know and respect this, however, family "photo buffs" may need to be reminded.) Photographs during the "processional" and "recessional" are acceptable but none should be taken during the wedding service. Following the service, any part of the wedding can be reenacted for the benefit of the camera.

Pre-wedding photographic sessions in the sanctuary should be completed at least 45 minutes in advance of the wedding.

Many couples are now choosing to video tape their wedding. Such requests should be discussed with the minister well in advance. Such cameras must be on tripods and left stationary.

DRESSING FACILITIES

Wedding parties may dress at the church and are encouraged to do so. Simply discuss this with the wedding coordinator or the minister during the counseling sessions. Please make certain that all personal items and possessions are removed from the church following the wedding. Memorial UMC cannot assume responsibility for possessions in the church during or after the wedding ceremony.

BULLETINS

Many couples choose to have a wedding bulletin. The couple or the church office can print wedding bulletins. If the couple chooses to do this, ask the minister for a copy of the service with the heading and order. If the church office prints them, all information needed for the bulletin needs to be in the church office two weeks prior to the wedding. A proof copy will be printed and will need to be approved before final printing. The final printing of the bulletin will be the Wednesday prior to the wedding. The fee for 200 bulletins is \$25.00 - over 200 bulletins will be charged 10 cents per copy.

The church office must be notified 2 weeks in advance for this service.

Discuss your needs with the minister.

RICE, BIRDSEED, CONFETTI, OR BUBBLES

Neither rice nor confetti may be used. These elements are very difficult to clean up outside as well as inside. They also create a dangerous falling hazard for people as these elements will roll when walked upon. Birdseed is permitted but only outside the church in the parking lot. Individual dispensers of soap bubbles are now available from bridal shops and could be a festive alternative to bird seed.

GENERAL POLICIES

The church building and premises are a **SMOKE FREE ENVIRONMENT.**

Alcohol beverages are not allowed in the building or on the premises. This includes the building and the parking areas.

FLOWERS AND DECORATIONS

You may have as many flowers as you wish. We ask that you observe the following:

- 1) Floral pieces or plants be in watertight containers with pads placed underneath them.
- 2) Bows and/or other pew markers be attached without using tape or wires, or other substances which may mar the pews.
- 3) No furniture and/or Communion Table items be moved or removed without the permission of the minister.
- 4) Altar flowers may be left, if possible, for the church to use in the Sunday Service.
- 5) The Church has candelabras you may rent. The candles are provided by the church.
No outside rental of candelabras is permitted.
- 6) The church has nine pair of aisle candelabra you may rent for an evening wedding. These attach to the end of the pews. The candles are provided by the church.
- 7) The church has a unity candleholder that may be used. However, the couple must provide the 4-inch diameter candle. The two candles on either side of the unity candle will be provided by the church.
- 8) The church provides a kneeling bench which can be used in the sanctuary wedding service.
- 9) Silk flower petals should be used by the flower girl instead of real flowers, as they will not stain the carpet.
- 10) Glitter on flowers, dresses, hair, etc. is not allowed.

Please share these policies with your florist.

CHURCH FEES AND COSTS

Fees charged by the church for the use of the facilities help cover the costs of utilities, incidentals, labor and professional services. Fees are payable to the minister or church office no later than one week prior to the rehearsal. There is a \$150 non-refundable reservation fee due prior to your wedding being booked on the church calendar.

FEE SCHEDULE

	MEMBERS	NON-MEMBERS
Sanctuary	no charge	\$325
Professional Fee (Minister)	***	\$150
***Clergy honoraria is left to the discretion of the groom		
Sound Technician	\$70	\$100*
*fee includes rehearsal & wedding. Additional practice \$10/hour		
Wedding Coordinator	\$70	\$100*
*fee includes rehearsal & wedding. Additional practice \$10/hour		
Custodial	\$85	\$85
Chapel	no charge	\$125
#Candelabra	\$30	\$30
#Aisle Candelabra	\$40	\$40

(# Including Candles)

Organist

Arrange with organist

Soloist

Arrange with soloist

STILL HAVE QUESTIONS???

If you still have questions about the wedding policies of the church or if you need more information, please contact the minister at the church office (234-0776) or ask the minister during one of your counseling sessions.

This booklet contains the official rules and regulations regarding weddings as approved by the Memorial United Methodist Church Board of Trustees.
Effective July 1, 2006