

CHAMBERS HILL UNITED METHODIST CHURCH WEDDING GUIDELINES

(Revised 10/30/08)

CONGRATULATIONS!

We are happy that you have chosen our church to share the joy of your wedding day! We are honored that you have asked us to take part in the event which expresses your love for one another. We consider ourselves privileged to represent the faith community which would support you in this covenant.

We have provided these guidelines to help insure that your "big day" be a meaningful one. If you have any questions, please give Pastor Steve a call (561-0388 at the church; 564-2895 at his home).

Most importantly, friends, we rejoice in this time when you have pledged your lives to one another and have asked that God would be a special part of your relationship. Be assured that, as you rely on God's love and support in the years to come, He will anoint your marriage with His continued blessing in all the challenging and exciting days that await you!

YOUR CHRISTIAN WEDDING AT CHAMBERS HILL

*Our church believes that the couple should be active in the life of the faith community, which is affirming their marriage. For this reason, we will only be able to accommodate those who are actively involved in the life of the church. The pastor will meet with you for one session for pre-marital counseling after both of you complete an online survey. **Please make out a check to "Chambers Hill UMC" for \$29.95 for the cost of the survey.** A written survey is available instead, if you would prefer not to use email. This would require an additional meeting with the pastor and a check made out to "Chambers Hill UMC" for \$35.00. We believe that the ministry provided in these times will help to provide a foundation for your Christian marriage throughout the years to come.*

When you contact Pastor Steve about your wish to be married at Chambers Hill, you will learn about the availability of both the pastor and church on your desired date. If there is no conflict with the date, the pastor can "pencil you in" so that your request can be honored first. Please return the attached reservation form to the church also in order to reserve your date. It is important to know that the wedding itself cannot be confirmed until the couple has met with Pastor Steve (within three weeks of the reservation date) and has demonstrated a willingness to become involved in the life of the church. This introductory meeting should ideally be at least six months before the wedding date.

Be advised that if this is a second marriage for either party that the bonds of the first marriage must be completely dissolved before the pastor will even be able to discuss plans for a wedding. In other words, "don't even ask" about a wedding date or the pastor's availability if you are still married!

PLANNING YOUR WEDDING

The pastor wants to help you shape your ideas into a wonderful experience for you and everyone in attendance (and when your ideas "run dry", he has lots of ideas and resources of his own to help you plan a meaningful Christian service). Both traditional and contemporary services can provide such an experience when created thoughtfully. The words, music and symbols used in the service, of course, should be in keeping with Christian marriage and should be approved by the pastor.

MUSIC AT YOUR WEDDING

We have both an organ and a piano for use at weddings. Our church organist prefers not to play for weddings, so it is your responsibility to contact an organist on your own. The church secretary has a list of organists if needed. Wedding music should reflect the ideals of Christian marriage. If you want to use music that is more secular in nature, it may be included within the recital before the worship portion of the service. Please confer with both Pastor Steve and the organist as you choose your music. Soloists should arrange rehearsal time prior to the actual wedding rehearsal. If you need a person to operate the sound system, please contact the church at the time of the first counseling session.

PHOTOGRAPHY AT YOUR WEDDING

The photographer should meet with the pastor for a few minutes about an hour or two before the ceremony, to discuss photography during the wedding. Generally, we encourage NON-flash photography during the ceremony. Sometimes a note in the wedding bulletin helps the congregation to be sensitive to this wish. A video camera may be used from a stationary position using a tripod.

THE REHEARSAL

The wedding rehearsal will usually be one or two days before the ceremony, and it is important that all who are taking a significant part in the service be present at this time. The wedding rehearsal is a joyous time, but there should also be an attitude of respect for those who are providing leadership for the planning of the ceremony. In the event that someone in the wedding party cannot attend, the bride and groom should instruct this person concerning their responsibilities. It is also a good idea to invite musicians, parents of the couple, guest book attendants and others. The photographer does not need to attend.

ADDITIONAL SERVICES AND GUIDELINES FOR THE USE OF THE BUILDING

The couple is responsible for purchasing their own flowers for the service. If you would like your flowers to be also used for the following Sunday morning worship services, please contact the church secretary. If other items are desired, such as an aisle runner, wedding bulletins, aisle candles, unity candle or candelabra candles, it is the responsibility of the couple to secure these. If flower petals are to be strewn, a wide runner should be provided which covers the whole center aisle. The pastor will be glad to give you some ideas and help you to prepare the order of worship.

If you wish, our church secretary can type and copy the bulletin for you if she is available to do so. You need to bring her the order of worship, list of persons participating, etc., and the bulletins themselves at least three weeks before the wedding. Her honorarium for this service is listed below.

The church recommends the use of bubbles rather than throwing of rice, bird seed, or confetti. Because the church is a house of worship, **no use of tobacco is permitted within the building. Alcohol is prohibited everywhere on the premises.** The congregation maintains a fellowship hall, which may be made available for the wedding reception. If the couple wishes to use it, they should contact Carol Brown (561-0388), who will provide them with a fellowship hall policy list (includes fees and regulations). She alone can schedule this.

ALL FEES need to be sent to the church at least two weeks before the service to reserve the date.

BUILDING: \$200 for non-members and **\$100** for members. (make check payable to Chambers Hill UMC)

PASTOR: (make check payable to Stephen G. Portner): **\$125 suggested donation**

CUSTODIAN: (make check payable to Amy Hoffman): **\$50**

SECRETARY: (make check payable to Carol Brown): **\$25** (Payable **ONLY** if she helps with bulletin)

ORGANIST: (**As agreed.**) You must secure these services yourself. We can make recommendations.

DEPOSIT FOR CHURCH BUILDING: \$250 (WE HOPE TO RETURN THIS CHECK to you in its entirety).

A word of explanation. At times the church has been left in very poor condition after a wedding. Some people have assumed that the custodian's fee covers anything that has been done to the church property. It does not. The custodian's fee covers only "touch up" work such as removing bulletins, taking garbage bags to the dumpster, light tidying of the sanctuary and sweeping up. It **DOES NOT INCLUDE** such things as excessive trash, broken or damaged items or rooms being left in a condition other than the way they were found. After the ceremony, the custodian will evaluate the condition of the church, and if "all is well", we will be pleased to return your deposit a few days after the wedding. We hope that you can appreciate the fact that all of these rooms used during your wedding will **ALSO** be used for worship and Sunday School the very next day!

We suggest that the wedding couple appoint a friend or family member to oversee the cleanup after the wedding so that the bride and groom don't need to worry about these details during the photography session or the reception. This person should see that all garbage is put in garbage bags, and then placed in the hallway. They should also make sure that all personal effects (clothes, hair dryers, etc.) would be gathered up. All of this should be done **BEFORE THE WEDDING PARTY LEAVES** the church for the reception. Again, we will only keep the deposit if deemed necessary. We will gladly discuss this issue with you so that "all parties" are clear about expectations.

OUR WISH FOR YOU

May the Lord richly bless you in the wonderful days to come, and we hope that the Chambers Hill United Methodist Church can continue to minister to you and your family as you grow in the love of God!

WEDDING INFORMATION
(to be completed by the first counseling session)

Name of Groom: _____ Phone # _____
Address: _____
Email: _____

Name of Bride: _____ Phone # _____
Address: _____
Email: _____

Wedding date: _____ Time: _____ Approximate Number Attending _____

<i>Bridal Party:</i>	<i>Groom's Party:</i>
Maid or matron _____	Best _____
Of honor _____	man _____
Bridesmaids _____	Groomsmen _____
_____	_____
_____	_____
_____	_____
_____	_____
Flower girl _____	Ring bearer _____
Escort _____	Reader(s) _____
Organist/ Pianist _____	Soloist _____
Music requested _____	_____

Consultation Dates (and Times) _____

Rehearsal Date _____ Time _____ Reception _____
Wedding Reception _____

Bride's Parent(s) attending: _____
Groom's Parent(s) attending: _____

Couple's Future Address and Phone # _____

Check which of the following will be part of the ceremony:

<input type="checkbox"/> Unity candle	<input type="checkbox"/> Flowers (Florist: _____)	Will flowers be left for church altar? Yes or No
<input type="checkbox"/> Roses for Mothers	<input type="checkbox"/> Photographer _____	
<input type="checkbox"/> Worship bulletin	<input type="checkbox"/> Videographer _____	
<input type="checkbox"/> Aisle Runner	<input type="checkbox"/> Special words or phrases	
<input type="checkbox"/> Other:		