

PLANNING YOUR WEDDING

A CELEBRATION OF LOVE



FIRST UNITED METHODIST CHURCH

200 W. SECOND ST.

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As a church staff, we are happy to have this opportunity to work with you as you prepare for one of the most important and holy events in your lives. Beginning your marriage with a service of Christian worship for your family and friends is a beautiful way for you to celebrate your love as you make a commitment to be each other's life partner. This brochure includes basic information about planning a church wedding here at First UMC. We look forward to helping you plan your wedding day.

THE MARRIAGE LICENSE:

A valid marriage license must be provided to the pastor evening of the wedding rehearsal. The Probate Court Marriage Bureau's are located at Adams and Erie St. Toledo (Lucas County), phone 419-213-4361 and/or the Probate Court at 1 Courthouse Square, Bowling Green (Wood County) phone 419-354-9230. The Bureau is open from 8:30 a.m. to 4:00 p.m. Monday through Friday. There is no blood test required. You will need to have the following: 1) Full certificate of Birth, 2) Proof of Social Security number, 3) and a picture I.D. If you were previously married then you will need either a signed copy of the Divorce Record or a copy of the Death Record showing you as the surviving spouse. The cost is approximately \$40-50 (in cash).

PHOTOGRAPHY:

Flash pictures may be taken by your professional photographer and guests before the ceremony and during the processions and recessional. In keeping with the dignity and beauty of a service of Christian worship, we request that your professional photographer and guests take no flash pictures during the ceremony. Non-flash exposures taken by your professional photographer from the balcony during the service are permitted. Any portion of the ceremony may be reposed following the conclusion of the service.

If you have arranged for your wedding to be videotaped the agreed-upon camera(s) and videographer(s) should remain **stationary** in agreed-upon locations throughout the service.

DONATIONS FOR FACILITIES USE AND SERVICES:

<u>Facility or service:</u>	<u>Contributing Members*</u>	<u>Non-Members</u>
1. Sanctuary	A contribution is appropriate	\$275.00
2. Security Deposit (Refundable)	\$250.00	\$250.00
3. Fellowship Hall	A contribution is appropriate	\$100.00
4. Kitchen	A contribution is appropriate	\$ 75.00
5. Pastoral services	An honorarium is appropriate	\$225.00
-Outside pastoral coordination	\$100.00	\$100.00
6. Church Organist		
Rehearsal and wedding	\$150.00	\$150.00
-with vocalist/instrumentalist	\$200.00	\$200.00
Consultant Fee if guest organist is used	\$ 50.00	\$ 50.00
7. Bulletin preparation	An honorarium is appropriate	\$ 25.00
8. Purchase of candles for the candelabra		
7 branch candelabra and 10 aisle candle holders	\$ 25.00	\$ 25.00
9. Custodial Service for Sanctuary	\$100.00	\$100.00
Custodial Service for reception	\$125.00	\$125.00
10. Sound booth operator (required)	\$ 75.00	\$ 75.00

Fees revised by Ad Council 2014

*A “Contributing Member” is defined as one who is a member of First United Methodist Church at the time of the initial marriage preparation session. He/she has already contributed to the church directly, or through parents, an amount equal to, or greater than, that in fees from non-members during that year. Payments for the individuals providing the service is due in an envelope at the time of the rehearsal

For Non-members the church use fee of \$275 is required before the wedding is officially on the church calendar. Other fees are due to the individuals providing the service in an envelope at the time of the rehearsal.

DECORATING THE SANCTUARY:

It is fitting, but not at all required, that the sanctuary be adorned with appropriate decorations for this festive service. Simplicity is suggested. If a florist is engaged, the church office should be consulted as to the time of delivery and picking up of the floral-owned material. If you wish to leave flowers for the Sunday worship; again communicate that to the Pastor.

Several rules have been adopted to insure continued beauty of our sanctuary:

- The use of **thumbtacks or tape of any kind** on church furniture is prohibited.
- If a Unity Candle is desired, the couple is to provide it.
- The center aisle is 52 Feet long (from Chancel steps to double doors), if an aisle runner is desired.
- Use of balloons in decorating the Sanctuary is not allowed.
- For your convenience, the church will be opened **two hours** before the wedding.

SETTING THE DATE AND TIME:

The pastor of the congregation is responsible for scheduling all weddings. Your first step is to make an appointment to talk with the Pastor about your plans. Please keep in mind that dates for weddings are often scheduled more than a year in advance; and, as a general rule, two weddings will not be scheduled for the same day. If there is an exception to this rule, the second wedding will **not** be scheduled without the approval of the couple who scheduled the date first. Helpful reminder: the stated hour for wedding in your formal wedding invitations should be the time **the service** actually will begin. Prelude music precedes the service.

WEDDING TIMES: Due to our scheduled 5:30 p.m. Saturday Worship Service, all Saturday weddings must be scheduled no later than 1:30 p.m.

GUEST OFFICIATING PASTORS:

If you would like another ordained pastor to assist with your wedding, please discuss your desire with the Pastor so an appropriate invitation can be issued.

MARRIAGE PREPARATION SESSIONS:

Since your wedding ceremony is one of life’s most significant occasions, unhurried, careful planning is essential. There are counseling sessions planned to discuss the ramifications of married life and the deeper issues of commitment and intimacy. In addition, the Pastor would be happy to work with you as you seek to develop a deeper understanding of Christian marriage.

MUSIC:

There are two church organists who are available for weddings. Vocal soloists and instrumental music also may lend themselves to the beauty of the service. After confirming the date and time for your wedding with the Pastor and with the assignment of an organist, you should contact that organist at least a month in advance in order to consult with her in planning the music. If having a vocalist or instrumentalist an additional rehearsal fee will be charged for the organist.

BULLETINS:

Wedding bulletins enhance the participation of the congregation in the service of marriage. Appropriate bulletin covers are available from most Christian bookstores and many secular bookstores. If you would like the church secretary, to print your bulletin, please call her at the church office, 874-1911 at least 2 weeks before the wedding to make arrangements with her (a \$25 fee is charged for non-members).

THE REHEARSAL:

Ordinarily, the rehearsal will be held the evening before the wedding. Everyone who will actively participate should be present. If everyone is on time, the rehearsal will take approximately one hour. Please bring the marriage license along with you that evening.

RULES AND REGULATIONS:

The following regulations have been adopted to help preserve the beauty and sanctity of our Church building:

- **No** alcoholic beverages are permitted on church property.
- Smoking is not permitted anywhere within the church facilities at any time. It is the duty of your ushers and family to convey this information to your guest if this becomes necessary.
- No food or beverages are to be brought into the Sanctuary for the rehearsal or wedding.
- The throwing of rice, confetti, biodegradable confetti, or birdseed is **prohibited**. Attractive, contemporary alternatives include small bells or bubbles.
- Use of Multi Purpose Room for the bride and bridesmaids is for putting dresses on **only**. The washing of hair and use of fingernail polish or fingernail polish remover is **prohibited**.

SECURITY DEPOSIT

The \$250.00 security deposit is refundable as long as all rules, regulations and decorating guidelines in this brochure are followed and there is no damage to church facilities and grounds.