

**First United Methodist Church**  
**Wedding Guidelines**  
January 26, 2016

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Vandalia IL 62471

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### **Introduction**

A wedding ceremony is a joyous time of worship; however, because it is a worship service, all components of the ceremony should be respectful of God, the congregation, and the church facilities. All arrangements are subject to the approval of the pastor. It is expected that the pastor of First United Methodist Church of Vandalia (FUMCV) will officiate all wedding ceremonies. Any other assisting pastors may participate only at the invitation of the pastor. The pastor also reserves the right to refuse to officiate a wedding ceremony for any nonmembers.

### **Pre-Marital Counseling**

The pastor requires four, one-hour premarital counseling sessions for him to officiate a wedding. The main goal of these sessions is for the wedding couple and the pastor to get to know one another. During these sessions, the wedding couple and the pastor will work through the book; Growing Love in Christian Marriage, an official United Methodist Resource; and plan the wedding ceremony, using liturgy from The United Methodist Book of Worship. Counseling materials are offered free of charge.

### **Facilities**

Tentative dates may be discussed with the church office by phone, but no date can be reserved on the church calendar until a personal conversation with the pastor has been completed. For dates to be reserved, all fees must be paid in advance. Please note: Non-church members will not be allowed to reserve church facilities for a wedding ceremony more than six months in advance of the wedding date.

The sanctuary seats approximately 300 people (400 counting the available seating in the balcony and choir area). The chapel seats around 70 persons. Because of the natural beauty of both areas, it is unnecessary to use costly arrays of flowers, greenery, and other types of decoration. It is suggested that a minimum of this sort be used. Use of adhesive tape of any kind is prohibited in the church buildings. Wesley Hall or the Family Center are available for wedding receptions. Arrangement of either room should be worked out directly with the church office.

Unless the wedding party is small, a rehearsal of the ceremony is expected to take place. All participants in the wedding service should be present so they can be apprised of their positions and procedures. One hour is sufficient for rehearsals. All members of the wedding party, including ushers and acolytes, should be present at the appointed hour so that the rehearsal can begin promptly. The minister is in charge of the rehearsal.

No rehearsal or ceremony will be conducted when any member of the wedding party is under the influence of alcoholic beverages or illegal drugs. No tobacco, alcoholic beverages, or illegal drugs are to be used on church property. Also, beverages of any kind are not to be taken into the sanctuary. It is the responsibility of the bride and groom to see that members of the wedding party and guests keep this policy.

### **Marriage License**

The marriage license must be secured at the Fayette County Courthouse since the ceremony will take place in this county. In Illinois, the license must be obtained at least twenty-four hours prior to the wedding ceremony and is valid for sixty days. Please bring the marriage license to the wedding rehearsal in order that the necessary information and signatures may be entered on the license prior to the wedding.

### **Music**

All music should be in keeping with the dignity and religious nature of this Christian service. Any secular music must be approved in advance by the pastor. Two or three special numbers can easily be used before and during the ceremony. Congregational singing of hymns is entirely appropriate.

The church organ is to be played by the church organist, or an organist approved by the pastor. The employment of FUMCV's organist is encouraged. An approved organist should discuss with the Director of Music the operation of the organ. All music arrangements are to be made directly with the organist who can assist in the selection of appropriate music. It is required that an honorarium be paid for the services of the organist (see below).

### **Photography**

No *flash* photography should be used during the main body of the service (from the time the pastor begins speaking to the moment before the wedding kiss). Any photographer(s) needs to consult with the pastor for proper procedures and placement during the wedding ceremony. The wedding party

may be regrouped in the sanctuary for pictures following the ceremony. Video recorders are not allowed in the chancel area during the wedding ceremony. The best area to setup the video recorder is in the balcony looking down on the sanctuary. Otherwise, they may be setup in the back of the sanctuary on either side.

**Flowers and Appointments**

The type of floral arrangement is the choice of the bride and groom. The natural beauty of the sanctuary and chapel should be carefully considered. Nothing should obstruct the view of the altar table and center focus of our worship services. Please instruct the florist that it is their responsibility to protect the carpet if candelabra are used and to remove all decorations following the wedding; unless special permission is granted to postpone the removal until a later time.

The church has two candelabra that are available for use at no charge. Also, floral arrangements, greenery, and candles should not be arranged in a style that could be a potential fire hazard.

Carpet runners are hazardous and are not allowed in a wedding ceremony.

The throwing of any substance (rice, birdseed, etc.) is not permitted inside or outside of the building.

**Sound**

If the sound system is used, a qualified person from FUMCV should be at the rehearsal and the wedding to operate it. From past experiences, not all persons are knowledgeable in this area, and it is important to us to keep it in operating condition for future services. An honorarium needs to be paid for the services of tech desk assistants (see below).

**Preparation Rooms**

The female wedding participants will use the Music Department on the upper level to prepare for the ceremony. The male participants use the Preschool play area on the lower level.

**Fee Schedule**

The following fees and recommended honorariums are to be paid to reserve church facilities for a wedding. Members will pay the non-member fee if they have not attended regular worship services within the previous two years.

	<u>Members</u>	<u>Nonmembers</u>
Sanctuary	No charge	\$200.00
Chapel	No charge	\$50.00
Wesley Hall	No charge	\$200.00
Family Center: <i>(See attached)</i>		
Pastor <i>(recommended for members)</i>	\$150.00	
<i>(required for non-members)</i>		\$200.00
Organist	\$150.00	\$200.00
Add: for work with soloist	\$50.00	\$50.00
Custodian:		
Sanctuary	\$75.00	\$75.00
Wesley Hall	\$75.00	\$75.00
Chapel	\$30.00	\$30.00
Tech Desk Assistants (per person)	\$50.00	\$50.00

I/We agree to the above terms and have paid the above fees to schedule the ceremony and reserve the

building on \_\_\_\_\_ for the ceremony and \_\_\_\_\_ for the rehearsal.  
Date/Time Date/Time

Signed by representative of wedding couple:

\_\_\_\_\_ Date \_\_\_\_\_

Signed by representative of FUMCV:

\_\_\_\_\_ Date \_\_\_\_\_

Fees paid to reserve facilities: \$ \_\_\_\_\_