



# YOUR WEDDING AT FIRST METHODIST

## Let's Begin!

First United Methodist Church is pleased that God has brought you to our church and that this will be the place where you will be sharing your vows of holy matrimony. We believe that a Christian wedding is a covenant and will reflect your desire to be an obedient disciple of our Lord, Jesus Christ. We believe that a wedding is a union between a man and a woman, but even more, it is an act of worship. A wedding is not only a time to declare your love for one another, it is also a time to affirm your faith in Jesus Christ as Lord of your lives and thus, Lord of your marriage.

Over the past 130 years, First United Methodist Church has had hundreds of weddings. Experience has taught us a great deal. By abiding by the policies listed, we feel Christ will be honored, the marriage ceremony will be done well, and the needs of our facility and staff will be respected. Please read the following material carefully and cooperate fully with First United Methodist Church in upholding these high standards.

### Ministers:

It is required that one of First United Methodist's ministers or another United Methodist minister, licensed in the State of Oklahoma, conduct any wedding held at First United Methodist Church. A minister of another denomination may participate in the service, but FUMC's minister will be the presiding pastor. Another minister should only be contacted after consulting with the assigned FUMC pastor in order to plan the service.

**Wedding Coordinator:** Stacy Schuller  
First United Methodist Church  
1115 S. Boulder Ave.  
Tulsa, OK 74119  
Church 918.592.3862, ext. 1123  
Fax 918.584.5228  
[stacyschuller@fumctulsa.org](mailto:stacyschuller@fumctulsa.org)

## RESERVING YOUR DATE

An application must be filled out prior to securing your wedding date. The application may be filled out online at [fumctulsa.org/weddings](http://fumctulsa.org/weddings). After the application has been received the wedding coordinator will set up an appointment for the couple to meet with an FUMC Minister to approve the wedding.

### Active Member Weddings

The Bride/Groom must be an active member of the church, or have parent(s) or grandparent(s) who are active members, for at least six (6) months prior to reserving the ceremony date on our church calendar. If the bride or groom is an active member or have parent(s) or grandparent(s) who are active members, there is a member fee for weddings for those who are providing services for your ceremony.

### Inactive Member Weddings

If either the bride or groom is an inactive member or does not have parent(s) or grandparent(s) who are active members, the wedding will fall in the Inactive Member category, paying the Inactive Member Wedding Fee.

### Non-Member Weddings

No non-member weddings may be scheduled in excess of six (6) months prior to the ceremony date as our members have priority until that time. Within six (6) months of the date of the wedding, a non-member wedding may be scheduled by calling our Wedding Coordinator. Non-member fees apply.

### Fees for a Wedding Ceremony

<i>Type of Ceremony</i>	<i>Fee</i>	<i>Able to Reserve</i>	<i>Payment due</i>
<b>Member</b>	<b>\$800</b>	Any time prior to ceremony date	4 weeks prior to ceremony date
<b>Inactive Member</b>	<b>\$1,250</b>	Any time prior to ceremony date	4 weeks prior to ceremony date
<b>Non-Member</b>	<b>\$1,850</b>	Six (6) months or less prior to ceremony date	½ due at booking, ½ due no later than 4 weeks before

A discount will be given to those paying by cash or check. Fees include the use of the sanctuary, wedding assistant, sound technician, organist, and security guard.

The honorarium for the First Methodist minister is not included in the wedding fee. (The honorarium for the First Methodist minister is \$200 and should be paid directly to him or her.) The bride and groom are responsible for the delivery of the honoraria to the pastor(s).

### **Alcohol/Smoking**

Our buildings are smoke-free and alcohol is not allowed anywhere on the property. Violators of this policy may be asked to leave the premises.

### **Premarital Program**

FUMC feels a responsibility to prepare couples for marriage and has established a “Great Start” couple-to-couple mentoring program using the Prepare/Enrich Inventory. Every couple getting married at FUMC Tulsa must participate in this program, or another approved premarital counseling program. The wedding coordinator will obtain the needed information from the couple, then you will be contacted by the “Great Start” Ministry. Special arrangements may be made for those living out of state.

### **Ceremony Dates Available**

Weddings are scheduled on Saturdays. We do not schedule weddings on Fridays, Sundays, or on the following weekends due to seasonal activities of the church:

First weekend of January*	Labor Day weekend
Palm Sunday**	First weekend of October
Easter weekend	Thanksgiving weekend
Memorial Day weekend	Any weekend in December
Fourth of July weekend***	

*\*If New Year’s Eve falls on a weekend, this may also include the second weekend of January.*

*\*\*Weddings are allowed on the Saturday before Palm Sunday if set-up allows and the couple agrees to have the Sanctuary decorated with palm branches.*

*\*\*\*May also include weekend prior to July 4 for annual Patriotic service. Dependent upon when July 4 occurs each year.*

### **Location of Ceremony**

Weddings are held in our Sanctuary or in McBirney Chapel. The Sanctuary can seat several hundred. McBirney Chapel can seat approximately 70 people comfortably. Since the Chapel is attached to the Sanctuary, fees are the same for both locations.

### **Time of Ceremony**

Weddings are scheduled to begin promptly at either 1:00 p.m. or 7:00 p.m. on Saturdays. Arrival of the bridal party (and all vendors) can begin three (3) hours prior to the ceremony. **Example:** For 1:00 p.m. weddings, earliest arrival time is 10:00 a.m. For 7:00 p.m. weddings, earliest arrival time is 4:00 p.m.

### **Wedding Coordinator**

Your wedding coordinator will handle your scheduling at FUMC and help you in any way with the wedding arrangements. She will also be able to answer any questions you have along the way up to the rehearsal.

### **Bridal Consultation**

Shortly after your wedding is booked, the FUMC wedding coordinator, bride, groom and other family members you may wish to invite, will schedule a Bridal Consultation to discuss details of the wedding. This is to be set up at a mutual time for those involved.

### **Wedding Assistant**

At the rehearsal, one of the wedding assistants will “take the reigns” from the coordinator and will lead and be available to assist you during the rehearsal and your wedding day. The coordinator and wedding assistants work in close communication to ensure every detail of your wedding is just how you want it. When outside wedding assistants are present, the FUMC assistant will be the lead and they will work together.

## **MUSIC**

### **Post-Consultation**

After the initial Bridal Consultation, the bride and groom are then responsible to contact Dick Taylor, our church senior organist, to set up a convenient time for a consultation and musical selections. You may reach the organist at [dicktaylor@fumctulsa.org](mailto:dicktaylor@fumctulsa.org) or at 918.592.3862, ext. 1177.

### **Ceremony Music**

The wedding is a service of worship, during which a man and a woman unite their lives in the presence of God and loved ones. The music should reflect an atmosphere of reverence and joy and should glorify God and honor the sanctity of Holy Matrimony.

First United Methodist Church has a senior organist on staff that plays for weddings and coordinates all of the music. The senior organist will assist you in finding music which reflects personal considerations, yet upholds the appropriateness and integrity of the worship service. All musical selections will be discussed with and approved by the senior organist. Any other considerations regarding the organ or other instruments considered for use in the wedding ceremony are at the discretion and approval of the senior organist.

All music for the ceremony is live, with the exception being the use of an accompaniment track, or tape/CD for a soloist or instrumentalist. Suggestions for soloist/instrumentalists are to be discussed and approved by the organist. If a relative or friend is being considered to sing or play an instrument for your ceremony, choice of music should

follow the same guidelines of appropriateness and integrity of the worship service. An additional fee for the audio specialist to attend the rehearsal may apply. On your wedding day, the senior organist will be available to play 30 minutes prior to your ceremony, any time during your ceremony, and will conclude at the end of the recessional.

## **BOOK YOUR VENDORS**

*It is always a good idea to take the First Methodist Wedding Guideline book with you when you are meeting with your vendors.* You will often need this information.

## **FLORIST/DÉCOR/ETC.**

- We ask that no rice, birdseed, confetti, glitter, sparklers or unsupervised candles be used, however real flowers petals may be tossed, bubbles blown, doves, butterflies or balloons released outside of the church.
- Florist are encouraged to arrive 2 ½ hours before the wedding. Boutonnieres are to be left in the Harrington Garden Room for pinning. Bouquets and corsages are to be left in the Bride's room. (Plumosis, glitter, or maiden hair [shedding greenery], may not be used anywhere in the church).
- Petals may be tossed by the flower girl(s) during the processional.
- For the safety of the bridal party and guests, we ask that an aisle cloth not be used.
- If you desire to have your own floral arrangements brought in as part of the altar decoration, you may use the urns provided. Dimensions are 8" x (base), 10" (height) x 12" (brim).
- We suggest you designate someone in your party to set up your floral decorations and décor and remove them immediately after any post-ceremony pictures.
- The church has candelabras for use at an additional a-la-carte fee. If you desire to have candelabras as part of your décor, please let the wedding coordinator know as soon as possible in order to make your selections. The rental fee is due four (4) weeks prior to the wedding. The wedding assistant will be able to light the candles prior to your ceremony for you.
- The choir chairs will remain in the chancel area and due to Sunday services cannot be moved.
- The Altar table will remain in the chancel and cannot be moved.

# PHOTOGRAPHY

We want to assist you in capturing this special day in a memorable, reverent and safe manner therefore we kindly ask that you follow our wedding photography guidelines.

- The Bridal Party and Vendors may arrive to the church 3 hours prior to the ceremony. For example, if the wedding is at 7:00 p.m., then the Bridal Party and vendors may begin arriving at 4:00 p.m.
- Please ask family and friends to **not** use flash cameras **at all** during the wedding ceremony. This interrupts the professional photographer.
- In pre-ceremony and post ceremony pictures, family/friends should provide courtesy to let the professional photographer to shoot first.
- We **do** allow *flash* photography by the *Professional Photographer for the processional and recessional*. Photography with no flash is allowed throughout the ceremony however, in order to maintain the integrity of the wedding ceremony, once the minister has begun speaking (at the beginning of the actual ceremony), we ask for **no more flash photography until the kiss between the Bride and the Groom**, during which flash photography is allowed and can resume.
- Photographers are free to use the balcony area during any part of the ceremony. There are also two back doors at the back of the chancel area (up the stairs where the Bridal party stands), one on each side. If you are not familiar with this part of the sanctuary, ask the wedding assistant to show you how to get there. From these doors, it is possible to get a close shot of the Bride and Groom during the ceremony without stepping out onto the chancel area.
- We ask that photographers not take any photos any closer than the last pew of guests or down the side aisles during the ceremony.
- We do ask that photographers not stand in the chancel area in any part of the processional, ceremony or recessional. We also ask that photographers not lie on the aisle floor during the processional, ceremony or recessional, or stand on chairs/pews during any photography throughout the day however, if there are planned shots needed to be captured at a higher level, other than the balcony, the photographer may provide his or her own step ladder at his or her own risk. We suggest bringing an assistant to ensure safety .
- When planning pre-ceremony pictures with the wedding party, pictures should be finished by 45 minutes before the start time of the ceremony. This ensures enough time to prevent the bride being seen before the ceremony, the guests to be seated, and the wedding assistant to light any candles. (Seating of guests begins 30 minutes prior to the ceremony). For example, if the wedding is at 7:00 p.m., all pictures should conclude at 6:15 p.m. This is also a great time to shoot mock “getting ready” photos in the Bride’s Room.

- After the ceremony, any pictures taken with the **minister** should be taken **first**. Please keep in mind that the church may have another scheduled sanctuary event after the wedding and/or the Bridal Party may need to leave to attend the reception, so the photographer should plan the shots with efficiency. (We recommend concluding no more than 30 minutes after the ceremony).
- If you need additional information, please feel free to contact the Wedding Coordinator who will be happy to assist you.

## VIDEOGRAPHY

The First United Methodist Media Department service includes sound and lighting. An audio CD of the wedding is available only *upon request prior to your ceremony*. A DVD or VHS tape is **not** provided. If you would like video of your wedding, we suggest that you book a videographer.

## THE EVE OF YOUR WEDDING (REHEARSAL)

- Rehearsals are on Friday evenings promptly at 5:30 p.m. unless two weddings are scheduled, in which case the other rehearsal is promptly at 6:30 p.m. In the case of two weddings, the wedding scheduled first will rehearse at 5:30 p.m. and the wedding scheduled second will rehearse at 6:30 p.m. The wedding coordinator will inform you of your rehearsal time. *Please arrive 10-15 minutes early!*
- The officiating Minister will be at the rehearsal along with the wedding assistant. Any guest minister needs to be present as well. The Minister will conduct the rehearsal along with the wedding assistant. If you would like to have a guest Minister officiate, please notify the wedding coordinator.
- Please **bring your marriage license to the rehearsal** and give it to the officiating minister. For more information about acquiring your marriage license visit [www.courtclerk.tulsacounty.org](http://www.courtclerk.tulsacounty.org) or call 918. 596.5478 or 918.596.5451. M-F 8:30 am-4:30 pm. (A recording is available at 918.596.5452.)
- Our media specialist **will not** attend the rehearsal, unless requested or suggested by the senior organist. If the media specialist is needed at the rehearsal, there will be an additional fee of \$100 an hour. Soloist or instrumentalist rehearsals will be held 1 hour and 15 minutes prior to your ceremony.



# YOUR BIG DAY

- What to Bring:
  - Dress, veil, tux and shoes
  - Rings
  - Any make-up and hair products
  - Unity candle (3" x 6" white candle)
  - Guest book(s) and Pens
  - Programs
  - Card box (enclosed box to gather gift cards)
  - Map to reception
- Guests will be arriving through the large wooden Gothic-style Sanctuary doors leading up to the Cathedral. The closest parking lot is on Boulder between 11<sup>th</sup> and 12<sup>th</sup> Ave. *It is a good idea to put some sort of décor like a bow, wreath, or greenery on the railing or set of doors.* The doors already have nails used for Christmas wreaths.
- Animals of any kind are not allowed inside the church at any time (except certified Service animals with official documentation).
- Childcare is not available or provided during wedding rehearsals or ceremonies. This includes use of the Children's/Nursery facilities.
- Snacks and food are allowed in the Bride's Room and Groom's Room. (except red, dark blue or purple dyed drinks) Bottled water is best as it will not stain attire or carpet. Please leave all food in the outer bride's room and please be sure to throw away all trash before leaving the Bride's Room and Groom's Room.
- Please plan to have your belongings gathered in the Bride's Room prior to the beginning of your ceremony. This will help to 'grab and go' with your things after the ceremony so as not to leave anything behind. Once the bride leaves for the ceremony, the doors will be locked.
- Please make sure to secure all your belongings. If you leave the Bride's or Groom's room, please lock and shut the doors behind you. The wedding assistant will be available to let you back into the rooms. **First Methodist-Tulsa will not be held responsible for lost or stolen items.**