



# **Your Wedding at First Methodist**

## **Let's Begin!**

**First and foremost, the Ministers and Staff of First United Methodist are interested in your wedding because we believe that a Christian wedding is a covenant-making ceremony in which the bride and groom not only declare their love for one another, but affirm their faith in Jesus Christ as Lord of their lives and thus, Lord of their marriage.**

**The Lead Pastor, Rev. Jessica Moffatt, and our other ordained ministers on staff, are dedicated to assisting you in pre-marital counseling and in the planning and carrying out of your wedding. This is all part of the larger family ministry which is so important to us here at First United Methodist.**

**In order to establish a uniform and regular practice with regard to weddings at First United Methodist and to make available the accepted policies of the church, the procedures outlined in this booklet have been instituted.**

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)

Wedding Assistants:            Janell Lundgren  
   Cami Rogers

# Reserve 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).**

## **Active Member Weddings**

(Active membership at least 6 months prior to ceremony booking date)

The Bride/Groom must be an active member of the church, or have parent(s) or grandparent(s) who are active members, (participating in the life of the church by your prayers, presence, gifts, services and witness) for at least six (6) months prior to reserving the ceremony date on our church calendar. If either the bride or groom is an active member or have parent(s) or grandparent(s) who are active members, there is a minimal charge for weddings for those who are providing services for your ceremony.

The wedding will be conducted in accordance with the Book of Discipline of the United Methodist Church. The officiating pastor will be an ordained minister on staff at First United Methodist Church of Tulsa. An exception waiver to this may be submitted for consideration by the Lead Pastor of First United Methodist Church, however, waivers are usually extended only to former ordained staff pastors. When there is no waiver, guest ministers from beyond the church may participate along with the minister from our staff who will be in charge of the ceremony (with approval by the FUMC Lead Pastor). Premarital counseling is required.

## **Inactive Member Weddings**

(Has been active less than 6 months prior to ceremony booking date)

If either the bride or groom is an inactive member or does not have parent(s) or grandparent(s) who are active members, there is a moderate charge for weddings for those who are providing services for your ceremony.

The wedding will be conducted in accordance with the Book of Discipline of the United Methodist Church. The officiating pastor will be an ordained minister on staff at First United Methodist Church of Tulsa. An exception waiver to this may be submitted for consideration by the Lead Pastor of First United Methodist Church, however, waivers are usually extended only to former ordained staff pastors. When there is no waiver, guest ministers from beyond the church may participate along with the minister from our staff who will be in charge of the ceremony (with approval by the FUMC Lead Pastor). Premarital counseling is required.

## **Non-Member Weddings**

The non-member Bride/Groom may reserve the ceremony date not more than 6 months prior to the ceremony date.

The wedding will be conducted in accordance with the Book of Discipline of the United Methodist Church. The officiating pastor will be a minister on staff at First United Methodist Church of Tulsa. An exception waiver to this may be submitted for consideration by the Lead Pastor of First United Methodist Church, however, waivers are

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usually extended only to former ministerial staff pastors. When there is no waiver, guest ministers from beyond the church may participate along with the minister from our staff who will be in charge of the ceremony. Premarital counseling is required.

**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.*

**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>\$750</b>	<b>Anytime prior to ceremony date</b>	<b>4 weeks prior to ceremony date</b>
<b>Inactive Member</b>	<b>\$1,200</b>	<b>Anytime prior to ceremony date</b>	<b>4 weeks prior to ceremony date</b>
<b>Non-Member</b>	<b>\$1,750</b>	<b>Six (6) months or less prior to ceremony date</b>	<b>½ due at booking, ½ due no later than 4 weeks before</b>

**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 pm or 7:00 pm on Saturdays. Arrival of the bridal party (and all vendors) can begin three (3) hours prior to the ceremony. **Example:** For 1:00 weddings, earliest arrival time is 10:00 am. For 7:00 weddings, earliest arrival time is 4:00 pm.

**Wedding Coordinator**

Your wedding coordinator will be Stacy Schuller. She will handle your scheduling here at FUMC and help you in any way with the wedding arrangements here at FUMC. 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 who would like to attend, 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 Stacy and will lead and assist and be available to 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.

### ***Officiating Minister***

A First Methodist Tulsa ordained minister would be glad to officiate your wedding in accordance with the Discipline of the United Methodist Church. Please select on the application whom you would like to officiate your ceremony. The coordinator will contact your first and second choices of minister and notify you which is available. **Note:** The honorarium for the First Methodist minister is not included in the wedding fee. (The suggested honorarium for the First Methodist minister is \$200 and should be made payable directly to him or her.) The amount for a guest minister is at the discretion of the bride and groom. (Honoraria for all pastors are customarily offered at the rehearsal.) The bride and groom are responsible for the communication and delivery of the honoraria to the pastor(s).

## **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 all 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

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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, anytime 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.
- ❖ For the possible use of altar flowers at your ceremony, please speak with the wedding coordinator. Although, you may not take the altar flowers with you, you are free to use the flowers (that are used for the Sunday services following your wedding) during your wedding.
- ❖ 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.
- ❖ We recommend either a loose-leaf Guest book or two separate guest books so guests can sign at two different oak stands to ensure traffic flow.

# 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, then the Bridal Party and vendors may begin arriving at 4:00pm.
- ❖ 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, in 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 you need to capture at a higher level, other than the balcony, at your own risk, please provide your own step-ladder and bring an assistant with you to insure your 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, all pictures should conclude at 6:15. 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 however keep in mind that often the church may have another scheduled sanctuary event after the wedding and/or the Bridal Party often needs to leave to attend the reception , so the photographer should plan their shots with efficiency (we recommend 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 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.

## Reception Venues (Active Members Only)

- ❖ All receptions held at First United Methodist must be for afternoon weddings only. Due to time constraints, we do not host evening receptions.
- ❖ You may have access to the reception area beginning at 8:30am Saturday morning for any decorating.
- ❖ We do not allow alcohol of any kind in the building or on the premises at any time.
- ❖ We do not allow smoking of any kind and/or e-cigs (aka Vapor cigarettes) of any kind in the building at any time.
- ❖ A media representative can be available for receptions starting at \$100 for the first hour. If you need additional hours, please contact the wedding coordinator for media fees.
- ❖ Wall hangings/pictures, and permanent fixtures of rooms, such as a stage, cannot be moved for wedding receptions.

**Parlor-** To preserve the integrity of the carpet, we are unable to use round tables in our Parlor however 8 foot tables can be used. We ask that no drinks with red, blue or purple dye be served in the Parlor. DJs for receptions are not allowed however, the Parlor does have a piano for light background music or a CD or digital music player can be used. Any music played must be in good taste and should reflect an atmosphere of reverent celebration. We reserve the right to stop the music while playing if deemed inappropriate. The Parlor can hold approximately 100 people comfortably.

**Thomas Hall-** Either Round tables or 8 foot tables can be used in Thomas Hall. DJs w/reasonable volume level, use of digital music, or a music CD is allowed (please bring your own cords), however any music played must be in good taste and should reflect an atmosphere of reverent celebration. We reserve the right to stop the music while playing if deemed inappropriate. Use of the church kitchen is not allowed due to city licensing, insurance restrictions, and legalities. Thomas Hall can hold approximately 250-300 comfortably with round tables.

## The Eve of Your Wedding

- Rehearsals are on Friday evenings promptly at 5:30 unless two weddings are scheduled, in which case the other rehearsal is promptly at 6:30. In the case of two weddings, the wedding scheduled first will rehearse at 5:30 and the wedding scheduled second will rehearse at 6:30. 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. This includes guest ministers 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 please, visit [www.courtclerk.tulsacounty.org](http://www.courtclerk.tulsacounty.org) or call 918. 596.5478 or 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. This is at an additional fee of \$100 an hour. Soloist or instrumentalist rehearsals will be held 1 hour and 15 minutes prior to your ceremony.
- **First United Methodist has a *no alcohol policy*. No alcoholic beverages are permitted within the church building or on any premises of First Methodist, including church parking lots, at anytime. Alcohol, including wine, is not allowed as part of the wedding ceremony, this includes a ‘blending of the wines’ ceremony. Please dispose of any alcoholic beverages prior to arrival at the church. Do not bring open drink containers into the church. If our church security guard sees any alcohol or is suspicious of alcohol, he will have to confiscate it without any reimbursement. Please make your bridal party is aware of our no alcohol policy.**
- **First United Methodist has a *no smoking policy*. (this includes e-cigarettes, vapor cigarettes, etc) Smoking of any kind is not permitted within the church building. If our church security guard sees smoking of any kind, he will have to confiscate it without reimbursement. Please make your bridal party aware of our no smoking policy.**

# 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 often 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).
  
- ❖ The men will dress in the Main Street Learning Center Room 233.
  
- ❖ 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.**