

FIRST UNITED METHODIST CHURCH WEDDING POLICY

Information and Guidelines for Your Church Wedding

We at First United Methodist (FUMC) look forward to working with you in planning your wedding. It is our prayer that your wedding service is one where the presence of God is experienced so that you may know the power of Christ's love in the home you create together.

USE OF THE CHURCH: There is a facility use fee for weddings held at FUMC. The charge is \$100.00 for members and \$300.00 for non-members. Additional fees cover the services of the Pastor, Wedding Coordinator, Organist, Custodian, and other optional items. A non-refundable registration fee of \$50.00 is required to hold a date on the church calendar. No wedding may be scheduled on any national holiday. When the date is approved by the staff, the registration fee will be applied to the facility use fee. Additional required fees will be collected two weeks prior to the wedding rehearsal.

Note: We will not perform military weddings that include guns, swords, or flags on church property.

PRE-MARITAL PROGRAM: Preparing for a long-lasting and fulfilling marriage is important. Therefore, all couples wishing to be married at FUMC must participate in our Pre-Marital Program with the Pastor who will be doing their ceremony, meeting approximately three times. These meetings include planning the details of the wedding ceremony and also investing time reflecting on the couple's relationship.

PASTOR: Time for weddings comes from the Pastor's personal time. We urge couples to remember that several sessions are necessary to plan your wedding service, as well as time for preparation, rehearsal, and the ceremony. For members of FUMC, the Pastor's fee is \$200.00. For non-members, the Pastor's fee is \$300.00.

An FUMC Pastor must give permission if another clergy person is to be utilized. If another clergy person is doing the ceremony, the FUMC Wedding Coordinator must still be utilized.

THE WEDDING COORDINATOR: All couples planning to be married through FUMC must use the Wedding Coordinator. The Wedding Coordinator assists couples in planning the details of their wedding in accordance with the church's wedding policies. In addition, the Wedding Coordinator will meet with the couple prior to the wedding and be present at the rehearsal and on the day of the ceremony to provide needed instruction and answer questions. The couple and the Wedding Coordinator are expected to manage all fees. The Wedding Coordinator fee is \$200.00.

ORGANIST: An FUMC Organist is available for most weddings. After the couple meets with the Wedding Coordinator, arrangements can be made with the Organist in regard to appropriate wedding music. The fee for the Organist is \$175.00. The fee includes advice on music choices and playing the piano or organ for the rehearsal and wedding. Couples may use another organist or pianist providing that person has received permission to play from the church staff.

MUSIC: Music chosen must meet with the Pastor's approval and be suitable for a sacred wedding ceremony.

CUSTODIAN: Any couple using FUMC must provide \$50.00 for the Custodian to cover the extra work involved in preparing for and cleaning up after weddings. If a reception is held at the church, an additional \$50.00 is required.

REHEARSAL: For most weddings, it is necessary to have a rehearsal. The time for this rehearsal must be arranged with the Pastor and Wedding Coordinator, but it is usually the evening before the wedding day. The rehearsal will take up to one hour.

Note: If the rehearsal goes beyond one hour for reasons beyond FUMC staff control (ex. participants are not on time, an outside clergy person exceeds the time, etc.), an additional \$25.00 for each FUMC staff person present (Pastor, Organist, Wedding Coordinator) will be charged for each additional half hour. These fees must be paid immediately following the rehearsal.

PHOTOGRAPHY: No flash photography, professional or otherwise, is permitted during the ceremony while the wedding party is at the altar. Video-recording is permitted by a stationary videographer using a camera tripod or remote control.

FLOWERS & DECORATIONS: No rice, confetti, bubble, or birdseed may be used in the church. Any flowers or bows attached to the ends of pews must be tied on or attached with tape that does not leave residue on the wood. Everything related to the wedding must be removed following the ceremony unless special arrangements are made with the Wedding Coordinator. If you let the Wedding Coordinator know in advance, flowers from the wedding may be left on the altar for Sunday worship services with an acknowledgement in the bulletin. Please indicate to the Wedding Coordinator if you plan to pick up the flowers following the Sunday services or not.

AISLE RUNNER: Given that the sanctuary floor tilts downward, we strongly advise against using an aisle runner. If you wish to use an aisle runner, it is your responsibility to have an aisle runner that will fit on the church's 60-foot center aisle. Aisle runners must be fastened with tacks or tape that will not damage the carpeting.

CANDLES: Two altar candles will be lit before the service begins. If you choose to light a unity candle as part of the service, you will provide the candles for it. You may request use of the church candelabras from the Wedding Coordinator. To prevent dripping and damage to the flooring, church candles must be used in the candelabras. Arrangements must be made with the Wedding Coordinator. The fee for candles is \$30.00.

RECEPTION: You are welcome to use the church for your reception if available. The Dining Room (seating for 100) or Asbury Room (seating for 60) as well as a kitchen are options with either room for your reception. The fee for using either room is \$75.00. The wedding party must make arrangements for their own caterer and cleanup immediately following the reception. An additional custodial fee of \$50.00 will also be charged.

SMOKING AND ALCOHOLIC BEVERAGES: First UMC has a no smoking policy in the church building and a no alcohol policy on church property. Anyone violating this policy will be asked to leave.

MARRIAGE LICENSE: The couple's marriage license is to be given to the Pastor at the rehearsal.

FEE PAYMENT: Payment of all fees is to be made two weeks prior to the rehearsal in checks payable to each participant. The Wedding Coordinator will provide you with names of all recipients. Weddings will not occur until payment is made.

FUMC reserves the right to step away from its commitment at any time if competing values or cooperation with the couple or any member of the wedding party become a problem.

SUMMARY OF FEES

	Members	Non-members
Facility Use	\$100.00	\$300.00
Pastor	\$200.00	\$300.00
Wedding Coordinator	\$200.00	\$200.00
Organist	\$175.00	\$175.00
Custodian	\$50.00	\$50.00
Total	\$725.00	\$1025.00

SUMMARY OF OPTIONAL FEES

	Members and Non-Members
Candles for Candelabras	\$30.00
Use of Dining or Asbury Room for Reception	\$75.00
Additional Custodial Fee for Reception Cleanup	\$250.00
Fee for Rehearsal over 60 Minutes	\$25.00 each for Pastor, Wedding Coordinator, and Organist per each additional 30 Minutes, payable immediately following rehearsal

BEST WISHES! The Staff of First United Methodist Church wishes you a wedding service that you will remember and cherish. We are ready to assist you in any way we can. Please call us.

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