

Weddings

at First United Methodist Church Gainesville



fumcgnv.org



WEDDING POLICY

*Of First United Methodist Church
Gainesville, Florida*

The marriage ceremony is one of the most holy and cherished moments in the lives of two people who are in love with one another. No other ties are more tender, no other vows more sacred than those you will make on your wedding day celebrating the love you have for one another, which is a gift from God who is love.

God is a covenant-making God who invites us to make covenants with one another. The service of Christian marriage is proclaimed as a sacred covenant which reflects Christ's covenant with His church.

It is the Pastor's great honor to play a central role in the planning and preparation of weddings; a privilege that helps build the minister's relationship with the wedding couple and their families. It is our intent to work with you to plan a service that is uniquely personal to you while maintaining the traditions of the Church. We are happy that you have decided to have your wedding at First United Methodist Church of Gainesville. We will work with you to assure that your ceremony is something that will be a memorable, beautiful and sacred event.



Rev. Beth Farabee, Pastor

ARRANGEMENTS

You have already taken the first step in preparation for a wedding here at First United Methodist Church by receiving a copy of this policy. If you have decided to have your wedding here, please schedule the date with the First Church Wedding Coordinator. A deposit of \$100.00 must be given to the Wedding Coordinator to reserve the date on the church calendar. Please see the fee schedule on page 10.

The pastor of our church will be the officiant of your wedding. If you desire to have another pastor assist in or officiate your ceremony, it is essential that you discuss this with our pastor. Marriage preparation sessions will be facilitated by the pastor who is officiating your wedding.



WEDDING COORDINATOR

A First United Methodist Church Wedding Coordinator will be assigned to direct your wedding in conjunction with the pastor. All weddings in this facility will require the service of our Wedding Coordinator, Lynda Knight, who may be reached at 352-317-5755 or lyndaknight@cox.net. ***Your private wedding planner, caterer, florist, photographer, and videographer, etc. must contact our Wedding Coordinator as soon as possible to coordinate plans prior to the wedding.*** All arrangements and ceremonies are subject to approval by the First Church Wedding Coordinator and Pastor. Please note, the First Church Wedding Coordinator has the right to refuse arrangements from outside coordinators if they conflict with First Church policies and capabilities.

WEDDING REHEARSAL

A full wedding rehearsal including ALL those participating in the wedding party is required. Because of continuing commitments of both church personnel and facilities, it is important that the rehearsal date and hour be strictly adhered to. Additional charges may be incurred if the wedding party is late and the rehearsal does not start on time.

PHOTOGRAPHY

NO FLASH PICTURES are permissible in the Sanctuary once the processional begins. All technology devices must be on silent. Guests usually begin arriving 30 minutes before the wedding, therefore photographers and their equipment should be out of the Sanctuary 30 minutes before the wedding time. Photographers should remain behind the fourth pew line once the ceremony begins. Video recordings of the service are permitted. If you are having a video made of your wedding, the videographer must consult with the Pastor/Wedding Coordinator to approve the stationary position for the video camera. There is a forty-five (45) minute time limit after the ceremony for photography.

MUSIC

It is important to remember that the wedding ceremony is a sacred event. The music chosen should be in keeping with the reverence that is observed upon entering the house of God. Music should be discussed with the church organist who is available by appointment to assist you in planning the music for your wedding. It is assumed our organist will play at all weddings. Should you have someone else in mind, this person must meet with the Wedding Coordinator and be approved by our organist to play our pipe organ. A fee may be charged by the First Church organist for the time to meet with the prospective organist.



DECORATIONS

In the worship setting of the Sanctuary, there exists a dignity and beauty that speaks of the presence of God. Sanctuary furniture and/or furnishings are not to be rearranged or removed. All decorations, properties, and items not owned by the church must be removed from the buildings immediately following the ceremony. All church decorations will remain in place throughout the Advent/Christmas, Easter, or other special church seasons.

Aisle runners are not permitted. If the flower girl is to “drop” petals we require that they be silk, as real petals can stain the carpet. No confetti, rice, or petals of any kind may be thrown inside or outside the Sanctuary; birdseed or bubbles are recommended for outside use only. The couple will provide their own unity candle if that is part of their ceremony. Drip free candles only are permitted. The Florist must arrange deliveries to be made no earlier than three hours prior to the time of the wedding. No nails, screws, wires or tape are to be inserted into, nor on, any part of the buildings, woodwork or pews. The florist should contact the First Church Wedding Coordinator as soon as possible for further instructions.



RECEPTIONS

Receptions may be held in the church Fellowship Hall. Arrangements for receptions are to be made through the Wedding Coordinator at the time of scheduling for the wedding. Special set ups may incur additional charges which will be identified by the Wedding Coordinator.

***NO ALCOHOLIC BEVERAGES are permitted on the premises at any time.
Our premises are SMOKE FREE. Thank you for respecting these policies.***



CUSTODIAN

It is mandatory that a custodian be present at your rehearsal as well as before, during, and after your wedding ceremony. The custodian's fee covers eight hours of custodial time at a rate of \$25 an hour, for a minimum of \$200. The custodian will arrive one hour prior to the wedding party and will remain one to two hours post-wedding for cleanup. Any time over the 8 hours will deducted from your calendar reservation fee or security deposit.

The Sanctuary will seat approximately 400 persons and the Chapel can accommodate up to 75. The Fellowship Hall and Bethany Room are available for receptions. The Fellowship Hall can seat approximately 200, the Bethany Room accommodates up to 50. Your caterer should make arrangements with our Kitchen Steward for the use of our kitchen. The use of our Fellowship Hall or Kitchen will include a fee for having our Kitchen Steward on site, and additional time for the custodian.

First United Methodist Church is not responsible for the protection of personal property of the members of the wedding party. It is the responsibility of the bride and groom to arrange for the care of the property of the wedding party before, during, and after the wedding, and for the removal of such items from the church premises. Please make this known to the members of the wedding party.

Sunday weddings are discouraged. Weddings are not permitted the week prior to Christmas, the week prior to Easter, or during the weekend of the Santa Fe Spring Arts Festival. The church office is open from 9:00 a.m. to 4:00 p.m. Monday through Thursday. The office is closed on Fridays and on major holidays.

SCHEDULE OF WEDDING DEPOSITS AND FEES

CALENDAR RESERVATION FEE (MEMBER AND NON-MEMBER)

A \$100 deposit is required to save your date on the calendar. This save-the-date deposit should be made payable to First UMC and handed to our Wedding Coordinator at the time the facility is booked. This fee is refundable up to two weeks before the event. This fee will be forfeited if cancellation is less than two weeks prior to the date of the event. This \$100 may be put towards fees payable to First Church as detailed below which are due 30 days prior to the event.

DEPOSIT (MEMBER AND NON-MEMBER)

A security deposit of \$250 made payable to First UMC is required of ALL persons using the facilities for a wedding and related function. The security deposit must be paid no later than 30 days prior to the date of the event. This security deposit is in addition to staff and facility wedding fees listed in the fee schedule. The security deposit will be returned to you the week after the wedding (excluding the cost of any damage and/or excess hours for the custodian or other personnel) once a check request is submitted by the Wedding Coordinator. In cases of cancellation, the deposit is fully refundable.

FEE SCHEDULE (MEMBER AND NON-MEMBER)

Officiating Pastor's Honorarium:	\$300
First Church Wedding Coordinator:	\$150
Organist:	\$250
Organist with one soloist & extra rehearsal:	\$275
Soloist:	\$100
Custodian:	\$200 (\$25 per hour minimum 8 hours)
Sound Technician:	\$75 (includes rehearsal & wedding)
Kitchen Steward:	\$150 (for Fellowship Hall or Kitchen)



NON-MEMBER FACILITY FEE SCHEDULE

The following "Facility Fee Schedule" applies to non-members only. Member means that you, your parents or grandparents, have been active, participating and contributing members of First United Methodist Church of Gainesville for the past 12 months.

Sanctuary:	\$600
Bethany Room:	\$75
Fellowship Hall:	\$500
Chapel:	\$150

The fee for the use of the Sanctuary includes the dressing room for the bride (the Parlor in Epworth Hall) and the groom (the Conference Room in Epworth Hall). Eating is not permitted in the parlor, however, you are welcome to bring water.

Additional fees may be assessed by the Wedding Coordinator if the wedding is held in the Fellowship Hall rather than the Sanctuary due to additional set up costs.

PAYMENT DETAILS

All checks for church staff fees (for the Pastor, Custodian, Organist, and staff Soloist) should be made payable to First United Methodist Church.

Fees for the Wedding Coordinator, Kitchen Steward, Sound Technician, and any outside musicians or officiants are payable to the individuals concerned. The Church Wedding Coordinator will provide the couple with the names of these individuals at least one month prior to the wedding.

The staff and facility wedding fees are due to the Wedding Coordinator one month prior to the wedding. The marriage license must be given directly to the Pastor on the day of the wedding.

WEDDING INFORMATION SHEET

This information is to be filled in by the couple together and given to the Pastor at your first meeting. By filling out this form you are also stating that you have read the policies pertaining to weddings held at First United Methodist Church of Gainesville and agree to observe them during your wedding.

BRIDE

NAME _____ AGE _____
First Middle Last

NAME YOU PREFER TO BE CALLED: _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE Home () Work ()

Cell () Email: _____

EMPLOYMENT _____

CHURCH or Denominational Background _____

If divorced, dates of previous marriage(s) and divorce(s)



GROOM

NAME _____ AGE _____
First Middle Last

NAME YOU PREFER TO BE CALLED: _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TELEPHONE Home () Work ()

Cell () Email: _____

EMPLOYMENT _____

CHURCH or Denominational Background _____

If divorced, dates of previous marriage(s) and divorce(s)



YOUR WEDDING DAY

Rehearsal: Day _____ Date _____ Time _____

Wedding: Day _____ Date _____ Time _____

Rehearsal dinner: Time _____ Place _____

Reception: Time _____ Place _____

BRIDESMAIDS

Maid/Matron of Honor: _____

Bridesmaids:

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Flower Girl: _____ Age: _____
(It is strongly suggested that those who participate in the wedding party be at least 5 years of age)

GROOMSMEN

Best Man: _____

Groomsmen:

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Ring Bearer: _____ Age: _____
(It is strongly suggested that those who participate in the wedding party be at least 5 years of age)

YOUR FAMILIES

Who will escort the bride down the aisle _____ Relationship _____

Bride's Family

Mother's Name: _____ Father's Name: _____

Grandmother's Name: _____ Grandfather's Name: _____

Others to be ushered in including names and relationships:

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Groom's Family

Mother's Name: _____ Father's Name: _____

Grandmother's Name: _____ Grandfather's Name: _____

Others to be ushered in including names and relationships:

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YOUR MUSIC

Organist: _____

Special Instrumentalists:

Soloist: _____

It is the responsibility of the soloist to make contact with our organist, at least four weeks prior to the rehearsal to select and rehearse the music. The couple must also contact the Organist at least four weeks prior to the wedding to make their music selections for the processional, recessional and any special music

YOUR OFFICIANT

If you desire another pastor to assist with, or officiate, the ceremony, please give his/her name, phone number & email:

Name: _____

Denomination or pastoral qualifications:

Phone: _____ Email: _____



YOUR SUPPORT SERVICES

Personal Wedding Planner: _____ Phone: _____ Email: _____

Florist: _____ Phone: _____ Email: _____

Photographer: _____ Phone: _____ Email: _____

Videographer: _____ Phone: _____ Email: _____

FACILITIES REQUESTED

Sanctuary Chapel Fellowship Hall Bethany Room Kitchen Other (specify): _____



FEE SCHEDULE

DEPOSITS (Member and Non-Member)

Calendar Reservation Fee	\$100
Security Deposit	\$250

PERSONNEL FEES (Member and Non-Member payable to First Church 30 days before event)

Pastor's Honorarium Payable to: First UMC	\$300
Staff Organist payable to: First UMC:	\$250
Staff Soloist payable to: First UMC	\$100
Staff Custodian payable to: First UMC	\$200
Wedding Coordinator payable to: _____	\$150
Sound Technician payable to: _____	\$75
Kitchen Steward payable to: _____	\$150
Other specify:	

NON-MEMBER FACILITY AND SUPPLIES FEES payable to First UMC 30 days before event

Sanctuary:	\$600
Bethany Room:	\$75
Fellowship Hall:	\$500
Chapel:	\$150
Other specify:	

TOTAL DUE TO FIRST UMC: _____

TOTAL DUE TO INDIVIDUALS: _____

All fees must be given to the Wedding Coordinator at least 30 days prior to the event and will distributed to the appropriate individuals by the Wedding Coordinator.



I have read, understood and will agree that our entire wedding party will abide by all policies of the First United Methodist Church of Gainesville as stated herein. I also agree to make payment in full and on time for all deposits and appropriate fees as detailed herein.

Bride: _____ Date: _____

Groom: _____ Date: _____

Pastor: _____ Date: _____

These signed forms must be given to the Pastor at your first meeting which must be at least 3 months prior to the date of the wedding. If you do not have all these details finalized at the time of your first meeting with the Pastor, you may submit incomplete forms which can be updated no later than 30 days before the wedding.

