

# Wesley United Methodist Church

## Wedding Guidelines

### Scheduling Your Wedding

Call the church office (309-827-8046) to speak with Jody Robbins (or email Jody, jrobbins@wesley-umc.com) about available dates and the booking of your wedding. Church members may schedule weddings 18 months in advance; non-members may schedule weddings 12 months in advance.

After checking the church calendar, you must set an appointment with a pastor. Once your wedding date is confirmed with a pastor, you are responsible for contacting Jody to make a \$50 deposit. All weddings at Wesley are officiated by our own pastors.

All wedding candidates must meet with a Wesley Pastor before the wedding. Appointments can be scheduled directly with the officiating pastor also by calling the church office.

### Wedding Fees

A non-refundable deposit of \$50 is required to reserve your wedding date on the church calendar. This deposit will be applied towards your wedding fee. All remaining fees are to be paid by check or cash to the church at least one month prior to the wedding date.

#### **Sanctuary wedding fees:**

**Member - \$675 Non-member - \$975**

\* Fee includes pastor, organist, custodian, sound technician, wedding service assistant, candelabra, building use, and Marriage 101 workshop.

#### **Chapel wedding fees:**

**Member - \$450 Non-member - \$725**

\*Fee includes pastor, organist, custodian, building use, and Marriage 101 workshop.

## Legal Requirements

- Before any wedding may be performed, it is necessary for the bride and groom to secure a license in the county in which the ceremony is to occur. Both the bride and groom are required to be present at the office of the County Clerk to acquire a Marriage License. The County Clerk's office for McLean County is located in the Government Center Building at 115 E. Washington, Room 102, Bloomington.
- You must call the County Clerk's office at 309-888-5190 to make an appointment. Questions about birth date and place, parents' names, etc., will be asked. You are required to have a valid state ID or a valid driver's license that will verify your name and age. There is a license fee, and it must be paid in cash. Minors must be accompanied by a parent or legal guardian. The license is valid for 60 days, but there is a one day waiting period before the license is valid.
- You must bring the license to your rehearsal. A pastor will complete the information required and have it prepared for your signatures following the ceremony. The church office will mail the license back to the County Clerk. Official copies of the marriage license may be obtained from the County Clerk after the license is returned.

## Information about the Sanctuary and Chapel

### **Sanctuary:**

Length of aisle - 90 feet

Seating capacity - 700

Number of pews - 54

### **Chapel:**

Length of aisle - 36 feet

Seating capacity - 55

### **Wedding times available:**

Saturdays between the hours of 11:00 AM and 5:00 PM

## Wedding Day Preparation

The bride and her attendants will be provided a dressing room. You may arrive at the church up to 4 hours before the wedding. All personal effects should be locked in this room during the ceremony.

The groom and his attendants many times arrive dressed for the wedding. However, the men will also have a room provided for dressing and preparing for the service.

You are welcome to bring light snacks for the wedding party, please keep food and drink in the rooms provided. Food and drink is prohibited in the sanctuary. Alcohol is prohibited on all church property (including the parking lot).

## Ceremony

The guideline for the service will be the official ceremony of the United Methodist Church. "The Christian marriage ceremony is a service of worship before God, normally conducted within the house of God." Reverence shall be expected on the part of all present, and the service shall be under the sole direction of the pastor.

Suggested scripture verses to use during the ceremony:

### **I Corinthians 13:4-8:**

Love is patient, love is kind. It does not envy, it does not boast, it is not proud. It is not rude, it is not self-seeking, it is not easily angered, it keeps no record of wrongs. Love does not delight in evil but rejoices with the truth. It always protects, always trusts, always hopes, always perseveres. Love never fails.

### **Ephesians 5:25-33:**

Husbands, love your wives, just as Christ loved the church and gave himself up for her to make her holy, cleansing her by the washing with water through the word, and to present her to himself as a radiant church without stain or wrinkle or any other blemish, but holy and blameless. In this same way, husbands ought to love their wives as their own bodies. He who loves his wife loves himself. After all, no one ever hated his own body, but he feeds and cares for it, just as Christ does the church for we are members of his body. For this reason a man will leave his father and mother and be united to his wife, and the two will become one flesh.

This is a profound mystery but I am talking about Christ and the church. However, each one of you also must love his wife as he loves himself, and the wife must respect her husband.

### **I John 4:7-13:**

Dear friends, let us love one another, for love comes from God. Everyone who loves has been born of God and knows God. Whoever does not love does not know God, because God is love. This is how God showed his love among us: He sent his one and only Son into the world that we might live through him. This is love: not that we loved God, but that he loved us and sent his Son as an atoning sacrifice for our sins. Dear friends, since God so loved us, we also ought to love one another. No one has ever seen God, but if we love one another, God lives in us and his love is made complete in us. We know that we live in him and he in us, because he has given us of his spirit.

### **Ecclesiastes 4:9-12:**

Two are better than one, because they have a good return for their work: If one falls down, his friend can help him up. But pity the man who falls and has no one to help him up! Also, if two lie down together, they will keep warm. But how can one keep warm alone? Though one may be overpowered, two can defend themselves. A cord of three strands is not quickly broken.

You may wish to have an order of worship that could be printed and given to wedding guests. This is optional. The following (see next page) is suggestive of what could be printed. You are responsible for the design and printing of this bulletin. Additionally, members of the family, attendants, ushers, organist, pastor, etc. are often listed. Some brides and grooms express appreciation for the guests in attendance and a reminder of the reception, if any, and its location.

## **Pastors and Pre-Marital Counseling**

Each couple is expected to attend our Marriage 101 program. This one-day workshop is scheduled on a Saturday and is held at Wesley United Methodist Church three times yearly. The workshop is a fun-filled, insightful program with tips and techniques for building a relationship to withstand the challenges that life can throw at your marriage. An informational brochure about Marriage 101 will be given to you at the time of booking.

## Music

- Music is an important part of the ceremony and should be selected with great care. Our organist is an accomplished musician with decades of experience and an enormous library of music. She will be happy to offer suggestions. If you choose to use our church organist, Marcia Hishman, you must contact her at 309-454-5117, at least 3 months prior to the wedding in order to make arrangements regarding music.
- Vocal music should be appropriate for a religious setting since it will be offered in a sanctuary or chapel.
- If a soloist is going to use a CD or accompaniment tape, you must advise Jody Robbins, at least one month prior to the wedding. A sound tech will be available for the ceremony.
- The officiating pastor must approve the selected music.

## Photography at Your Wedding

- You are welcome to have as many pictures of your wedding as you wish; however, since the sanctuary is a place of worship, pictures during the ceremony, whether by amateurs or professionals, are restricted to available light only. No flash pictures may be taken while the religious service is in progress. Flash pictures may be taken of the attendants and bride as they process, but none after the bride reaches the altar.
- Many photographers request that most group pictures be taken before the actual ceremony. Photographs taken before the service should be completed one half hour before the wedding in order for the wedding party and participants to prepare and relax before the service begins. Make certain everything is returned to its original position after the pictures have been taken. (Church furnishings can only be moved by a church custodian.)

- Even though the old tradition says that the bride should not be seen by the groom before the ceremony, you are encouraged to have all of your pictures taken before the service. You will enjoy the wedding more if this part is taken care of early. (Many couples schedule a private time of seeing each other for the first time in the sanctuary or chapel shortly before the pictures are taken.)
- If pictures are to be taken after the ceremony, every consideration should be given to your guests as they wait for you at the reception. Plan with your photographer exactly which pictures you desire to make the optimum use of time. If an additional room is needed for pictures, you should make separate reservation arrangements with the church, as our building is often scheduled for other events.

## Videotaping

Videotaping is permitted during the ceremony if the camera is situated in the balcony or on a tripod in the chancel area out of sight. Videographers should talk with the pastor the day of the wedding regarding placement of cameras.

## Flowers

- Flowers on the altar table are permissible. If flowers are used in the sanctuary or chapel, and you would like to leave them for the weekend worship services, please notify the church office prior to the wedding.
- The florist may also supply bows that may be attached to the pews and candelabra. Only plastic holders for pews and soft wire, pipe cleaners, or ribbon for candelabra may be used - no tape.
- The florist needs to deliver flowers within your scheduled time frame. (4 hours prior to the wedding.)

- If an aisle runner is desired, your florist may provide one. However, it is our experience that runners are a needless expense. A paper aisle runner slides against the carpet, is ripped easily, and could cause a problem. Cloth aisle runners are quite expensive.
- Floral arrangements or any other items are not permitted on the piano or organ.

## Candelabra and Aisle Candles

- Our church has two lovely seven-branch candelabra you may use in the service. We also have 12 aisle candle holders that are appropriate if the wedding is held in the sanctuary. (The aisle candles cannot be used in the chapel.) Since the candles must be of an exact size to fit the candle holders, we will provide them for you.
- In addition, the two Christ candles will be placed on the altar.
- A custodian will light the candles one-half hour before your ceremony begins.
- It is a popular addition to the service for the bride and groom to light a unity candle during the ceremony. You will need to furnish the unity candle, two tapers, and holders.
- If you would like to use candelabra and candle holders provided by someone other than the church, you must present a photo and description of the items for approval. You must receive approval for use of candle holders from Jody Robbins no less than 1 month prior to the wedding.

## Ushers

- In a Sanctuary wedding, it is necessary to have at least three ushers. The aisle is very long, and every woman is escorted to her seat, requiring a number of trips. One usher should be designated Head Usher and oversee the seating. While we encourage all ushers to attend the rehearsal, it is essential that the Head Usher be present.

- The bride and groom will need to have previously decided which usher will seat special guests such as parents and other family members. If there are still many people waiting to be seated near the time to begin the ceremony, a groomsman or two may assist the ushers to prevent any delay.

## Rehearsal

- If your wedding involves a large congregation and/or wedding party, a rehearsal will be necessary. The bride and groom should secure the rehearsal date and time with Jody Robbins.
- The rehearsal lasts approximately 45 minutes and every person involved in your wedding should be present, making every effort to be on time.

## Gifts

If gifts are brought to the wedding, someone should be appointed to receive them and see that they are taken to the appropriate area. The movement or security of the gifts is the responsibility of the wedding party, not the church. Remember, the church is open to the public at all times.

## Parking

Parking is available in the church lot and on area streets around the church. The Chase Bank parking lot to the west of the church is available when the bank is not open for business.

## Tobacco and Alcoholic Beverage

Tobacco and alcoholic beverages are prohibited at all times on all church property, including parking areas.



## Important Reminders and Instructions

- A non-refundable deposit of \$50 is required to reserve your wedding date and time on our church calendar. Contact Jody Robbins (827-8046) as soon as possible to make your deposit.
- Attend one of the Marriage 101 Workshops offered by the church several times throughout the year.
- Call the organist, Marcia Hishman, 454-5117, to discuss the musical selections to be played and whether or not she will be asked to accompany a soloist.
- Contact the soloist(s). Consider the numbers to be sung. Have the selected songs approved by the officiating pastor. Give soloist(s) information concerning the organist and rehearsal time. The soloist must contact the organist before rehearsal. (Refer to Music.)
- When a photographer (professional or amateur) is being used, make sure that he/she has a definite understanding about the times for taking pictures.
- All fees must be paid to the church office at least one month prior to the date of the wedding.
- Limousines or carriages must drop off and pick up the wedding party at the Front Street entrance of the church.

## Use of the Facilities

- The building will be open for your use 4 hours prior to the wedding.
- You must vacate the building within 1 hour after the ceremony.

- Because of potential dangers of guests slipping on our floors or sidewalks, rice, bird seed, or any material that is thrown is prohibited from use in or outside the building. For environmental reasons balloons should not be used either. If using bubbles, they MUST be distributed and used outside the building ONLY.
- Smoking is not permitted anywhere on the church property.
- Alcoholic beverages of any kind are prohibited anywhere on the church property. Marriage ceremonies will not be conducted if either the bride or the groom comes to the wedding under the influence of alcohol or drugs. Any member of the wedding party who comes to the wedding under the influence of alcohol or drugs will not be allowed to participate.
- Church fixtures can only be moved by church custodians (i.e., cords, tables, altar furniture, communion rails, candelabra, speakers, microphones, etc.).
- The church's sound system can only be operated by approved church personnel.
- Decorations shall be fastened to pews, walls, or church furniture with non-damaging hangers only. Your florist can provide these. No tape is to be used under any circumstances.
- It is your responsibility to remove all decorations from the building. Any items left may be discarded.
- The Food Coordinator must be contacted when holding a reception at the church.
- Breakage policy -- anyone using the church building will be responsible for repair or replacement of anything broken or damaged during its use.
- No food or drinks are to be taken into the Sanctuary.
- The church is not responsible for items that are lost, stolen, or left behind. To insure the safety of your personal effects, lock them in the bride's room.

# Sample Bulletin/Program Material

The Celebration of Marriage  
Uniting  
Bride's Name  
and  
Groom's Name  
Date  
Wesley United Methodist Church  
Bloomington, Illinois

## **Order of Service**

Prelude

Seating of Families

(Vocal Music)

Processional

Greeting

Declaration by the Bride & Groom

Response of the Families & People

Scripture Reading (We Suggest One or Two)

Exchange of Vows

(Lighting of Unity Candle)

Exchange of Rings

The Lord's Prayer (Spoken or Sung)

Blessing of the Marriage

Proclamation of Marriage

Introduction of Couple

Recessional

Postlude

\*Portions in parenthesis are optional. Titles may be inserted if known.