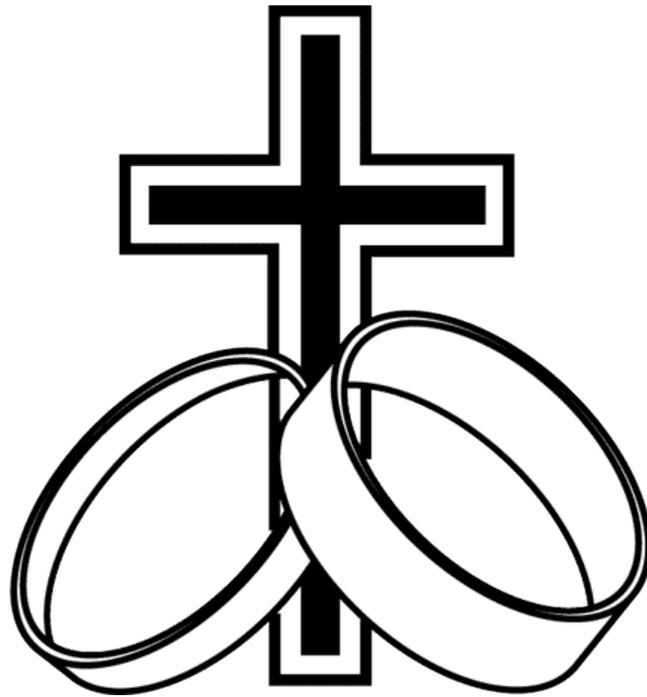


Planning A Church Wedding



at

Faith United Methodist Church

2020 Superior Street
Webster City, Iowa 50595
515-832-4787

PLANNING A CHURCH WEDDING

Christian Greetings!

We welcome you as you make plans for your wedding at Faith United Methodist Church of Webster City. We are pleased that you have chosen the church as the setting for the service of marriage, which is both a legal act, subject to civil laws, and a sacred service celebrating God's love as revealed in Christ Jesus our Lord.

A Christian marriage is a life long covenantal relationship between a man and a woman. Covenant, in contrast to legal contract, implies and involves the giving of self, without reservation, to another person. Such union of love is possible when Jesus Christ is at the center of this relationship. As you declare your Christian intention, and as you exchange your vows, we celebrate with you the Lordship of Jesus Christ for the new family in the household of faith.

INTRODUCTION

Since your wedding day is a very important day in your lives, we want to help you in your planning so things will go smoothly for both you and us. This leaflet is issued for the purpose of establishing a regular practice with regard to weddings in the sanctuary, and to inform the bridal party as to the accepted customs of this church.

GENERAL GUIDELINES

1. The pastor of the church is charged with diligently inquiring with couples intending to be married here, their reasons for desiring a church wedding, and whether the intended union be in harmony with the word of God, and with the laws of Iowa as the church understands it. The Pastor shall not agree to officiate at a wedding unless, and until, he/she is convinced that God's blessings may be asked upon it.
2. The pastor of Faith United Methodist Church will officiate at all weddings in the sanctuary. Sometimes there may be personal circumstances when another clergyperson may be desired to assist in the marriage service...close friend, or a relative. This request for another clergy person, must be made through the pastor, who will in turn invite the other person. Ministerial Ethics prohibit any other pastor from such participation unless he/she has been specifically and clearly invited here.
3. Furniture, pianos, and other equipment will not be moved except as approved by the minister and/or the chairperson of the Trustees.
4. No rice, confetti, or other such items shall be thrown in the building. Please tell your friends. We suggest bird seed to be thrown outside.

5. Smoking is PROHIBITED in the building, including rest rooms; to abide by our fire code!
6. The wedding is a happy occasion and is to be celebrated in a reverent manner. Alcoholic beverages have no place in connection with any part of the wedding service and are not allowed on church property. It is the responsibility of the bridal couple and/or their immediate family and ushers to remove any person(s) who appear at the wedding rehearsal and/or wedding in a state of inebriation.

THE WEDDING PLANNING STAGE

1. DO NOT ASSUME THAT THE DATE YOU HAVE CHOSEN IS AVAILABLE TO YOU UNLESS, AND UNTIL, THE DATE IS ENTERED ON THE ACTIVITY CALENDAR AND THE PASTOR HAS APPROVED THE DATE. The cost for using the church will be \$400 for a member of Faith UMC and \$600 for non-member. In order for the date to be placed on the activity calendar, a check for \$200/\$300 must be brought into the church office the day the wedding is booked. The last half of the fees must be paid no later than two weeks before the wedding. This check will cover the rent of the building and fees for the various church people helping in your wedding.
2. In order to avoid confusion, difficulty and disappointment of the use of the church building and equipment, only one wedding will be scheduled for a given date.
3. It is expected that the prospective bride and groom will counsel with the pastor concerning their readiness for marriage, the meaning of the rite, and arrangements for the service. The Pastor will determine how many future interviews will be needed. Premarital counseling must be completed two weeks prior to the wedding. Failure to cooperate, means the wedding will not be held at Faith United Methodist Church nor will the pastor officiate the service.
4. If your reception is to be held at the church, make all arrangements with the Wedding Reception Consultant from United Methodist Women. This person will acquaint you with the facilities that are available.

THE WEDDING MUSIC

1. All forms of art used in a wedding ceremony and all the acts of the persons present are designed to praise and glorify God, and to lift those present into better relationships with God and with each other. Jesus taught us to praise and glorify God, and to "love the Lord our God with all our heart, soul, mind, and strength".

Therefore, when choosing music for your wedding, a few thoughts should be kept in mind. First, since your wedding is being held in the church, the music you use must be suitable for a worship service. It must reflect the same dignity and reverence as the spoken ceremony. The sacred and classical music of past centuries and the present embodies both dignity and adoration for God and allows the worshipers to join in the community of the church through the Spirit of Jesus Christ.

However, many of us are not very familiar with music which falls into this category. Through radio, television, recordings and the movie industry, we are more likely to be familiar with music of the "popular" or secular variety. Naturally, we feel that our favorite love songs would be touching and meaningful in our wedding ceremony. The church discourages the use of popular or secular music because although these songs may reflect our personal feelings of love, they do not reflect or refer to God and God's part in the beginning and ongoing of married life. These songs would be far more suitable in a reception-type setting.

2. Faith UMC allows you your own choice of musicians, so long as they are competent persons. The church has a CD player, if pre-recorded music is preferred.
3. Faith UMC does not have an available organist, so you will need to arrange for one. In choosing an organist and or singer, be sure to ask them about their fee. The organists should spend time with the bride and groom on the selection of appropriate music, and also be available for the rehearsal. It is expected that only music in keeping with a sacred service will be used. All music must be approved by the Pastor.
4. Instrumental music, such as trumpet, flute, etc., may be used as long as the music chosen is suitable for a worship setting.

THE WEDDING PHOTOGRAPHY

1. In order that the complete wedding ceremony in the church may attain its highest and most meaningful significance there are certain practices which are to be observed. It is our feeling that these will contribute, not only to the sanctity of the service, but also to the best photography. The church reserves the right to restrict the services of any photographers who violate the following regulations.
2. The Wedding Party may select their own photographer who will follow the following guidelines:
 - a. NO PICTURES are to be taken during the wedding service, with the following exceptions:
 - 1) A photographer may take a picture of the bride and her father as they start down the aisle.
 - 2) A time exposure may be taken from the rear of the sanctuary or from the balcony of the sanctuary.
 - 3) A photographer may stand at the rear door and take a picture of the bride and groom as they leave.
 - 4) If close-ups are desired at the altar, the bridal party may make arrangements with the minister to have these taken during the regular photo taking sessions.

- b. At no time during the wedding service will photographers be allowed in the chancel area.
 - c. If pictures are to be taken prior to the ceremony, they usually begin about two hours prior to the service. All pictures in the sanctuary must be completed a minimum of 30 minutes before the service is to begin.
 - d. After the ceremony, everyone may take all the pictures desired. The minister and everyone involved will be happy to cooperate in posing for any picture to recapture any part of the ceremony.
 - e. Guests who arrive with cameras should be advised by the ushers that no pictures are to be taken until after the ceremony. A card with these instructions may be available for the ushers to give to anyone who brings a camera into the sanctuary.
 - f. There are no restrictions as to pictures taken at the reception.
3. Video taping of the entire wedding ceremony is permitted providing extra lighting is not needed.

THE WEDDING FLOWERS

1. The wedding party shall arrange for such floral decorations in the sanctuary as they may desire.
2. Furniture may not be moved. No tacks, pins, nails, or glue may be used to fasten any decoration to the furniture or building. The furniture and floor must be fully protected at all times from moisture.
3. An aisle cloth may be used, provided it is fastened with straight pins.
4. The church reserves the right to restrict florists who violate the above regulations.
5. In a wedding held during a special church season (Advent, Christmas or Easter) the decorations used to enhance Sunday Worship must be left in place and all items brought into the church must be carefully situated so as not to disrupt the decorations already in place.
6. The church will provide the candles that are to be used in the candelabras. The cost for these are not included in the fee for using the church building. If you are planning to use the candelabras please contact the church secretary for the cost of candles.
7. If a unity candle is used, the wedding party is responsible for providing those candles.

THE WEDDING PARTY -- OTHER INFORMATION

1. THE MARRIAGE LICENSE.

The marriage license should be in the hands of the minister by the day of the rehearsal.

The license may be procured in any Iowa County, in the County Clerk's Office, and the application for it must be made at least 3 days before the license is issued. This is a legal requirement of the State of Iowa.

2. THE REHEARSAL.

It is important that all persons who will have a part in the wedding ceremony attend the rehearsal. These include the bride and groom, attendants, parents of the bride and groom and the ushers.

3. THE USHERS.

The comfort and ease of family and friends depends greatly upon the poise and organization of those who are selected to usher at the wedding. They should attend the rehearsal in order to become familiar with the floor plan of the church and discuss with all concerned about the final plans for the wedding and reception.

After the ceremony has started, guests should not be escorted down the center aisle of the sanctuary, but may be seated (by the usher) in such a manner as to avoid interruptions and disturbance, along the side aisles.

4. GUEST BOOK

The guest book may be placed in the narthex or directly outside the entrance to the sanctuary so that guests can sign it as they enter the church. This helps to avoid long lines of waiting at the reception. The book will be closed about 10 minutes before the wedding begins and taken to the reception area *for* those who did not get to sign it, or it can be opened as guests are leaving and have been through the receiving line.

5. GIFTS.

The bride and groom should arrange for gifts to be taken from the guests and carried to the designated area in the church. If they are to be opened at the reception, they can be taken to that location. If the gifts are to be opened at home at a later date, it is the couple's responsibility to see they are transported from the church immediately following the ceremony. The gifts are not insured by the church and are not the responsibility of the church if lost or stolen.

6. PROGRAMS.

If you wish to have programs printed, you must arrange for this to be done by a printer. The church will not be available to handle this.

7. FACILITIES.

For the Wedding: The sanctuary of the Faith United Methodist Church seats approximately 200 guests. The balcony and the rear of the sanctuary seats about 50 guests. Intimate weddings can be held in the chapel and can accommodate about 30 people. Any of these worship rooms provide the physical and spiritual setting for a dignified, reverent, and beautiful wedding.

For the reception: The Fellowship Hall can accommodate up to 200 guests for the wedding reception, and offers every needed facility.

The dressing room for the bride and her attendants is directly east of the sanctuary, better known as the Nursery. A full length mirror is located there for the convenience of the wedding party.

The groom and his attendants may use a Sunday School class room in the north wing of the building.

8. PHYSICAL ARRANGEMENTS.

The setting up and cleanup of the church is under the direction of the church custodians. Upon making arrangements with the office for the use of the facilities, you will be asked to indicate what your needs will be, so that the custodian can be advised well in advance of the event what he/she will need to set up. The custodian will take care of the chairs and tables following the function and will do the final cleanup, except for the kitchen. Those serving are responsible for leaving the kitchen in order and tidy. It should be remembered that the rooms used are to be left as clean as possible by those who used them.

CHURCH WEDDING STAFF

Pastor – Rev. Michael Slininger	Office	515-832-4787
Office Manager – Barb Briggs	Office	515-832-4787
Custodian – Dan Baker	Home	515-832-2741

WEDDING RECEPTION

1. If you desire a reception to be held at the church, a Wedding Reception Consultant from the United Methodist Women will meet with you to help you plan the reception.
2. The Wedding Reception Consultant will help you in planning the reception by sharing with you what the UMW will do, and list what is available in the kitchen. The Consultant will also be available before the time of the reception to help set up the serving table. The Wedding Reception Consultant will recruit the UMW volunteers to work in the kitchen during the reception.

Following is information that the Wedding Reception Consultant will help you fill out as you meet with her prior to the wedding.

Date of Wedding _____ Time _____ No. of Guests _____ Time of Rehearsal _____

Brides Name _____ Phone# _____

Grooms Name _____ Phone# _____

Bride's address _____

Names of Bride's parents _____ Phone# _____

Names of Groom's parents _____ Phone# _____

Food to be served _____

Punch _____ Punch recipe _____ 2 ice rings _____ (if less than 100 people)

Cake - Baked by & delivered by _____

When will it be delivered? _____

Coffee needed _____ (1 lb will serve 100 cups) Sugar _____ Cream _____ (these are bride's preference).

Nuts _____ Mints _____ (these can be brought in the day before the wedding)

If the rehearsal will be held the evening before, food can be left in the kitchen at that time.

Sandwiches _____ Salads _____ Other _____ Napkins _____ (punch or luncheon size)

Tablecloths can be white polyester or lace _____ (If lace, colored liners may be used)

Will candles be used on tables? _____ (Bride must supply the candles, however, the church has holders available)

Gift table needed? _____ If not, gifts can be boxed in _____

(Please note: Gifts are not insured by the church and are not the church's responsibility.)

Photographs taken: before ceremony _____ after ceremony _____

Will cake be officially cut at the reception for photographer? _____

(If not, cutters should be informed to come down immediately after the ceremony to be ready to serve.)

As guests come into Fellowship Hall, will the punch be served immediately? _____

Will the bride prefer semi circles of chairs to encourage guests to visit while eating? _____

If other specify _____

Will bride's table be used? _____ Grandparents table needed? _____

Dining Room Host and Hostess: _____

(Important: Have them come to the kitchen as soon as they arrive for the ceremony so they can learn what is expected of them. The couple hosting should know all decisions that the bride or her mother have made. They help direct the people to the serving table and arrange to get all items from the reception back to the bride's home.)

Punch Server's name(s) _____

Coffee Servers (2) _____

Cake Cutters (2) _____

Waitresses _____

(If a bride's table is used, the bride must arrange for extra waitresses)

Pick-up Trays(3 or 4) _____

Gift Carriers _____

Other _____

COST OF SERVING FOR RECEPTIONS

Serving punch, coffee and cake \$40/100 persons Sit down (serving sandwiches, salads, cake & punch) \$1/plate

AVAILABLE SUPPLIES:

Glass serving trays and cups	Silver tea service (2)	Candelabra	punch bowls (2)
China	Silverware	Mint & Nut dishes	Coffee Makers
Sandwich plates	cake knife (1)	*Lace tablecloth (2)	*Polyester tablecloths

RECEPTION ITEMS FURNISHED BY THE BRIDE'S FAMILY:

Most items should be brought to church the day before the wedding.

1. Wedding Cake
2. Coffee (electric perk)
3. Sugar and Cream
4. Punch ingredients, plus recipe and at least 3 ice rings for 100 people.
5. If ice cream is served, it must be in individual servings.
6. Sandwiches can be served but must be made ahead of time by family. Church kitchen can be used for preparing.
7. Napkins, (2 sizes), nuts, mints, guest book
8. Flowers and candles
9. Box for carrying home the top of wedding cake.
10. Containers for left-over punch.

Call the church for names of wedding consultants if reception held at the church.

WEDDING CONSULTATION—ARRANGEMENTS

Name of Groom _____ Birth Date _____

Address _____ Phone _____

Groom's Church Membership: _____

Grooms Mother _____ Father _____

Name of Bride _____ Birth Date _____

Address _____ Phone _____

Bride's Church Membership: _____

Brides Mother _____ Father _____

Wedding Date _____ Time _____ Sanctuary? _____ Chapel? _____ Other _____

Rehearsal Date _____ Time _____

Address of Bride & Groom following wedding _____

WEDDING PARTY

Maid of Honor _____

Bridesmaids (1) _____ (2) _____

(3) _____ (4) _____

Best Man _____

Groomsmen (1) _____ (2) _____

(3) _____ (4) _____

Ushers (1) _____ (2) _____

(3) _____ (4) _____

Flower Girl _____ Ring Bearer _____

Candle Lighters _____

Photographer _____ Florist _____

Organist _____ Soloist _____

Titles of Songs (1) _____ (2) _____

(3) _____ (4) _____

Double Ring _____ Single Ring _____ Unity Candle _____

Bride given away by _____

Reception _____ Place _____ Number of Guests _____

Dates of Interview (1) _____ (2) _____ (3) _____