



## A GUIDE TO WEDDING PREPARATION

This guide will assist you as you consider the various aspects of your wedding. Please study it carefully. Discuss it together. If you wish to explore further having your wedding at First United Methodist Church, please contact Rev. Dr. J C Kelley, Pastor at 785-242-1419.

### **A CHRISTIAN WEDDING**

Not all weddings are alike. A Christian wedding is a special type of wedding, quite different from both a civil ceremony and a non-Christian ceremony. A Christian wedding should only be planned if you clearly want your marriage to be set within the context of the Christian faith and Christian worship.

A Christian wedding is first and foremost a service of worship. Consequently, all elements of the service should be appropriate for worship as well as consistent with Christian beliefs.

### **THE MARRIAGE COVENANT**

Established by God in scripture, Christian marriage is a life-long covenant relationship between a man and a woman. We call Christian marriage a covenant because it involves each person giving himself or herself unreservedly in love to the other.

We believe this union of love is possible when God is the basis of the couple's unity. This occurs when the couple centers their life on Jesus Christ and encounters the risen Lord daily in their love for each other.

Elaborate or simple, the Christian marriage service is an act of serving God and proclaiming the lordship of Jesus Christ. If you accept the conditions of a Christian Covenant relationship, we, at First United Methodist Church of Ottawa gladly offer you our facilities for your wedding.

### **PLANNING FOR A MEMORABLE WEDDING**

#### **1. Meet with the pastor before announcing your wedding date.**

The *Book of Discipline of the United Methodist Church* states that only the pastor has the right and responsibility to decide to perform a wedding. It is helpful to contact the pastor at least **six months** before the proposed date of your wedding. (*Weddings can be scheduled no more than 12 months in advance of the wedding date.*)

The pastor can help you to plan your wedding. He is familiar with the usual procedure of weddings in the church. He must approve all wedding plans and is in charge of the rehearsal and the ceremony.

There will be 3 meetings with the pastor before the wedding. These meetings give the couple and pastor a chance to get to know one another better. The first and last meetings will focus on details of planning the wedding service. The other meetings will focus on the marriage and relationship.

Under special circumstances, you may have another pastor perform your wedding. However, these arrangements require the advance approval of the pastor of First United Methodist Church. If a pastor is called in from any denomination other than the United Methodist the resident pastor will be the lead Officiate. Scheduling the guest pastor is the responsibility of the wedding party.

## 2. The Wedding Music

Music must be discussed with the pastor before selections are finalized. The wedding music is part of worship and thus a service to God. Secular music, which may be desired by a couple but which does not lend itself to a Christian wedding may be performed at the reception or at the wedding meal.

## 3. The Organist

We prefer that you use one of the First United Methodist Church organists. The minimum gratuity is \$100.00. In special circumstances, another organist may be used (*A set-up fee will still be paid to the church organist*). Arrangements for practicing must be made through the church office.

## 4. The Photographer

Select the photographer of your choice. Only 'existing lighting' photography may be taken during the worship service, and photographers (still and video) are not permitted in the chancel area during the ceremony. Other pictures may be staged either before or after the service. Be certain you share these boundaries with your photographer. Pictures are not to be taken by anyone else during the service.

## 5. The Florist

The florist must be approved by the pastor. The florist should find out when the church is open for setting up and removing the floral pieces. The church has available for use 3 pair of seven-branch candelabras, 2 tapers and 1 kneeling bench. Utmost care should be taken to avoid candle drippings, flower stains, and damage to church furnishings. The bride or florist must furnish *guaranteed drip-less candles* and drip plates for the candelabra. Flowers should be kept to a minimum to enhance the distinctive Christian symbols in the sanctuary. If you wish to use a white aisle runner it will need to be arranged with the florist.

## 6. The Reception

The United Methodist Women of Ottawa provide a *Reception Service*. Utensils, plates, cups, punch bowls, etc from our church kitchen may not be used without the permission of the UMW. Please contact Glenda Guge at 785-418-2194 (cell) or Kay Wilburn at 785-242-4017 or the Church Office at 785-242-1419 for further information, including appropriate fees. No food or drink is allowed in any part of the building other than the Dining Rooms and Kitchen areas. The kitchen must be cleaned and put back in order by the party serving the reception.

Set up of the room for the reception is the responsibility of the wedding party. Arrangements can be made with the UMW and custodian to set-up, arrange and decorate chairs and tables. The Ottawa FUMC custodian will remove tables and chairs and reset for church functions.

## 7. Showers

The policy of the church is that the church does not give showers for couples who are being married in the church. However, the church parlor is available for wedding showers to be hosted by friends of the bride and groom.

## **POLICIES**

FIRST UNITED METHODIST CHURCH POLICY PROHIBITS SMOKING OR DRINKING INTOXICATING BEVERAGES ON CHURCH PROPERTY. Please ensure that all members of your wedding party and your guest abide by the policy.

IN ADDITION, YOU WILL BE RESPONSIBLE FOR ANY DAMAGE DONE TO ANY CHURCH PROPERTY DURING YOUR USE OF THE CHURCH FACILITIES.

EVENING WEDDINGS WILL NOT BE AVAILABLE TO NON-MEMBERS.

First United Methodist Church will not be available for weddings during the following weekends: Weekends nearest January 1st; Easter weekend and weekends before and after Easter; First weekend in June; weekend nearest Thanksgiving. When special church events are planned for specific weekends those dates may be closed to weddings.

The date and time of your wedding must be cleared with the church office. Before finalizing your date, talk with the church office to confirm availability of BOTH the church and the pastor. Weddings are scheduled on a first come, first serve basis, with church members having first preference. Unless there is a special need, only one wedding will be scheduled on any given day.

Due to Ottawa City Ordinance, rice, bird seed or confetti may NOT be used or thrown inside or outside on church property.



## **STANDARD FEES**

Our church policy requires fees be paid before the wedding date is placed on the church calendar. Payment is given to the church office together with the signed contract to reserve the wedding date. All fees and honorariums should be paid 60 days prior to the wedding date.

Either the bride or the groom must be a member of the First United Methodist Church of Ottawa at the time of the request to reserve a wedding date in order to qualify for Membership discounts.

### **USE FEES**

Refer to the Wedding Contract for a current schedule of Use Fees and Honorariums.

### **CUSTODIAN**

The custodian will be paid for actual hours of work at the current rate. The minimum fee which covers the first 6 hours of work must be paid prior to the wedding. Any balance due the custodian will be deducted from the deposit.

### **WEDDING CONSULTANT**

First UMC will provide a wedding consultant who will assist the wedding party in all aspects of planning the wedding and reception. She will be available during the rehearsal and the wedding ceremony to assist with special needs and services. See list of Consultants.

### **SOUND SYSTEM**

An authorized person from First UMC will be available during the rehearsal and the wedding to operate the sound system. The fee for this service includes audio taping of the wedding ceremony.

### **PASTOR'S FEE**

An honorarium is necessary for the pastor's time and services which includes all pre-marital consultation, wedding rehearsal and wedding.

### **PLEASE NOTE**

Deposit is due before the wedding date can be confirmed on the Church calendar. All other fees must be paid at least 60 days prior to the wedding date.

### **HOW TO BEGIN**

Contact the church office at 785-242-1419 to arrange your first meeting with the pastor. If you have any questions, please feel free to contact the church office.

