

## DRESSING ROOMS

The Commons Room is available to the bride and attendants as a dressing room. A church school room may be used as a dressing room by the groom, his ushers and best man, etc. if desired.

## PHOTOGRAPHS

No flash pictures may be taken in the Sanctuary after the processional or during the ceremony itself. The wedding party may return to the Sanctuary after the ceremony if pictures are desired. Careful consideration should be given the wedding guests if pictures are to be taken. Couples are encouraged to:

- (a) keep picture taking to a minimum or (b) have guests proceed to refreshment tables while pictures are taken, or (c) have pictures taken after the reception. The guests will appreciate your thoughtfulness.

## MUSIC

Music that accompanies the service should be to the glory of God who sanctifies marriage. A list of appropriate selections in keeping with the joy and solemnity of the occasion may be obtained from the organist, who is available to advise and help, and is in charge of all music. The prelude music is usually about thirty minutes in length. If a singer or instrumentalist is used, he/she should consult with the organist since they will work together.

## OTHER MATTERS

Our church does not knowingly permit any person to a rehearsal or ceremony who is under the influence of alcohol or other drugs. **No alcoholic beverages or drugs are permitted on church premises.** Smoking and unseemly jesting in the church are not condoned. It is advised that the bride ask the wedding party to remember that the rehearsal is a preparation for worship. No date can be finalized until after you talk to the minister.

The church does not provide the bulletin for weddings.

**No rice, confetti, etc. may be used in the church building or Narthex.**

Tape recordings and video taping are permitted, provided the equipment is discreetly and inconspicuously placed. Video equipment placed in front of the sanctuary must be preset or operated by remote control. An operator is permitted with video equipment placed at the back of the sanctuary.

## KITCHEN USE

Kitchen clean up **is not** included in custodial fees. Caterers are responsible for all kitchen clean up. The wedding director will provide a list of kitchen guidelines to be distributed to the caterer.

# WHEN YOU MARRY



## ST. ANDREW'S UNITED METHODIST CHURCH

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Approved by the ADMINISTRATIVE COUNCIL of  
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## A CHURCH WEDDING

A wedding is one of the happiest and holiest moments in life. As two persons join their lives in a Christian ceremony within a church building, the following assumptions are made:

I. The church wedding is a public worship service of praise and thanksgiving to God for the love He gives to all His children and especially for the love the couple has for each other.

II. The music used for such services should be well-ordered, dignified music in styles and with texts that reflect the highest standards for any act of worship in the house of God.

III. In the happy excitement of planning for the wedding, many questions concerning details will arise. The procedures which follow are given as a guide in the planning, and the minister and staff will be glad to be of all possible service.

### MINISTER

It is our policy that the appointed church minister be in charge of all weddings. It is quite acceptable to have another minister to assist, provided the minister in charge is consulted first. The invitation to the assisting minister shall come from the minister of the church.

Under very special conditions permission may be granted to a minister other than the minister of this church to be totally in charge of a wedding here. In such cases the guest minister will be expected to arrange a personal conference with the St. Andrew's minister soon after such permission is granted.

The minister expects to have premarital conferences with each couple several weeks prior to the wedding.

The minister will be in charge of the wedding rehearsal. It is the policy of our church that all weddings follow the ritual of the United Methodist Church. Any departures from this ritual must be approved by the minister.

## WEDDING DIRECTORS

We require the use of a wedding director trained by our church staff. A list of directors is available in the church office. A director should be selected and contacted as soon as possible. A wedding director can help with many rehearsal and wedding details, in addition to giving access to the church facilities when needed.

### SETTING THE DATE

A tentative date for the wedding and reception should be made as soon as possible. Because of scheduled services or functions of this church during particular seasons, some dates are not available for weddings. Personal contact should be made with both the church minister and the minister of music to secure their services and to schedule appointments for necessary preparations.

### FINANCIAL ARRANGEMENTS

The church facilities are available to members for weddings without cost. However, additional services are available for which the following fees are charged:

#### I. Fees

The fee for the services of the Custodial Service are:  
\$100.00 Sanctuary/Dress Rooms  
\$200.00 Sanctuary/Dress Rm, Fellow. Hall (Recep)  
\$250.00 Sanctuary/Dress Rm. FLC Rm. (Recep)

A diagram of the table arrangement for the Reception and the Rehearsal Dinner must be submitted to the Director 3 (three) weeks in advance. An additional charge for setting tables and chairs may be needed depending upon the floor plan provided.

B. The honorarium for the minister should reflect the amount of time given in 2 (two) premarital counseling sessions and ceremony preparation and performance. *(Suggested minimum is \$175.00)*

C. The fee for a guest organist will be determined by the organist from whom services will be rendered. St. Andrew's organist fee is \$175.00 which includes rehearsals with soloists.

D. The fee for the wedding director is \$200.00. If the rehearsal dinner and/or reception are held at the church an additional \$25.00 for each event may be added to the wedding director's fee.

#### E. Sound Technician

A \$75.00 fee is required. The sound tech attends the rehearsal to provide sound level checks for soloists and attends the wedding to provide sound amplification and a taped recording of the wedding.

(All fees are subject to change.)

II. A. The marriage license and certificates are to be given to the minister at the rehearsal.

B. All fees are required to be submitted to the wedding director at the rehearsal. Included are separate checks to each of the following:

Custodial Service	Director
Minister	Organist
Soloist	Sound Technician

### DECORATIONS

Our Sanctuary is a place of beauty and dignity and does not require elaborate decorations to make a setting for a wedding. The following procedures are given to preserve the proper motif and to safeguard the furniture in the Sanctuary.

1. A bouquet of flowers may be placed on each of the flower stands.

2. A bouquet of flowers may be placed on the altar behind the Bible.

3. Two additional candleholders and a kneeling bench are available at no cost. Greenery may be used on the candleholder stands. When the church has been decorated for Advent, Christmas, or Easter seasons, these decorations may not be removed or changed.

4. NO tacks, pins, nails, or glue may be used to fasten any decoration on the furnishings or the building.

5. Care must be taken to protect carpets, furniture and furnishings from candle drippings and moisture from flowers. Drip less candles must be used. Any damage will be the responsibility of the person in charge of the decorations. For safety's sake, the use of an aisle cloth is not allowed. No candles are allowed in the windows, aisles or on pews. **Electric candles are permitted in the windows.**