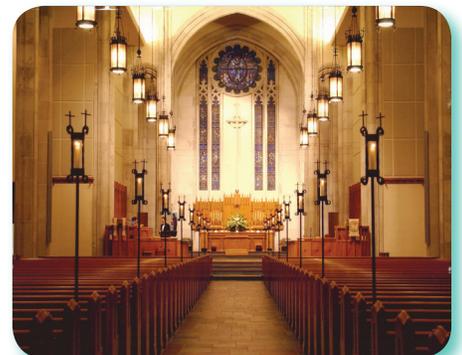


# WESLEY MEMORIAL

A UNITED METHODIST CONGREGATION

## OUR WEDDING MINISTRY Planning Guide



# How to Use This Booklet

This booklet is designed to help familiarize you with weddings at Wesley Memorial. We hope that it will enable you to know the expectations and requirements so that your wedding may be planned with great care and ease. It is designed as a step-by-step guide and also as a reference guide. Please refer to the table of contents for answers to specific questions.

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# Philosophy of Our Wedding Ministry

A wedding is a service of worship that recognizes a spiritual bond between two people and God, and blesses the bond between two people according to the laws of the state. We want your wedding at Wesley Memorial to be a memorable event that facilitates your faith development.

With this in mind, this booklet is designed to help couples explore and plan for their wedding at Wesley Memorial. Please use it to become familiar with the policies and opportunities of the Church and the use of its facilities.

We sincerely hope that the process of planning your wedding will deepen your love and spiritual bond with each other and God. We will do everything we can to facilitate this.

## Participation

Members of Wesley Memorial United Methodist Church, their children and grandchildren, and current non-member staff employees of Wesley Memorial may be married at Wesley Memorial. Non-members may be married at Wesley Memorial, provided (1) only a current pastor of Wesley Memorial officiates the ceremony, (2) the couple worships at Wesley Memorial 3 times before the wedding, (3) pay a non-member fee of \$500.00, and (4) comply with the other policies outlined in this book.

## Pre-Wedding Conferences

To insure that your wedding will be a meaningful and spirit-filled event in your life, participation in pre-wedding conferences with one of our pastors is required.

# Facilities

## Weddings and Rehearsals

There are three spaces on the Wesley Memorial Campus which are customarily used for weddings. Normally, the wedding rehearsal and service are held in the same place. The three spaces are the Church Sanctuary, Chapel, and the outdoor Courtyard. The decision is based upon practical considerations, such as number of guests, aesthetic concerns and season of the year. The seating capacity of each space is:

Sanctuary	800
Chapel	110
Courtyard	150

## Receptions

Wesley Memorial also has several spaces for receptions. These include the Asbury Room, the Dining Hall, and the Butterfly Garden. The use of these locations is extremely limited by the programming of the church. However, the Wedding Coordinator will advise you on their availability. (If the wedding party wishes to employ a caterer for a reception at the church, the caterer must contact the Director of Program Events.)

# Leadership

## Pastors

Wesley Memorial United Methodist Church requires that one of its current pastors officiate (be in charge) at all weddings held on the church campus. If desired, a pastor from another church or former pastor may be invited to participate in the wedding along with the officiating pastor from Wesley Memorial. The invitation to participate shall come from the officiating pastor, not the bride or groom. In the case of non-members, only one of the current pastors of Wesley Memorial shall officiate.

## Wedding Committee

The Wesley Memorial Wedding Committee has the responsibility of assisting with the planning and directing of all rehearsals and weddings held in our church. The Wedding Committee is a fully qualified and completely voluntary committee, whose members are thoroughly trained in church and social procedures. Their expertise and experience insure a smooth rehearsal and a beautiful wedding. Two members of this committee will be assigned as Wedding Directors to meet with the bride and direct the rehearsal and wedding. For large weddings, a third director may be needed, especially if seating is down the side aisles. Please note, the Wedding Committee has no responsibility for the reception.

## Musicians

Wesley Memorial's Director of Music Ministries and the Organist oversee and plan the music for all services including weddings. Once your wedding is scheduled, an organist will be assigned to play for your wedding and will serve as musical director for the wedding. Musical pieces selected must meet with the approval of the organist for your wedding. If soloists or other musicians are desired, please consult with the organist for your wedding before any invitation is extended.

# Scheduling and Planning

Wesley Memorial receives many inquiries regarding weddings, and we take great care to make the scheduling process straightforward. To this end there are several guidelines to help in the scheduling of weddings.

- a. Weddings may be scheduled on any date except on holidays or holiday weekends, such as Thanksgiving, Holy Week (Palm Sunday through Easter), Independence Day, Christmas (December 24, 25 and 26), New Year's Eve, New Year's Day, Sundays, Conference weekend, or the third Saturday in November (the UMW Bazaar).
- b. Tentative arrangements (date, officiating clergy, venues) for wedding, rehearsals, and receptions are to be made with the Wedding Coordinator and the Senior Pastor.
- c. The wedding date is put on the calendar only after the date and time is confirmed with the Wedding Coordinator and the Senior Pastor, and is approved by the church staff. The Wedding Coordinator will call the couple to confirm that the date has been approved.
- d. The bride shall contact the Organist after the date is confirmed by the Wedding Coordinator.
- e. As soon as the bride has been notified that the wedding date has been cleared and the officiating pastor confirmed, she shall contact the officiating pastor to schedule the pre-marital conferences.
- f. The Wedding Information Form (copy enclosed) is to be completed and returned to the Church Office along with fees, three months prior to the wedding date.

# The Service

The following order of service shall be used in consultation with the officiating pastor. The placement of music (vocal and instrumental) as well as hymns shall be discussed with the officiating pastor. The use of a Unity Candle, as well as the celebration of the sacrament of Holy Communion shall be discussed with the officiating pastor. (Please note that personal communion for just the bride and groom may not be served during the ceremony.)

## **Service of Marriage from the 1989 United Methodist Hymnal**

### Entrance

- Gathering
- Processional
- Greeting

### Declaration of Intention

- Declaration by the Man and the Woman
- Response of the Families and People
- Prayer

### Proclamation and Response

- Scripture Lesson (optional)
- Sermon or Homily (optional)
- Intercessory Prayer

### The Marriage

- Exchange of Vows
- Blessing and Exchange of Rings
- Declaration of Marriage
- Blessing of the Marriage

### Sending Forth

- Dismissal with Blessing
- The Peace
- Recessional

# Music

The Wesley Memorial organist will oversee and assist you in choosing appropriate musical selections. Our organist plays for all weddings requiring an organist. Since your wedding is a sacred service performed in the church by a minister, only music of a classical or sacred character may be used. Secular love songs, and poetry should be reserved for the wedding parties, rehearsal dinner or reception. Recorded music is not allowed.

Musical pieces selected for your wedding must meet with the approval of our organist. If soloist or other instrumentalists are desired, please consult with our organist BEFORE any invitation is extended.

# The Rehearsal

The rehearsal is an important part of the festivities surrounding any wedding. During the rehearsal, all of the participants will be instructed on the basic parts of the services including where to stand, when to arrive, and all of the other details which will help to make the wedding itself run smoothly.

Normally the rehearsal is scheduled for one or two days prior to the wedding day. However, under some circumstances other arrangements can be made.

When planning your wedding activities, the rehearsal should be scheduled no later than 6:30 pm. Also, please make sure all people involved with the wedding are informed about the importance of the rehearsal and help ensure that they arrive on time. The rehearsal should not last more than an hour.

Often people are unsure about proper attire for the rehearsal. Please advise all participants that dress for the rehearsal should be appropriate for a church service or business casual.

# The Wedding

After all of the arrangements have been made and the rehearsal completed, it is time for the actual wedding. With proper planning and care, the wedding day should be a stress-free day filled with lasting and wonderful memories. This section outlines practical concerns which will help to make the wedding day run smoothly.

## Furniture

A general rule regarding weddings is that furniture may not be moved. This does not necessarily apply to weddings in the courtyard. However, please remember that any items which are moved must be returned. In the Sanctuary and Chapel, pews and furniture may not be moved.

## Flowers and Other Decorations

Flowers are a beautiful symbol of your wedding. We are sure that you will put much thought into the flowers which you select. Here are a few guidelines which have come from years of experience regarding flowers and other decorations:

### In the Chapel and Sanctuary

- Altar flowers for both the Sanctuary and the Chapel must be fresh, not artificial or silk
- Church seasonal decorations and paraments may not be moved or changed. The Wedding Coordinator will inform you of the decorations which will be in these areas.
- A safety concern prohibits the use of an aisle cloth, runner, or flower petals.
- Pew torches are available if desired. There is an additional charge for their use. The torches may not be decorated in any manner.
- Bows only may be used on reserved pews. Please remember, if guests are being seated down the side aisles, pew ribbons will be needed on both sides of the pew.
- A memory candle furnished by the bride and approved by the Wedding Coordinator may be placed on a stand.
- Unless otherwise arranged in advance with the Wedding Coordinator, all decorations and flowers are to be removed from the building. Also, all areas which have been used are to be satisfactorily cleared immediately after the wedding. If you would like to leave your flowers to be used for the Sunday service, contact the Wedding Coordinator.

- A Unity Candle may be used with the knowledge of the officiating pastor and wedding coordinator.
- The Processional Cross may be used at the beginning of the wedding processional. When it is used, the wedding party follows behind it down the center aisle. The use of the Processional Cross shall be arranged with the officiating pastor and Wedding Coordinator.

### **In the Sanctuary**

A single flower arrangement may be used in front of the raredos.

- The church's vase MUST be used and requires a #5R Paper Mache liner. In addition, the two floor pedestals may be used for additional flowers. (Flower arrangements cannot be placed on the Communion Table.)
- The two candelabra on the shelf behind the communion table (gardine) must be used. The church also has two floor standing candelabra which may be used.
- In the Narthex, two iron stands may be used for flowers or greenery. They should not be moved from their permanent place by the door. There are silver containers available in the Sacristy that will fit in these stands.
- A pair of Wedding Banners can be hung on the two front vestry walls for your ceremony. During Advent season, these banners will be hung in the Narthex on each side of the center Sanctuary door. Please advise the Wedding Coordinator if you wish to use these banners.

### **In the Chapel**

A single flower arrangement may be placed on the altar, or the two pedestal flower stands may be used. Because of the size of the Chapel space, three flower arrangements are too many.

## Photography and Recording

Documenting your wedding in picture, sound and video is indeed important. It is also important that the photography and recording process do not distract your guests or the wedding party. Below are a few guidelines which help to ensure that the nature of worship is not disrupted.

- Once a professional photographer or videographer has been retained, they need to read the Wesley Memorial guidelines. There is a form (enclosed in this packet) that must be signed by the photographer and/or videographer and returned to the Wedding Coordinator. They can contact the wedding coordinator if they have questions.
- To facilitate preparing the Sanctuary and seating the guests, professional photography is not allowed in the Narthex or Sanctuary in the 45 minutes before the wedding. After all the guests are seated, photographs of the wedding party may resume in the Narthex.
- Pictures may not be taken by guests and relatives before or during the service in the Sanctuary, Narthex, or Chapel. All photography by family and friends must be completed 45 minutes before the service in an area outside the church or in the Asbury Room.
- Professional photography and audio-visual equipment that require an operator may be set up in the Sanctuary and Chapel balconies only.
- Only time exposure photographs are allowed. Flash or other supplemental lighting may not be used.
- If the wedding couple chooses to have a program for their guests, please include the following in the program. "To preserve the dignity of the wedding ceremony, please refrain from the use of cameras, mobile devices and applause before and during the service."

## Sanctuary Sound System

The sound system must be operated by a member of the church's Sound Committee. The arrangements for a sound system operator are made by the Wedding Coordinator.

## Miscellaneous Regarding the Wedding Day

- For Sanctuary weddings, it is recommended that there be one usher for every 50 guests.
- For Chapel weddings, unless it is very small (less than 20), there should be at least two ushers.
- Guest registers are not allowed prior to the wedding. This delays the seating of the guests and causes congestion. If the reception is being held in the Asbury Room, a register may be placed outside the door, or inside the Asbury Room for guests to sign after the wedding.
- The wedding party may arrive one and a half hours prior to the wedding.
- All members of the wedding party must remain in their designated areas before the wedding. The ushers and/or groomsmen will be in the Narthex awaiting the arrival of the guests. The parents, bridal attendants, children in the wedding and the bride will be in the Asbury Room and Bride's Room area. The groom and his best man will go to the Pastor's Study 45 minutes before the service.
- The Wedding Committee strongly suggests that in order to preserve the dignity of the service, young children participating in the wedding should be at least five years old.
- Tobacco products are not permitted in any area inside of Wesley Memorial.
- Alcohol, illegal drugs, and fire arms are not permitted on Wesley Memorial's campus. No one under the influence of alcohol or any illegal drug may participate in the rehearsal, wedding, or reception.
- Members of the wedding party are asked to refrain from chewing gum.
- Throwing rice, birdseed, or rose petals is not permitted on Wesley Memorial's grounds.
- The church will make every reasonable effort to protect and keep safe all personal items (wedding dresses, purses, silver, etc.) which are brought to the church for a wedding or reception. The church is not to be held liable for such articles if lost, stolen, or damaged.
- Please tell your wedding guests to arrive at least 25 minutes before the ceremony. No one will be allowed in the Sanctuary after the mothers are seated. Guests that arrive late will be sent to the balcony unescorted.

# Checklist of Things to Do

- Contact Wedding Coordinator to tentatively book date and make preliminary arrangements.
- Contact Pastor.
- Contact Organist.
- Contact Videographer and have form returned.
- Contact Photographer and have form returned.
- Return Wedding Information form three months before the wedding.
- Pay fees three months before the wedding.
- If you require a crucifer, have you made arrangements with someone who fills all of the age and height requirements? If not, contact the church to make arrangements.
- Make rehearsal arrangements.
- Invite all involved to rehearsal. Make sure they know the time and place.
- Ask someone to move all of the flowers from the church after the wedding, if they aren't being left for Sunday morning.
- Arrange for someone to check the Brides' Room, Asbury Room and Men's Lounge following the ceremony for items that may have been left behind.