

## Paragould First United Methodist Church - Wedding Policies

- FUMC clergy are in charge of any wedding.
- If a minister other than a FUMC pastor is being considered for assisting in a wedding, this must be approved by one of our pastors prior to the date being put on the church calendar. Our pastor must extend the proper invitation to the visiting minister.
- Couples desiring the use of First United Methodist Church should call the church office and request a copy of our building and wedding policies.
- After thoroughly reading said policies, if you want to have your wedding at First United Methodist Church, call one of the pastors to arrange an appointment with the Pastor for counseling with both the prospective bride and groom. No wedding date will be added to the church calendar before meeting with one of our pastors.
- One of our currently appointed ministers will be in charge of both the rehearsal and the wedding ceremony. Wedding consultants should confer with the minister in charge and our church wedding liaison.
- Saturday weddings shall start no later than 6:00 pm to give our custodian time to make facilities ready for Sunday.
- Consult with our church organist concerning selection of music. In the event it is not possible for our church organist to provide your music, they might help in securing an organist.
- Contact our sound tech regarding use of sound system.
- If you are not a member of this church, and would like your minister to conduct the wedding, you and your pastor must contact one of our pastors. This will require an extra fee, as one of our pastors must be in attendance.

**A SERVICE OF WORSHIP** - The Services of Christian Marriage found on pages 115-138 of The United Methodist Book of Worship are the acceptable Orders of Worship for a marriage held in the United Methodist Church. If you desire to read these pages, The Book of Worship is available in our church office and online. Service I is also found on pages 864-69 of the United Methodist Hymnal. A ritual consisting of statements and vows prepared by individuals may not be substituted for the established ritual of the Church. The Christian marriage ceremony is a service of worship before God, conducted within the house of God. Reverence will be expected on the part of all present and the service will be under the sole direction of the pastor. The same guidelines which regulate our members also apply to non-members when you choose to be married at the altar of our church.

**SCHEDULING** - Weddings may be held in the sanctuary or chapel whenever worship services are not being held in consultation with the pastor. Weddings will **NOT** be scheduled on:

- Sundays
- Later than 6:00 pm
- An official church holiday, on the eve of the day preceding a holiday, or weekend of the holiday. (i.e. Christmas, Easter, Thanksgiving, etc.)
- A non-member wedding cannot be confirmed more than 5 months in advance
- There will not be more than one wedding scheduled on the same day.

**MUSIC** - Only music of religious or church-centered nature should be considered in a church wedding. Because the choice of music is so important, the organist needs to be consulted in all decisions regarding music selection. Organist fees should be discussed with the organist and paid directly to the organist by the family. In the event it

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would be impossible for the organist of First United Methodist Church to play for a wedding, he/she will aid in securing an organist.

### **ALTAR FURNISHINGS & DECOR**

- The furnishings of the sanctuary and chapel are symbolic of the presence of God and are a part of what makes our building a church.
- The communion table is the focal point of the sanctuary and shall not be removed. It may be moved forward, to just beyond the rail, or back to the banister separating the choir loft. All appointments are to remain on the table.
- The chairs and lectern may be moved with the permission of a pastor or staff. These are to be moved at the rehearsal and put back in place following the wedding ceremony.
- The wedding florist should be told that dripless candles are required. No nails, thumbtacks, staples, screws or tape are to be used in the fastening of decorations to the pews, furnishings, chancel rail, or any part of the building. Live flower petals are not to be used by the flower girl. (If stepped on, they satin the carpet.)
- Decorations are to be removed and the church left in order as it was found. This should be done immediately following the service so that other services will not be delayed.
- Flowers may be left for a worship service if prior arrangements are made with the church office.
- For weddings in the chapel, the requirements concerning decorations are the same as those set forth in the sanctuary.
- For weddings during the Christmas season, all decorations (Chrismon Tree, window and light decorations, poinsettias, etc.) are to be left in place.
- Confetti, sparklers, and burning candles are not permitted. In addition, there should be no rice, bird seed, glitter, etc. used.

**PHOTOGRAPHY** - Photographs can be taken before and/or after the ceremony. The bride and her escort may be photographed by the photographer just prior to their procession. We ask that no flash photographs be taken by the photographer, family members or friends from the time guests arrive until the completion of the ceremony. Natural light photographs may be discreetly and quietly taken from the balcony or back of the church. It is the responsibility of the person arranging for the photographer to make clear these restrictions and rules to the photographer, friends and family members.

Hiring an independent video photographer is allowed. Videotaping of wedding ceremonies will be allowed only **IF** approved by the officiating pastor. Consult with the pastor on the placement of a video camera. Video cameras placed in the Chancel area will sometimes take away from the atmosphere of worship and may distract from the wedding couple. Video cameras may be used only with natural lights, it must be silent and must be in a stationary position.

**SOUND & AUDIO** - You must contact the church's sound tech to use any canned music or microphones at least 1 month prior to the wedding date. Our sound tech will be needed during wedding rehearsal and the wedding ceremony. A fee of \$50 or \$100 is required for their time.

**NURSERY** - Nursery facilities are available, and it is suggested that if persons with young children or babies are invited to the wedding, you consider making arrangements for hiring a nursery worker at your expense. The church office has a list of quality nursery workers to help with this.

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### **DRESSING ROOMS**

- Men dress in the Alpha Classroom, behind the choir loft.
- Ladies dress in the Chapel, west of the narthex.
- Food and beverages are not allowed in the dressing rooms. Food and drinks may be served in the church kitchen.
- Remember to have these rooms cleared of belongings and trash before leaving the church for the reception.

**REHEARSAL** - Rehearsals should begin promptly at the time scheduled and should proceed in a dignified manner. We would remind the members of the wedding party that throughout the rehearsal they are in a holy place dedicated to the worship of God. It should be clearly understood that at both the rehearsal and the wedding, our minister is in charge and his/her decisions as to form and procedure shall be honored.

One hour's time should be allowed for the rehearsal. It is helpful for decisions such as order of bridal procession, which ushers will seat the mothers, who will light the candles, etc. be made prior to the rehearsal time. The bride and groom, their parents and grandparents, their attendants, those presenting the music and the ushers should be present.

It is suggested that if rehearsal dinner invitations are to be extended to the minister, musicians or wedding consultant and spouses, they should be made prior to rehearsal time. If alcoholic beverages are to be served at the rehearsal dinner or any event in connection with the wedding outside of the church, the minister should be so informed at the time an invitation is extended to him/her.

No rehearsal will be conducted when any member of the wedding party is under the influence of alcoholic beverages or illegal drugs. Smoking and the use of irreverent language in all areas of the church is strictly forbidden.

### **THE WEDDING DAY**

- Ushers should arrive at the church not less than one hour before the time of the wedding. The groom, best man and his other attendants should be in the area of the minister's office 15 minutes before the wedding hour.
- No wedding can be performed unless the marriage license has been presented to the minister prior to the wedding. The rehearsal is a good time to get this taken care of.
- The church fellowship hall is available for wedding receptions. A limited amount of silverware, glassware, tables, skirting, and is available at the church. If the use of any of these is desired, make arrangements through the church office. The date and time for the reception should be placed on the church calendar.
- No alcoholic beverages or smoking will be allowed on the church premises.
- Rice, bird seed, etc. cannot be thrown inside the church.

### **FUMC Contact Numbers**

- Church Office, 870-239-8541; Pastors: Rev. Dane Womack & Rev. Chase Burns; Administrator: Denise Chipman; Sound Tech: Karoline Risker
- Organist: Bernard Raley, 870-335-8007
- Wedding Liaison: Linda Futrell, 870-476-1025

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**WEDDING FEES**

	<b>MEMBER</b>	<b>NON-MEMBER</b>
Sanctuary	\$150	\$300
Worship Center	\$150	\$300
Chapel	\$100	\$200
Reception (cake only) Gym/Fellowship Hall	\$100	\$200
Reception (food/meal) Gym/Fellowship Hall	\$150	\$300
RehearsalDinner Gym/Fellowship Hall	\$100	\$200
Sound Tech	\$50	\$100
Wedding Liaison	\$50	\$100
Pastor Honorarium	\$150 Minimum 3 counseling sessions	\$300
Organist honorarium	Should be discussed with and paid directly to organist.	
Deposit	\$100 deposit is due when date is set on church calendar.	
Other	Balance of fees is due 30 days prior to the wedding date. All fees are paid directly to the church except for organist & pastor honorariums. All fees are subject to change if an excessive amount of cleanup is required.	

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**POLICY UNDERSTANDING** - We have received a copy of First United Methodist Church's Wedding Policies and Fee schedule. We understand the policies and fees and will abide by them as set forth therein. Should we have any questions, we will first contact the wedding liaison then FUMC offices.

**ALCOHOL / CONDUCT POLICY** - Read \*and explain\* to all members of the wedding party. The use of alcoholic beverages is not permitted on church property, including parking lots and buildings. The church has a zero tolerance stand on this issue. Unruly or drunken behavior will not be allowed. Anyone who violates this policy may be removed from the wedding rehearsal and/or ceremony.

Bride: \_\_\_\_\_ Date: \_\_\_\_\_

Groom: \_\_\_\_\_ Date: \_\_\_\_\_

Wedding Date & Time (approved by pastor): \_\_\_\_\_

Church Administrator: \_\_\_\_\_ Date: \_\_\_\_\_

***Returning this signed form along with your \$100 deposit will reserve your wedding date on the church calendar.***

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**WEDDING INFORMATION** - To be completed and returned to FUMC offices as early as possible and ***no later than 30 days*** prior to the wedding date.

NAME	
WEDDING DATE & TIME	
PLACE	
PASTOR	
ORGANIST	
GUEST PASTOR contact info.	(if applicable)
REHEARSAL DATE & TIME	
WEDDING RECEPTION LOCATION & TIME	
FLORIST contact info.	
PHOTOGRAPHER contact info.	
VIDEOGRAPHER contact info	(if applicable)
Do you want an invitation to your wedding printed in church communications? YES or NO (circle one)	
Do you want your floral arrangements left for Sunday Worship Services? YES or NO (circle one)	
BRIDE	Member of FUMC? YES or NO (circle one)
	NAME
	ADDRESS
	PHONE
	EMAIL
If a member of FUMC, how should your name appear on the membership roll after your wedding?	

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GROOM	Member of FUMC? YES or NO (circle one)	
	NAME	
	ADDRESS	
	PHONE	
	EMAIL	
	If a member of FUMC, how should your name appear on the membership roll after your wedding?	
MAID OF HONOR		
BEST MAN		
BRIDESMAIDS		
GROOMSMEN		

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USHERS	
OTHER (soloist, musicians, etc.)	