



# Wedding Guidelines

In celebration with you, First Church treasures the service of Christian marriage as one in which a man and woman pledge their commitment to each other before God and the Community of Faith. We want to bless you as a bride and groom as you bind yourselves to each other and commit your marriage to Jesus Christ. Your marriage service is a Christian worship service. It is a service of celebration and a reminder to all your guests of our relationship with God in Christ. We want your wedding to be one in which you and your guests experience the wonder of this incomparable commitment and the importance of a marriage based upon a solid relationship with God in Jesus Christ. We pledge to work with you to make your wedding a powerful and memorable event for you and your guests.

Weddings at First Church are part of the whole ministry and mission of this congregation.

Our mission as a congregation is to:

Connect people to Jesus Christ and the church;

Grow Christian disciples; &

Relieve suffering.

Our intention is that your wedding fulfills our mission as a congregation, honors God, and helps you and your guests experience the joy of God's love as we see it in Jesus Christ.

Congratulations! This momentous occasion marks the start of your life together. May the journey be a happy one filled with peace and harmony, joy and laughter, and romance and passion. May your enduring love be the crown jewel that ties together all the rest. Best Wishes!

The Pastors of First United Methodist Church

Rev. Joseph DiPaolo, Lead Pastor

Rev. Janet Sattel, Pastor



## Requirements for Marriage

Either the bride or the groom or one of their parents must be a member of First Church for *one year* to obtain member pricing. Additionally, a child of clergy of the United Methodist Church, will be given member status. As bride and groom, you do not need to be members of First Church to be married here. However, if neither the bride nor groom is a member of this congregation, one of you should be active and attending another Christian congregation. If neither bride nor groom is actively attending another church, we invite you to attend First Church before being married here. Since weddings at First Church are always services of Christian worship, we hope couples who are not actively involved in a congregation will choose to explore Christian faith and involvement in a Christian community as you prepare for your wedding. The Pastor will have an introductory conversation with you before deciding whether to conduct your wedding.

If you wish to use First Church and you currently attend another church, we welcome the chance to assist you. However, we do not “rent” or otherwise provide our facilities directly to you as a couple. Please meet with the Facility Manager to discuss details to allow an outside Pastor to marry you at First Church. All weddings of non-members will be at the discretion of the appointed pastors of First Church. Price is stated in the package description at the end of this document.

Weddings are scheduled on a first-come, first-serve basis. Two weddings may be scheduled on the same day, but they must be no closer than four hours apart. The wedding party and guests for the first wedding must be finished in the sanctuary at least two hours before the second wedding begins. If you wish, the Facility Manager will help introduce you to the other couple being married on the same day as your wedding. You may find it possible to plan some cooperative arrangements.

## The Pastors

In most weddings, one of the pastors of First Church will oversee your wedding, the rehearsal, and preparatory sessions. First Church pastors consider it a privilege to celebrate your wedding with another pastor that you may chose. We want you to talk with the officiating pastor at First Church before you invite another pastor to share in your wedding.

First Church pastors often provide three to five hours of premarital preparation after the introductory meeting. This may be with any pastor from First Church, a counselor approved by a First Church pastor, or an approved pre-marital seminar. Scheduling your wedding means allowing adequate time for that pre-marital preparation.

Various studies show the value of post-marital check-ins with the pastor. Therefore, the pastors are also willing to meet with the married couple during the first year of their marriage.



## The Wedding Service

The wedding service is a service of Christian worship and celebration. A copy of the wedding service is available from the pastors. It is also printed on pages 864-869 in the United Methodist Hymnal. While the pastors will work with a couple to make their wedding day a special one for them, the pastors have the final say on all things regarding the wedding ceremony.

Couples are responsible for printing their own bulletins. The pastor for the wedding is a ready resource to help you plan the copy and review the bulletin before it is printed. The Sacrament of Holy Communion is always appropriate for weddings and rehearsals.

## Wedding Coordinator

First Church provides a trained Wedding Coordinator to help you plan the details of your wedding.

Those details include:

- Hospitality from First Church
- Decoration coordination
- Coordinating arrival of all parties to the church
- Assisting the bridal party in all details before the processional
- Lining up and guiding the persons in the processional
- Lining up and guiding the receiving line
- Aiding the photographer, videographer, and florist
- Setting the opening and closing times for the church building
- Coordinating with another wedding on the same day
- Working with your own wedding coordinator
- She will work with you on all details for the day.
- The Wedding Coordinator will contact you once your deposit is received and a date is selected.
- Typically, the Wedding Coordinator will have an initial meeting with the couple. Then one or two more meetings before the wedding. She will also be present the day of wedding for the entire process.
- Please Note: even if you are working with your own Wedding Coordinator, we require that you use one of the First Church coordinators. The Wedding Coordinator does not discuss matters of liturgy or music with the couple. That role is entirely reserved for the pastors.



## Wedding Music

The music presented in a wedding should glorify God both in content and intent. If the music is appropriate for Sunday worship, it will likely be appropriate for the wedding. Some music may be best used at the reception. The church organist will review all music with the bride and groom. If there is a question, the decision of the officiating pastor is final. The First Church organist is the organist for weddings at First Church. If the church organist is unable to play, or if you want to use an alternate organist, the alternate organist must be a member of the American Guild of Organists. The couple is responsible for contacting the officiating organist and supplying music at least two weeks before the wedding. The soloist and organist will usually rehearse music at the time of the wedding rehearsal. Note: First Church observes copyright laws very carefully. Couples must inform the soloist that photocopies of music that are copyrighted are not permitted by law. On the wedding day, the officiating organist will not accompany a soloist who uses photocopies of copyrighted music unless written permission is on hand or the soloist can show music is in the public domain.

Music may also be performed by instruments other than the organ.

## Marriage License

You must apply for a marriage license at the Lancaster County Courthouse, 50 North Duke Street, 2nd Floor, Lancaster PA 17602. The office hours are 8:30 a.m. until 4:30 p.m., Monday through Friday. Both the bride and groom must be present to apply. After a three-day waiting period, anyone can pick up your license. The cost of the marriage license is \$60 and must be cash only.

**NO CELL PHONES ALLOWED IN THE COURTHOUSE.**

- If either of you have been divorced or had a marriage annulled, bring the final divorce decree or annulment document with your application.
- Women who have resumed using their maiden name must bring the resumption document.
- If either of you have been married before and your spouse has died, the date of death is needed.
- Persons age 16-17 must have one parent present at the time of applying for the license. A birth certificate is required and an additional \$5 is charged. An attorney is needed to petition the Judge of Orphans Court division for permission to marry if one person is under the age of 16 years old.
- Your marriage license is good for 60 days. You should bring your license to the pastor or the church office at least one week before the wedding.
- The website has all the information needed. Please check the website to make sure the rules have not changed.
- <https://co.lancaster.pa.us/278/Marriage-Licenses>



## Photos

Photos may be posed before or after the wedding. Before the Processional, the photographer may take photos only without flash and from the rear of the sanctuary. During the Processional, the photographer may use flash and stand at the halfway point of the center aisle, the #8 pew, for photos of the bridal party. After the Processional, no flash pictures are permitted until the service is concluded. The photographer may use available light from the rear room or balcony during the service.

To assist the Custodian in cleanup following the wedding, the photographer must be finished with post-wedding photos within one hour after the last guest is greeted in the receiving line, or if receiving line is not used, within one hour after the close of the wedding.

Videotaping, professional or amateur, is welcomed. Amateur videographers are encouraged to attend the rehearsal to see how the wedding service occurs.

## Financial responsibilities and fees

First Church requires a 50 % deposit to book your wedding on the calendar. The deposit is non-refundable for non-members of First Church. Members of First Church may receive a full refund of the deposit if they cancel 60 days prior to the event. Less than 60 days before the event, members of First Church may receive 50% of their deposit back. The balance paid in full is required at rehearsal.

## Facilities Responsibilities and Description

- The church property is a smoke-free and alcohol-free environment. No smoking is permitted in the church building or at the entrances. The use of alcoholic beverages is prohibited.
- We do not schedule weddings to begin later than 7:00 p.m. on Saturdays, or 12:00 p.m. (noon) if your reception is in the church building.
- The sanctuary aisle length is 65' on the main floor, from the rear doors to the chancel rail. The use of real flower petals on the aisle floor is not permitted.
- There are very few limitations on the use of flowers and decorations.
- Couples have creatively used birdseed, bubbles and small bells outside, when leaving the building. We do not permit the throwing of rice, releasing helium balloons, or any type of animal release. Seed should always be in packets and used outside the building. All these elements of celebration should be given to the guests after the service is completed.
- Parking in the church parking lot is available and provides about 90 spaces on weekends and 70 spaces on weekdays. On-street parking is available. The meters have a 2-hour limit from 8:00 a.m. to 6:00



p.m., Monday through Saturday. Parking meters are currently not ticketed on Sundays. You may secure parking meter covers from the Lancaster Parking Authority, 111 N. Prince Street, Lancaster PA 17602, Phone 717-299-0907. These may be used to reserve spaces for cars near the Walnut Street entry. The Parking Authority charges \$15.00 per bag, per day. For Saturday weddings, couples must leave a deposit of \$15, for up to 4 bags, when they pick up the bags. Use of more than 4 bags requires a deposit of \$20. <https://www.lancasterparkingauthority.com/>

- It is highly recommended that you inform your guests to use The North Queen Street Parking Garage which is located at 424 North Queen Street, Lancaster PA 17603. Cost is \$2 per hour for the first two hours, then \$1 per hour every hour after. \$5 after 5pm – Friday through Sunday.
- *Save the parking lot @ First Church for those who need it.*

Seating capacities for weddings are as follows:

450 people in the Sanctuary

50 people in the Chapel

300 people in the Celebration Center

Seating Capacity for a reception in the Celebration Center is 220 people.

Seating capacities for Rehearsal Dinners are as follows:

Up to 40 in room 214/215

## Things We Have Learned

- Avoid evening weddings. You will be awake all day, under stress, and your reception will end late.
- Minimize the amount of time your guests must wait between wedding service and the reception.
- Photos taken after the service usually require at least 45 minutes. When you interview prospective photographers, ask how much time they will require. Occasionally couples choose to complete all their personal and family photos before the wedding service.
- A receiving line at the church typically will have parents, bride and groom, the best man, and the maid of honor. Other wedding party members can be greeted individually. Plan on 45 minutes to greet 150 guests.
- When the bride and groom greet their guests by dismissing them pew-by-pew, from the center aisle, you may save a few minutes. However, it may result in parents greeting guests separately or not at all.
- Plan your reception site within a short drive from the church.
- We can provide a candlelight wedding at no additional cost. We have found that candlelight is workable at any hour.
- The sanctuary can save you money on flowers. No need for elaborate bouquets.



## Sanctuary Wedding Package for First Church Members

For Members \$1200

Includes:

- Sanctuary
- Bride's room
- Groom's room
- Gathering Place
- Parking Lot with 90 spaces
- Service will be performed by an appointed Pastor of First Church
- Includes custodian, organist, wedding coordinator, sound technician, facility manager
- Includes Bride's room for 24 hours of storage – May store dress and supplies overnight
- Rehearsal time in sanctuary day before wedding
- Candlelight can be provided
- Pre-marital counseling with a Pastor of First Church (couple will pay \$35 for online assessment)

An honorarium is suggested for the pastor as it is not included in this price for Members.

*This package is available for:* all members of First United Methodist Church of Lancaster and children of clergy of the United Methodist Church. Also, either the bride or the groom or one of their parents must be members of First Church for one year to receive member pricing.



## Sanctuary Wedding Package for Non-Members

For Non-Members \$1,750

Includes:

- Sanctuary
- Bride's room
- Groom's room
- Gathering Place
- Parking Lot with 90 spaces
- Service will be performed by an appointed Pastor of First Church
- Includes custodian, organist, wedding coordinator, sound technician, facility manager
- Includes Bride's room for 24 hours of storage – May store dress and supplies overnight
- Rehearsal time in sanctuary day before wedding
- Candlelight can be provided
- Pre-marital counseling with a Pastor of First Church (couple will pay \$35 for online assessment)
- Fee for Pastor of First Church is included

For Non-Members using a Pastor from an outside Church Fee is \$2000

The couple will need to make an appointment with our Lead Pastor to discuss the wedding and get approval for marriage in our sanctuary. You will need to provide to our Lead Pastor: the name of your Pastor; church name & address; website of church; your Pastor's contact information; information about when and where you will be participating in pre-marital counseling.

The wedding will take place pending approval of our Lead Pastor at First Church.

Pre-marital counseling will be provided, as required by your minister.

It will be your decision to provide an honorarium for your pastor as this is not included in our package.



## Appenzeller Chapel Wedding Package for Members

For Members \$700

Includes:

- Bride's room
- Groom's room
- Parking lot with 90 spaces
- Service will be performed by an appointed Pastor of First Church
- Includes custodian, pianist, and wedding coordinator, facility manager
- Includes Bride's room for 24 hours of storage – May store dress and supplies over night
- Rehearsal time in Chapel day before wedding
- Pre-marital counseling with a Pastor of First Church (couple will pay \$35 for online assessment)

An honorarium is suggested for the pastor as it is not included in this price for Members.

*This package is available for:* all members of First United Methodist Church of Lancaster and children of clergy of the United Methodist Church. Also, either the bride or the groom or one of their parents must be members of First Church for one year to receive member pricing.



## Appenzeller Chapel Wedding Package for Non-Members

For Non-Members \$1,450

Includes:

- Bride's room
- Groom's room
- Parking lot with 90 spaces
- Service will be performed by an appointed Pastor of First Church
- Includes custodian, pianist, and wedding coordinator, facility manager
- Includes Bride's room for 24 hours of storage – May store dress and supplies over night
- Rehearsal time in Chapel day before wedding
- Pre-marital counseling with a Pastor of First Church (couple will pay \$35 for online assessment)

For Non-Members using a Pastor from an outside Church Fee is \$1700

The couple will need to make an appointment with our Lead Pastor to discuss the wedding and get approval for marriage in our chapel. You will need to provide to our Lead Pastor: the name of your Pastor; church name & address; website of church; your Pastor's contact information; information about when and where you will be participating in pre-marital counseling.

The wedding will take place pending approval of our Lead Pastor at First Church.

Pre-marital counseling will be provided, as required by your minister.

It will be your decision to provide an honorarium for your pastor as this is not included in our package.



## Celebration Center Wedding Package for Members

For Members \$1200

- Celebration Center
- Bride's room
- Groom's room
- Café area
- Parking lot with 90 spaces
- Service will be performed by an appointed Pastor of First Church
- Includes custodian, wedding coordinator, sound technician, pianist, facility manager
- Includes Bride's room for 24 hours of storage – May store dress and supplies overnight
- Set up for Saturday weddings can occur on Friday afternoon
- Rehearsal time Celebration Center day before wedding
- Pre-marital Counseling with a Pastor of First Church (couple will pay \$35 for online assessment)

An honorarium is suggested for the pastor as it is not included in this price for Members.

*This package is available for:* all members of First United Methodist Church of Lancaster and children of clergy of the United Methodist Church. Also, either the bride or the groom or one of their parents must be members of First Church for one year to receive member pricing.



## Celebration Center Wedding Package for Non-Members

For Non-Members \$1,750

- Celebration Center
- Bride's room
- Groom's room
- Café area
- Parking lot with 90 spaces
- Service will be performed by an appointed Pastor of First Church
- Includes custodian, wedding coordinator, sound technician, pianist, facility manager
- Includes Bride's room for 24 hours of storage – May store dress and supplies overnight
- Set up for Saturday weddings can occur on Friday afternoon
- Rehearsal time Celebration Center day before wedding
- Pre-marital Counseling with a Pastor of First Church (couple will pay \$35 for online assessment)

For Non-Members using a Pastor from an outside Church Fee is \$2000

The couple will need to make an appointment with our Lead Pastor to discuss the wedding and get approval for marriage in our celebration center. You will need to provide to our Lead Pastor: the name of your Pastor; church name & address; website of church; your Pastor's contact information; information about when and where you will be participating in pre-marital counseling.

The wedding will take place pending approval of our Lead Pastor at First Church.

Pre-marital counseling will be provided, as required by your minister.

It will be your decision to provide an honorarium for your pastor as this is not included in our package.



## Office Wedding

Members: \$100

Non-members: \$200

We offer office weddings for those who prefer a simple, inexpensive wedding ceremony. Services are performed during office hours during the week, Monday through Friday, in the Lead Pastor's office. A maximum of 10 guests can be accommodated.

- Pre-marital counseling is required, couple will pay \$35 for online assessment
- Pre-marital counseling will be provided by an appointed pastor of First Church
- An honorarium for the Pastor is suggested as it is not included in cost
- Contact the facility manager for more details.

*To make the event even more special, schedule the wedding around lunch and walk to your party at one of these local restaurants. You are guaranteed to have a great meal. Please call the restaurant to make reservations.*

### **The Belvedere Inn**

402 N. Queen • [717-394-2422](tel:717-394-2422) • [belvederelancaster.com](http://belvederelancaster.com)

Casual dining in an elegant atmosphere. Lunch hours Mon-Fri: 11-2; dinner hours 7 days a week: 5-11; bar open until 2am

### **Sa La Thai Restaurant**

337-339 N. Queen • [717-509-4850](tel:717-509-4850) • [salathailancaster.net](http://salathailancaster.net)

Sa La Thai offers healthy and delicious foods. We serve authentic Thai food. There is no MSG added in any of our cooking. Gluten-free menu is available. Mon-Thu: 11-3 / 5-9; Fri: 11-3 / 5-10; Sat: 12-3 / 5-10; Sun: 12-8

### **Commonwealth On Queen**

301 N. Queen • [717-208-3394](tel:717-208-3394) • [commonwealthonqueen.com](http://commonwealthonqueen.com)

Cafe offering breakfast, brunch and lunch 7 days a week. Features locally roasted coffee, organic teas, and house-made pastries. Catering for all events, and the space is also available for event rentals. Mon-Fri: 7-4; Sat: 8-2:30; Sun: 9-2



## Wedding Reception Package

For Members \$650

For Non-Members \$1000

\$150 for each additional hour of main event

Includes:

- Celebration Center, kitchen and café area
- Set up for a Saturday reception is completed on Friday
- Includes custodian to set-up/tear down and be present during the event
- Includes round tables, chairs, rectangle tables for food staging
- Use of kitchen for the Safe Serve caterer to prepare the meal
- Use of plates, cups, and utensils
- DVD/TV to play slideshow of pictures
- 4-hour event, \$150 for each additional hour

*Details about hosting a reception at First Church:*

- We recommend that the caterer provide prep, serve, wash dishes and clean up.
- Assign one person, not in the wedding party, to oversee the reception and how it all flows. This person can monitor the kitchen and make sure the event flows.
- Stage is not for use during event
- Café area can be used for staging
- Seating capacity for up to 220 guests
- At the end of the event, all decorations and personal items must be removed.
- The kitchen & Celebration Center must be left cleaned up and all items put back into place
- Alcohol is prohibited. Sparkling cider is a wonderful alternative

Requirement for receptions: <https://www.servsafe.com/>

1. Caterer must be approved by facility manager and a copy of their Safe Serve Certification must be submitted with down deposit.
2. If a caterer is not being used, one person must be assigned to oversee the kitchen and food, and that person must obtain the Safe Serve Certification. A copy of the Safe Serve Certification must be submitted with down deposit.
3. Reception can be cancelled by facility manager if failure to submit Safe Serve Certification occurs.



## Rehearsal Dinner Package

Members: \$100

Non-Members: \$150

- Use of 214/215
- Three-hour dinner party
- Room can accommodate up to 40 people
- Round tables and chairs provided
- White table cloths provided
- Use of dishes, silverware and cups
- Custodian for rehearsal and dinner
- Set up and tear down of tables and chairs provided by custodian

You will be responsible for providing prep of the area, decorations for tables, setting the tables, cleaning all dishes, making sure kitchen and room are clean, and removing any of your personal items before leaving. We recommend that the caterer provide prep, serve, wash dishes and clean up.

After the rehearsal dinner, the room will be set up as the bride's room for overnight storage and use before the ceremony the next day.

Requirement for dinner: <https://www.servsafe.com/>

1. Caterer must be approved by facility manager and a copy of their Safe Serve Certification must be submitted with down deposit.
2. If a caterer is not being used, one person must be assigned to oversee the kitchen and food, and that person must obtain the Safe Serve Certification. A copy of the Safe Serve Certification must be submitted with down deposit.
3. Dinner can be cancelled by facility manager if failure to submit Safe Serve Certification occurs.



Caterer Recommendations:

The Food Muse                      484-620-6852  
[www.thefoodmuse.com](http://www.thefoodmuse.com)      [linda@thefoodmuse.com](mailto:linda@thefoodmuse.com)  
Owner: Linda Ross

The Scarlet Runner                      717-435-3133  
[www.thescarletrunner.com](http://www.thescarletrunner.com)      [hilarymace@thescarletrunner.com](mailto:hilarymace@thescarletrunner.com)  
Owner: Hilary Mace

\*\*\*These are approved caterers for First Church

# First United

Methodist Church of Lancaster

***Return this sheet to the Facility Manager***

A 50 % deposit is required to reserve wedding and/or reception/dinner.

Make checks out to "FUMC". Return this sheet and deposit to the facility manager.

Deposit is non-refundable for Non-members.

Questions: Facility Manager / 717-394-7231 / [facilities@engagegodfirst.org](mailto:facilities@engagegodfirst.org)

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*We accept full responsibility for all the wedding guidelines, and we will have a wonderful wedding day!*

Wedding Package chosen: \_\_\_\_\_

Wedding Reception package: Yes \_\_\_\_\_ No thank you \_\_\_\_\_

Wedding Rehearsal dinner: Yes \_\_\_\_\_ No thank you \_\_\_\_\_

Total for all packages chosen: \_\_\_\_\_

Deposit of \$ \_\_\_\_\_ is due with this form. (50% of total)

Balance of \$ \_\_\_\_\_ is due at the wedding rehearsal.

**WEDDING DATE:** \_\_\_\_\_

Name of Bride and Groom: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Bride: \_\_\_\_\_

Phone Groom: \_\_\_\_\_

Email Bride: \_\_\_\_\_

Email Groom: \_\_\_\_\_

Signature Groom: \_\_\_\_\_

Signature Bride: \_\_\_\_\_

Members of Church? Yes No Child of UM Clergy

# First United

Methodist Church of Lancaster

*Return this sheet to the Facility Manager &  
Bring this sheet filled out to meeting with Lead Pastor*

Information needed if couple are non-members and wish to be married by an outside Pastor:

- Meeting must be scheduled with our Lead Pastor – [jdipaolo@engagegodfirst.org](mailto:jdipaolo@engagegodfirst.org)
- This must occur before booking the wedding and submitting down deposit
- Wedding is subject to approval the appointed Pastor of First Church

Information needed about outside Pastor:

Name of Pastor: \_\_\_\_\_  
Church of Pastor: \_\_\_\_\_  
Address of Church: \_\_\_\_\_  
Website: \_\_\_\_\_  
Contact information: Cell phone \_\_\_\_\_  
Email \_\_\_\_\_

**Proposed Wedding Date:** \_\_\_\_\_  
Name of Bride and Groom: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Bride: \_\_\_\_\_  
Phone Groom: \_\_\_\_\_  
Email Bride: \_\_\_\_\_  
Email Groom: \_\_\_\_\_



*Return this sheet to the Facility Manager*

Wedding Reception/ Rehearsal Dinner information needed to be provided with  
Down deposit if hosting reception/dinner at First Church:

Person who will oversee the reception or dinner/ point person: \_\_\_\_\_

Cell phone: \_\_\_\_\_

Relationship to couple: \_\_\_\_\_

Caterer: \_\_\_\_\_

Address of Caterer: \_\_\_\_\_

Email of Caterer: \_\_\_\_\_

Website of Caterer: \_\_\_\_\_

Is there a copy of the Safe Serve Certification included with the down deposit    Yes    or    No

Copy of the Safe Serve Certification from Caterer must be submitted asap. The date of reception will not be held officially on calendar until this is submitted.

If no caterer will be used:

Person who will be obtaining Safe Serve Certification: \_\_\_\_\_

Email of said person: \_\_\_\_\_

Cell phone of said person: \_\_\_\_\_

**This person is required to be present in kitchen for reception. This person must schedule a meeting with the facility manager to learn about the kitchen at First Church.**

Is there a copy of the Safe Serve Certification included with the down deposit    Yes    or    No

Copy of the Safe Serve Certification from Caterer must be submitted asap. The date of reception will not be held officially on calendar until this is submitted.

Revised March 2019 LM