



*Wedding Policies and
Guidelines
Aldersgate United
Methodist Church*

3600 75th Street
Urbandale, IA 50322

Your Wedding at Aldersgate UMC

We at Aldersgate United Methodist Church are so excited to be a part of your very special wedding experience. In choosing to have your wedding in a church, you are choosing to make your wedding vows and covenant with each other before God as well as your family and friends. We believe this to be a very important act of Christian worship, and we are delighted to be a part of that experience with you. Our goal is for your wedding day to be as special as possible for you.

In the following pages you will find policies and procedures to ensure that your wedding ceremony accomplishes these goals and maintains our church facility. Please read these pages carefully and ask any questions you may have before signing and returning to the church office, along with your reservation form and deposit so we can secure your desired wedding date.

Helpful Information:

Lead Pastor: Pastor Jon Bailey (515) 278-0466
pastorjon@aldersgatedsm.org

Church Office: Theresa Constable (515) 278-0466
theresa@aldersgatedsm.org

Wedding Coordinator: Jan Hall (515) 278-0856
Rachel Shepherd (515) 250-5673

Accompanist: Judy West (515) 254-2921

Sanctuary Seating is 350

Center aisle is 75' with 23 pews in the center aisle

SCHEDULING YOUR WEDDING:

1. **Contact the church office** at 515-278-0466 or theresa@aldersgatedsm.org for availability of your date, do this as early as possible. The wedding date will be set with Pastor Jon's consent. We schedule no more than one wedding per date. If the wedding should be canceled, please notify the church immediately.
2. **Contact Pastor Jon Bailey** for his availability. It is assumed that the minister of Aldersgate will be the officiate at all weddings conducted at Aldersgate. Pastor Jon may invite another pastor to officiate at the couple's request.
3. **Contact the wedding facilitator**, Jan Hall at 515-278-0466. The Wedding Facilitator of Aldersgate Church is for the convenience of those getting married in our Church and also to assist the pastor. She will be used for all weddings. Please contact her as soon as possible so an appointment can be set to discuss your wedding plans and help you with your planning. She will go over the wedding booklet with you and discuss the fees involved.

If you are having a reception at the Church, she will also help you plan that and is responsible for setting that up. The bride usually provides the servers for cake, punch & Coffee and also is responsible for all decorating and their removal.

4. **Contact the church accompanist** Judy West, 515-254-2921. All music used should contribute to a Christian worship. The accompanist will be happy to assist you with your music selection.

The couple is responsible for providing the necessary sheet music for the soloist(s) and instrumentalists. The music must be given to the accompanist at least two weeks before the wedding. The music is to be in the key and arrangement the soloist prefers. It is also acceptable to use another accompanist if approved by the Aldersgate organist. Recorded music can also be used.

The soloist & accompanist will rehearse just prior to or immediately following the rehearsal. At that time, the soloist should be fully prepared to perform the music. However, if the couple provides a tape, the accompanist would be happy to make a rehearsal tape for the soloist to use at their convenience.

The fee for the accompanist includes the rehearsal, wedding, one practice with the soloist (or duet), and one consultation with the couple.

5. **Apply for your marriage license** with the Polk County Clerk. A license acquired in Iowa is usable anywhere within the state for one year after issuance. A blood test is not required to obtain a license. Four full days are required after application before the license is issued, so plan accordingly. For more information contact the Polk County Clerks's office at 515-286-3781 or <http://www.polkrecorder.com/marriages.htm>

SERVICE OF WORSHIP

The Christian marriage ceremony is a service of worship before God, Aldersgate UMC uses the traditional and historic wedding service of the Protestant faith. Reverence shall be expected on the part of all present and the service shall be under the sole direction of the pastor performing the service. During the pre-marital interviews, the service will be reviewed. The couple has the privilege of suggesting alternate wording with the pastor's consent. The pastor will work with the couple to incorporate personal touches meaningful to you within the authorized ritual of the United Methodist Church

PREMARITAL COUNSELING

We strongly believe that the ceremony is the start of a long lasting marriage and pre-marital counseling sessions focus on preparing for that long lasting marriage. Our goal is to plan so that the rehearsal and wedding service will be a joyous and sacred celebration.

Counseling sessions will be set at mutually convenient dates and times. The bride and groom must call the pastor to schedule their appointments. All pre-marital counseling sessions should be scheduled through Pastor Bailey. If another officiate is being used for the ceremony, please notify Pastor Bailey as to who will be doing the pre-marital counseling sessions.

DECORATIONS

Aldersgate Sanctuary is a beautiful settings for weddings, which can be decorated simply and appropriately. Flowers and other decorating must be in place at least ONE HOUR prior to the service. Floral deliveries to the church may be made at the time the church is to be opened for the bridal party. Please note

that all of Aldersgate's liturgical decorations must remain in place for weddings.

1. The church provides altar candles. Candleholders **cannot** be attached to the pews, but freestanding candleholders may be used if globes protect the candles. Please use dripless candles. No candles or flowers shall be placed on the organ or piano. Unity candle must have an appropriate holder to contain dripping.
2. Flowers or bows may NOT be tacked, taped or wired to the pews, but they may be attached with **pew clips**. Check with your florist for the clips. Flowers or greens must have protection under them to prevent water and dampness from causing stains..

Flowers should be delivered and placed in a dressing room, not in the church narthex. If you wish to donate the altar flowers to the church for its use at a service of worship, such arrangements need to be made at least one (1) month in advance through the church office.

3. No rice, birdseed or similar substances are permitted inside or outside the church premises. Bubbles are permitted outside of the building.
4. Aisle runner should be at least 75'. Silk flower petals may be used in the sanctuary. No real flower petals are allowed due to staining.

DRESSING AREA

The church's responsibility is limited to providing a dressing room for the bride and bridesmaids which is the choir room #210, and the groom and groomsmen will use room # 222.. The church will not be responsible for any personal items left behind such as wedding dresses, tuxedos, wraps, purses, silverware, glassware, photographs and other special decorations. These items should **not** be left overnight and should be brought the day of the wedding. All dressing areas must be cleared immediately after the wedding ceremony.

THE REHEARSAL

The rehearsal provides an opportunity to become familiar with the worship order and physical arrangements for the wedding. The service will be rehearsed in its entirety. All participants in the service should attend, including ushers and soloist(s). One hour is the approximate time needed for rehearsal.

Seating for Family and Special Persons

The couple should work out seating arrangements prior to the rehearsal. The bride's mother's (family) should sit in the front pew to the left of the altar; the groom's family on the right. Take care to reserve room for additional family and "special" guests.

THE RECEPTION AT CHURCH

If you plan on having your reception at the church please schedule the Fellowship Hall, kitchen and the Family Life Center if needed.

The United Methodist Women of Aldersgate will serve receptions at the church. The Wedding Coordinator should be consulted immediately if a church reception is planned.

The Wedding Committee provides:

Silver Tea Service, Silver Candleholders, Silver Nut Dishes and Mint Trays, Glass Plates and Cups, Silverware, Punch Bowl, Tablecloth and Skirt for Cake Table, and the following services:

1. Making punch, coffee and tea
2. Preparing the table for serving
3. Overseeing kitchen preparations and clean

up.

If your reception includes additional food items, this must be discussed with the Wedding Facilitator.

FEEES FOR CAKE RECEPTION

Facilities:	\$100
First 100 guest	\$125
	<i>(\$1 per person additional.)</i>
Table & chair setup	\$5 per table

In order to be charged for the actual number of guests served, payment for reception services shall be made immediately following the reception. Payment is made to the Aldersgate United Methodist Women.

Equipment for serving is available from the church. Families may wish to use their own accessories, but should discuss this with the Wedding Coordinator. If so, the Church and/or UMW shall not be responsible for theft, loss or other damage. Receptions will be served in Fellowship Hall or Family Life Center **only**.

FEES FOR WEDDING

Members in *good standing please contact the church office (515-278-0466) for fee schedule.

Building Use:	\$500
	a nonrefundable deposit of \$250 upon reserving the building
Wedding Facilitator:	\$150
Accompanist:	\$150
Sound Booth/video:	\$100
Cleaning Service:	\$100
Pastor:	Please consult with the Pastor by email for suggested honorarium.

*Member in good standing have supported Aldersgate UMC with their prayers, presence, gift, service and witness.