

First United Methodist Church of Glendale  
Glendale, California

Wedding Policy  
Adopted April 26, 2015

We consider the wedding ceremony to be a sacred worship event in which the bride and groom enter into a covenantal relationship in the presence of God, and begin to build a strong and rich Christian marriage. These guidelines have been established to ensure that weddings at First United Methodist Church of Glendale (GFUMC) are consistent with this understanding.

Scheduling a Wedding

The bride and groom should make reservations for the use of the sanctuary and fellowship center well in advance of the wedding date. Tours are available upon request. Couples may also want to attend a worship service on a Sunday morning to experience the sanctuary during actual use.

To schedule a tour of our facilities, the couple should contact the Church Administrator, Gigi Schmutzer. She can be reached by email at [gigi@glendalemethodist.org](mailto:gigi@glendalemethodist.org) or by calling the church office at (818) 243-2105. The Church Administrator will determine availability of the facilities on the date requested and explain the church's fee schedule.

A security deposit of \$300 will confirm a reservation for use of the church's sanctuary on the selected wedding date. If the couple also desires to use church facilities for a wedding reception, an additional security deposit of \$300 is required to reserve the church's fellowship center. A check for the deposit(s) should be made payable to GFUMC and given to the Church Administrator. Cash cannot be received as payment. Once the necessary deposit(s) and signed wedding policy agreement have been received, our Wedding Coordinator, Diane Garner, will be in contact with you. The security deposit(s) are NOT refunded if the wedding or wedding reception is canceled less than 60 days prior to the scheduled date.

Fees

The schedule of fees for non-members of GFUMC is as follows:

Sanctuary and Church Personnel - \$1900

Reception Hall - \$1200-\$1600 (depending on number of expected guests)

Security Deposit - \$300 for each facility

The wedding fee includes the services of the pastor, organist, sound engineer, custodian, and wedding coordinator. The reception fee includes the custodians and the reception coordinator.

The full wedding and/or reception fees are due and payable at least one month prior to the scheduled wedding date.

Security Deposit

There may be additional fees if the time allocated for the rehearsal or wedding exceeds the time scheduled, if there is damage to any church facilities, furniture, equipment, or fixtures, or if there are similar unforeseen expenses. If such fees are required, an itemized list of additional charges

will be provided along with any refund due. If there are no additional fees, the security deposit will be returned in full within two weeks after the wedding. Please note that the security deposit(s) will NOT be refunded if **cancellation** occurs less than 60 days of the scheduled wedding date.

#### Wedding Coordinator

The church provides a Wedding Coordinator to serve as a personal advisor to the bride and groom, and as a resource to visiting pastors. The Wedding Coordinator has the full authority of our church regarding wedding policies. Questions should be addressed to her. She will be present at the rehearsal to provide direction to the wedding party. On the day of the wedding, she will be at the church to help with last-minute details. She will oversee placement of flowers, candles, etc., and see to it that the church wedding policy is followed. If the bride and groom have hired a wedding consultant, the coordinator will work with the consultant to ensure everything runs smoothly.

#### Arranging for a Pastor

A pastor of GFUMC is available to preside at your wedding.

In the event a couple would like their own pastor to perform the ceremony, the couple must consult with our Senior Pastor regarding this arrangement. If it is acceptable, the Senior Pastor will extend an invitation to the couple's pastor.

#### Premarital Counseling

Premarital counseling is required for those married at GFUMC. The counseling should be arranged well in advance of the wedding date. It has been demonstrated that those who are willing to discuss their relationship with a pastor or other professional counselor before marriage are more likely to seek and receive help later if problems should develop. We also believe it is important to understand the Christian meaning of marriage and the importance of sharing the Christian faith.

#### Music

Music selected for the wedding must be appropriate for a worship service in this sanctuary. **Contact with our GFUMC organist must be made as soon as possible** to discuss the music for the wedding ceremony. Contemporary secular music is not recommended in the wedding service, but may be quite appropriate at the reception. A piano is also available. In addition to the organ and piano, other instruments such as brass or strings may be used in the ceremony. Recorded music is not permissible.

If the couple wishes to have their own organist play for the wedding, the couple must consult with the GFUMC organist about this matter. The GFUMC organist will extend an invitation to the outside organist if it is determined that the musician has sufficient experience and skill to successfully operate the church's highly challenging organ. Guest organists must contact the GFUMC organist to arrange for practice time.

#### Wedding License

The couples must obtain a wedding license from a county registrar's office. Locations of these offices may be found in a telephone directory or on the internet. It is recommended that the license be obtained one month ahead of the wedding date. The wedding ceremony cannot be

conducted without a wedding license. The license must be presented to the Wedding Coordinator at the rehearsal.

### Wedding Rehearsal

The rehearsal date may be reserved at the same time as the wedding date and should be scheduled at a time mutually convenient for the wedding party and the pastor. It is important that everyone involved in the wedding including ushers, parents, and grandparents attend the rehearsal and be on time. Otherwise, these individuals may arrive on the wedding day nervous and unable to participate as planned by the wedding couple. The rehearsal should last no longer than an hour and a half.

**The wedding license must be brought to the rehearsal and given to the Wedding Coordinator.**

It is not customary for the organist or the sound engineer to attend the wedding rehearsal. Rehearsal with the organist should be arranged directly with the organist. Generally the organist will be available for rehearsal one hour before the service. The sound engineer will be available at this time as well. The Wedding Coordinator should be informed of all special requests for microphones and of all rehearsal arrangements with the organist.

### Facilities

The sanctuary seats approximately 800 persons. Our fellowship center is limited to receptions of no more than 350 people. The kitchen is available primarily for staging and must be left as it was found prior to its use. Failure to do so may cause forfeit of the Reception Security Deposit.

All relevant church facilities are handicap-accessible and air conditioned. Only the custodian, however, is allowed to control the thermostats. Lights may be operated by a responsible person but only after receiving instruction from the custodian or Wedding Coordinator. Dressing rooms are available for both men and women.

The use of rice, confetti, birdseed, bubbles or other similar items to be thrown or used on the church property is not permitted. Alcoholic beverages and smoking or the use of other tobacco products are not permitted in the church or on the church grounds. The bride and groom are responsible for communicating these rules to the wedding party.

GFUMC is not responsible for any articles brought to the church for a wedding including flowers, decorations, clothes, etc. Such items are to be removed promptly following the wedding ceremony. It is strongly recommended that one person be put in charge of the removal of these articles immediately following the ceremony or the reception. Items found after the wedding will be held for a short time in the church office, but the church assumes no responsibility for their inadvertent destruction or disposal.

All equipment and facilities are to be left clean and in order. The wedding couple is accountable for the proper use of all facilities in connection with the wedding and for the prevention of damage to church facilities.

### Custodial Services

The wedding fee includes cleaning of the sanctuary, bride's room, groom's dressing room, and restrooms. The reception fee includes set up of available tables and chairs, cleaning of the fellowship hall and adjoining restrooms. The wedding party should vacate the sanctuary one hour after the ceremony so the custodian may begin the clean-up.

### Sound Engineer

The church provides a sound engineer to operate the public address system during the service. The church provides microphones for use by the pastor and soloists. Arrangements for microphones need to be made with the Wedding Coordinator who will inform the sound engineer of the couple's requirements.

### Decorations and Flowers

The couple must consult with the Wedding Coordinator regarding decorations in the sanctuary.

Altar candles are provided by the church. Two seven-candle brass candelabras are available for use in the sanctuary as well as a candelabrum for a unity candle. All candles for these pieces of equipment are provided by the church. No candles other than altar candles, candelabra and unity candles may be used unless the Wedding Coordinator gives approval for additional candles.

The florist should advise the Wedding Coordinator of the expected time of arrival of the flowers to ensure the sanctuary is open and available at that time.

Decorations, flowers, and greenery must not obscure or detract from the liturgical appointments. For example, they should not interfere with the cross or the altar. Under no circumstances, should the altar furnishings in the sanctuary be moved.

Ribbons and other decorations may be used. No hooks, pins, tacks, nails, wire, glue, tape, or any material of this kind is acceptable anywhere in the sanctuary since they could mar the surfaces or the church furnishings. Aisle runners are not allowed due to safety concerns. The moving of furniture or of Christian symbols is not allowed. Any variation from this policy must be cleared with our Senior Pastor.

When the wedding is conducted on a Saturday all decorations and other equipment brought in for the wedding must be removed from church facilities immediately after the ceremony. However, the couple may choose to leave flowers so that they may be used in the Sunday morning worship service.

### Photography/Videography

The wedding service is understood by the church to be a worship service. Consequently, photography and videotaping of the service must be unobtrusive and respectful of this setting. Flash photography and videotaping with lights is not permitted during the wedding. Video-recording equipment may be set up in a number of places, but the operators must use tripods and remain stationary during the entire service. Moreover, the photographer must consult with the Wedding Coordinator to receive instructions on appropriate locations within the sanctuary to photograph the ceremony. **The bride and groom are expected to instruct the video-operator, photographer and guests of this policy.**

### Guidelines for Personal Wedding Consultants, Florists, and Caterers

The GFUMC Senior Pastor has ultimate authority over the wedding ceremony. The responsibility for guiding the wedding couple is delegated to the church Wedding Coordinator. The Wedding Coordinator should be consulted regarding all plans for the ceremony. Nevertheless, a personal wedding consultant is welcome if the couple desires to have one. In that event, the couple should ensure that a copy of the Wedding Policy is provided to the wedding consultant; this person should be conversant with the entire document. Moreover, the florist should be knowledgeable about the church's requirements described under "Decorations and Flowers" of the Wedding Policy, and the caterer, if any, should know about the provisions discussed under "Facilities."

### Reception, Gifts, and Guest Book

If a reception is to be held at the church, the person in charge should contact the Wedding Coordinator to confirm set-up time. All decorations must be removed after the event.

As a convenience to guests, someone should be situated in the narthex of the sanctuary to accept gifts from arriving guests. The bride and groom should have a prearranged plan for security of the gifts and for their prompt removal following the wedding service.

The handling of gifts and the guest book should be discussed with the Wedding Coordinator prior to the wedding date.

### Agreement to Policies

The bride and groom will be asked, when they begin discussions with the Church Administrator, to sign an agreement that they have read, understood, and will abide by the policies of the church regarding wedding services. In addition to protecting church facilities, these policies are intended to enhance the beauty and meaningfulness of the wedding ceremony.

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Glendale, California

Agreement to Wedding Policy

We have read the First United Methodist Church of Glendale wedding policy. We understand that we are responsible for adhering to all the policies of the church indicated in this policy.

We agree that our wedding guests, attendants, and those we contract for such services as flowers and photography will abide by the rules and policies established by the church.

Signed:

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

\_\_\_\_\_  
Print Name of Groom

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

\_\_\_\_\_  
Print Name of Bride

Date of Wedding \_\_\_\_\_ Wedding only \_\_\_\_\_ Wedding & Reception \_\_\_\_\_

For church use only

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Amount Received: \_\_\_\_\_ Check # \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_