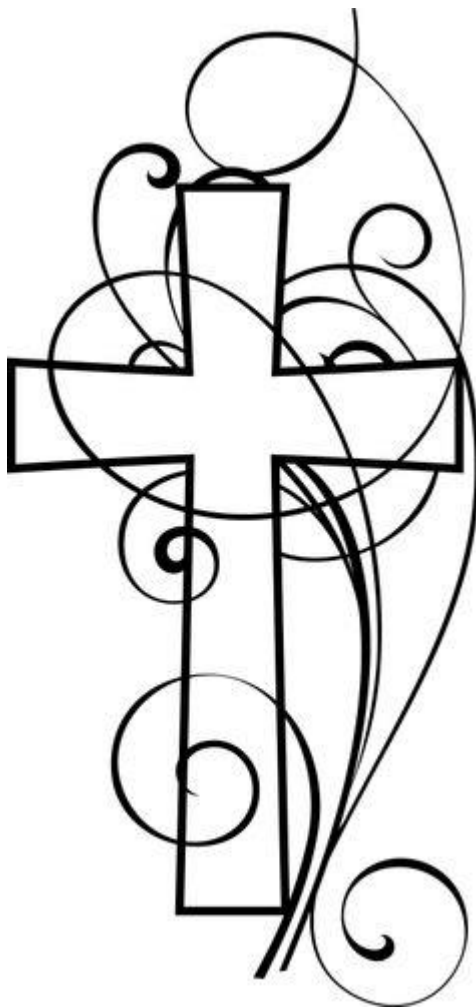


# *Your Wedding at Fairlington United Methodist Church*



**3900 King Street, Alexandria, VA 22302-1598**

**703-671-8557**

**[office@fairlingtonumc.org](mailto:office@fairlingtonumc.org)**

*We are delighted that you have selected Fairlington United Methodist Church as the place you would like to celebrate your Christian marriage. We want you to feel comfortable and happy to be here.*

*Your wedding at FUMC starts with talking to one of FUMC's Pastors. You will discuss and arrange pre-marital counseling and arrange the first session and follow-up meetings to prepare for your wedding and determine your desires for your ceremony.*

*We have designed this Wedding Packet to guide you through the simple steps that will culminate in a wedding ceremony. Our team is here to assist you with planning your ceremony.*

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## *Church Staff*

Our **Pastors** are responsible for all services at the church. In special circumstances other clergy may be approved to officiate weddings at our church. This will be coordinated through our Lead Pastor, Rev. Dr. Janine Howard, who can be reached by calling the church at [703-671-8557](tel:703-671-8557).

Pastoral fees include the following services: personal session for planning, staff coordination, the wedding rehearsal, the wedding ceremony, and premarital counseling sessions.

Our **Director of Music**, Dr. Louise Wilson, is responsible for all weddings but will secure a guest organist if she is not available. All guest instrumentalists and soloists are also coordinated through Dr. Wilson. She will discuss Music fees with you to include the following services: selection of music, coordination of any guest musicians at the wedding ceremony.

Additional fees for practice with guest instrumentalists and soloists will be determined after consultation.

Our **Wedding Coordinators** assist the pastor at the rehearsal and the wedding, as well as assisting the wedding couple with the practical details of the ceremony. All weddings are scheduled through the Lead Wedding Coordinator, Mrs. Judy Porter, who will assign a personal coordinator for your wedding. You may call or text Mrs. Porter at 703-587-6077 or send an email to [gritsjasp@aol.com](mailto:gritsjasp@aol.com).

## *Pastoral and Music Staff*

Rev. Dr. Janine Howard, Lead Pastor (contact: [janine@fairlingtonumc.org](mailto:janine@fairlingtonumc.org))

Rev. Devon Earle, Associate Pastor (contact: [devon@fairlingtonumc.org](mailto:devon@fairlingtonumc.org))

Rev. Christian White, Minister of Congregational Family Life (contact: [christian@fairlingtonumc.org](mailto:christian@fairlingtonumc.org))

Dr. Louise Wilson, Director of Music (contact: [louise@fairlingtonumc.org](mailto:louise@fairlingtonumc.org))

Church Office Staff (contact: [office@fairlingtonumc.org](mailto:office@fairlingtonumc.org)) Phone: 703-671-8557

## *Your Wedding at Fairlington United Methodist Church*

### ***STEPS FOR PLANNING YOUR WEDDING CEREMONY***

- Call the church office to have a pre-wedding planning conversation with a pastor.
- Complete the wedding request form, which can be found at the end of the packet.
- Once you have completed your request, send it to the church office, at [office@fairlingtonumc.org](mailto:office@fairlingtonumc.org), or mail/deliver it to 3900 King Street, Alexandria, VA 22302 and one of the pastors will contact you to set up a time to meet.
- Once you and the pastor have confirmed the wedding date, please send a non-refundable \$100 deposit to the church office to secure your wedding date. All fees are due in the church office 10 days prior to your wedding.
- If you plan to have organ or piano during your wedding, you are responsible for scheduling an appointment with the director of music, Dr. Louise Wilson, immediately after the date has been scheduled.

### ***WEDDING REHEARSALS***

A rehearsal is necessary for all weddings. During the rehearsal, the pastor and wedding coordinator will guide you through the actual ceremony. Musicians do not usually attend the rehearsal (unless specified by the wedding couple). Wedding programs and other special items to be used for the ceremony such as candles or decorations may be brought to the rehearsal and secured for the ceremony.

## **General Information**

### ***SANCTUARY AND CHAPEL***

The Sanctuary has a center aisle that is 75 ft. long and carpeted. There are 21 sanctuary pews on each side of the center aisle that can accommodate approximately 330 people, plus a balcony that seats 75. There are two side aisles. There is a family room behind the balcony with a large window, equipped for families with babies and toddlers. Parents and children may watch and hear the ceremony from there without being heard in the sanctuary. All babies and toddlers must be accompanied by a parent or other responsible adult.

The Chapel has a center aisle and no side aisles. It will hold approximately 80 people.

**Any flowers** are to be delivered in coordination with the wedding coordinator.

So that the altar cross remains visible, altar arrangements should be no more than 32” high and 22” for the Chapel.

**Decorations** may not be tacked, pinned, nailed, stapled, or taped to the doors or walls, woodwork, pews or furniture. Use only plastic clip-on or tie-on pew bows.

Available for rent are two candelabras with 7 candles each—see fees listed below. If you would like a unity candle you may purchase your own and the church will provide the holders.

### ***PARLOR***

The church parlor, adjacent to the Sanctuary, is available for the wedding party to change into their wedding attire. The furnishings and pictures in this formal reception room are not to be removed or rearranged. If any valuables are brought to the church to the wedding ceremony, these items may be locked in the parlor closet during the wedding ceremony to avoid the possibility of theft. Your wedding coordinator has the key to the closet and must be notified before the wedding ceremony begins if you need these items to be locked in the closet. The church is not responsible for any loss.

Classrooms are also available for the wedding party if needed to change into wedding attire.

## **WEDDING RECEPTION**

If you are interested in arranging your wedding reception at FUMC, please discuss this with the head wedding coordinator Mrs. Judy Porter (703-587-6077) or contact her at [gritsjasp@aol.com](mailto:gritsjasp@aol.com). FUMC's fellowship holds approximately 175 people.

## **VIDEO AND STILL PHOTOGRAPHY**

Any photographs taken before the ceremony must not interfere with pre-service music or rehearsals. Pictures are allowed during the processional and recessional from a designated area. Also, a stand-alone video camera on a tripod is permitted to the right or left of the minister in a designated area and a video camera can also be placed in the balcony. Photographers and videographers must talk with the wedding coordinator before the service about the designated areas.

Once the ceremony begins, all photographers and videographers must be in the back of the church or in the balcony. Flash pictures are NOT permitted during the ceremony. Close-ups at the altar may be made after the ceremony when the wedding party returns to the sanctuary.

## **RICE, ANIMALS, ALCOHOLIC BEVERAGES & SMOKING**

Rose petals or birdseed may be thrown outside the church. **No other items** (including rice and confetti) are permitted inside or outside the church.

No animals are allowed in the building unless they are trained to assist persons with special needs.

*No alcoholic beverages are permitted on church property.  
Smoking is NOT permitted in the Church building at any time.*

## **MARRIAGE LICENSE LAWS & REQUIREMENTS**

You must have a current and valid marriage license issued by the Clerk of the Circuit Court from any Virginia jurisdiction. To obtain the license, go to the Clerk of the Circuit Court's office at any Court House in the State of Virginia. A license is valid for 60 days in advance of the ceremony.

As a bonded member of the clergy to perform statewide ceremonies, the Pastor must have the marriage license in hand before the ceremony takes place.

**All remaining fees must be in the church office no later than 10 (ten) days before your wedding date. A valid marriage license must be given to the pastor performing your wedding by the day of your rehearsal.**

Bring checks to the Church office or mail to: Fairlington UMC, 3900 King Street, Alexandria, VA 22302.

**ACCEPTANCE OF RESPONSIBILITY**

*I have read this wedding policy and will adhere to the guidelines. I agree to accept responsibility to repair or reimburse the church for any damage done while my wedding party is using the church and will report any damage immediately to the pastor or the wedding coordinator.*

Signed \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Primary Phone \_\_\_\_\_

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**AFTER THE WEDDING**

Full names of wedding couple  
\_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Primary Phone \_\_\_\_\_

**WEDDING INFORMATION**

Today's Date \_\_\_\_\_

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_ Pastor \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_ Sanctuary \_\_\_\_\_ or Chapel \_\_\_\_\_

**Wedding Couple**

Name \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ Address \_\_\_\_\_

E-mail \_\_\_\_\_ E-mail \_\_\_\_\_

Home# \_\_\_\_\_ Work# \_\_\_\_\_ Home# \_\_\_\_\_ Work # \_\_\_\_\_

Mobile # \_\_\_\_\_ Mobile# \_\_\_\_\_

Church Affiliation \_\_\_\_\_ Church Affiliation \_\_\_\_\_

Parents \_\_\_\_\_ Parents \_\_\_\_\_

Grandparents \_\_\_\_\_ Grandparents \_\_\_\_\_

**Wedding Party/Honorary Guests**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Soloist/Musicians \_\_\_\_\_

Organist \_\_\_\_\_

Approximate number of guests \_\_\_\_\_

Photographer Contact Information \_\_\_\_\_

Florist Contact Information \_\_\_\_\_



## WEDDING FEES

### *Due when reserving your wedding date:*

Sanctuary or Chapel security deposit: \$100

A \$100 security deposit is required to reserve the date of your wedding in the Sanctuary or the Chapel. Please submit the check, along with the Wedding Form, to the church office. Make check payable to FUMC. This fee will apply to the overall cost of your ceremony.

### *Due 10 days prior to your wedding date:*

Facility fee (waived for FUMC members)

Sanctuary \$600

Chapel \$200

Candelabra (two with 7 candles each) \$25

#### PASTOR:

Payable to Janine Howard, Devon Earle, or Christian White \$375

#### WEDDING COORDINATOR:

Payable to \_\_\_\_\_ (ceremony and rehearsal only) \$200

(ceremony, rehearsal and reception) \$350

#### MUSIC DIRECTOR:

Payable to Dr. Wilson Amount TBD by Dr. Wilson

SOUND TECHNICIAN (if needed for ceremony): \$100

Payable to \_\_\_\_\_

CUSTODIAL assistance for ceremony: (Sanctuary or Chapel) \$150  
payable to the church

CUSTODIAL assistance for reception (Fellowship Hall) Dependent on size of Reception:  
(all receptions must end by 9:00 PM)  
Payable to the church

1 to 50 people	\$75
50 to 100 people	\$100
100 to 150 people	\$125