

Wedding Registration Form for Members

(Revised March 2016)

First United Methodist Church
 110 West Franklin Street
 Troy, Ohio 45373
 937-335-2826
 Email: phoekstra@troyfumc.org

OFFICE USE ONLY	
Date: _____	
Office Staff Personnel receiving form: _____	
CC: _____	

Deposit Pd: \$ _____	
Date: _____	
Ck # _____	

Balance Pd. \$ _____	
Date: _____	
Ck #: _____	

Welcome to Troy First United Methodist Church. We are glad to be of assistance as you plan your wedding here at the Church. When this Registration Form is returned to the church office with a check for \$30.00 (payable to "First United Methodist Church") your wedding date will be reserved on the church calendar. We hope your wedding day will be a joyous and sacred moment in your lives.

Wedding Date: _____ Time of Ceremony: _____
 Rehearsal Date: _____ Time of Rehearsal _____

Bride's Name: _____
 Bride's Address: _____
 Bride's Phone Number: _____ (home) _____ (cell)
 Email Address: _____

Groom's Name: _____
 Groom's Address: _____
 Groom's Phone Number: _____ (home) _____ (cell)
 Email Address: _____

Fees:	
Use of the Church	no fee
Pastor	\$100.00
Organist	\$200.00
Wedding Coordinator	\$125.00
Custodian	<u>\$ 80.00</u>
TOTAL.....	\$505.00
Deposit due at registration	\$ 30.00 (non-refundable)
Balance due.....	<u>\$475.00</u> (two weeks prior to wedding)

Officiating FUMC Pastor _____

****Please fill out ALL attached sheets.****

Wedding Information

Bride

Groom

Marital status: _____
Age: _____
Place of Employment: _____
Church Affiliation: _____
Name to be used during service _____

Location of the rehearsal dinner: _____
Is the pastor and his/her family to attend the dinner? _____

Location of wedding reception: _____
Is the pastor and his/her family to attend the reception? _____

Bride's Parents:

Names: _____

Address: _____

Phone: _____

Groom's Parents:

Names: _____

Address: _____

Phone: _____

Couple's Address after wedding: _____

Couple's Phone Number after wedding: _____

Wedding Party

Best Man: _____
Maid or Matron of Honor: _____

Bridesmaids:

Groomsmen:

Ushers:

Flowergirl: _____

Ringbearer: _____

Acolytes:

Guest Book Attendant: _____

Vocalist: _____

Others involved in the ceremony:

*The First United Methodist Church
Troy, Ohio*

Guidelines for Your Church Wedding

The following information will help you prepare your wedding in our Sanctuary. If you have further questions, simply call the Church at (937) 335-2826.

1. CANDLES AND VASES

The following is supplied by the Church at no additional fee.

- 2 altar vases for floral arrangements
- 2 altar candles (candles are furnished by the Church)
- 2 seven-branch brass candelabras (candles are furnished by the Church)
- 1 kneeling bench if you desire its use

2. ITEMS NOT ALLOWED IN THE SANCTUARY

- 1. Aisle candles are not permitted.
- 2. The use of tacks on church furnishings is not allowed.
- 3. The throwing of birdseed or rice is prohibited. Bells, bubbles, or balloons are permitted.
- 4. Any additional equipment must be removed immediately after your wedding so the custodian may prepare the Sanctuary for worship on Sunday.

3. ORGANIST

The current organist of our congregation is to play for all weddings. Her name is Mrs. Tawnie Johnson and you can reach her at (937) 545-1711. Mrs. Johnson will be happy to work with you in choosing appropriate music for your ceremony that will reflect the sacred joy and solemnity of the occasion.

4. ALCOHOLIC BEVERAGES

No alcoholic beverages are permitted on the church premises. This includes both the rehearsal and the wedding. The use of alcohol at the Church will result in the immediate termination of your wedding at the Church by the Pastor.

5. SMOKING

Smoking on all church property is prohibited.

6. PICTURES

We encourage you to plan your picture-taking schedule with your photographer. Some days there may be multiple weddings at the church, which can complicate the amount of time available to both wedding parties.

Also, we encourage you to remind your photographer to assist the pastor in keeping the wedding ceremony one of sacred worship and solemnity. Excessive flashes, excessive movement, and inappropriate placement can be detrimental to your wedding ceremony.

7. OFFICIATING MINISTER

The current Pastor(s) of the First United Methodist Church will be the lead Pastor of every Wedding ceremony. Clergy from other local congregations or denominations are welcome to assist in the ceremony. The Bride must sign the Order of Worship agreement at the time of registration if a guest pastor will be assisting and a copy of the agreement will be mailed to the guest pastor.

8. PRE-MARITAL COUNSELING

Every couple must meet once or twice with the First UM Church pastor who is officiating their wedding ceremony for pre-marital counseling.

9. WEDDING REHEARSALS

All wedding rehearsals will begin at 6:00 p.m. the evening before the wedding ceremony unless otherwise scheduled.

10. DRESSING ROOMS

The bride and her bridesmaids are to use the Room 316 & 314 (third floor) the day of the wedding to dress and prepare for the ceremony. There is a mirror and restrooms in this area.

The groom and his groomsmen are to use the Chapel to dress and prepare for the ceremony.

11. LICENSE AND FEES

The Marriage license should be delivered to the wedding coordinator the week of the wedding so that it can be prepared and returned to you the day of the wedding. All church fees must be paid in full two weeks prior to the wedding.

Celebrating the Marriage of

Bride
&
Groom

Date

The Entrance

Prelude
Lighting of the Candles
Seating of the Parents
Processional
Greeting

Declaration of Intentions

Of the Bride and Groom
Prayer

Proclamation and Response

Scripture Reading ~ I Corinthians 13
Homily

The Marriage

Exchange of Vows
Blessing and Exchange of Rings
Declaration of the Marriage
Prayers for the Couple
~ Silent
~ Pastoral
~ The Lord's Prayer
Lighting of the Unity Candle
Blessing of the Couple

Sending Forth

Presentation of the couple
Recessional