

# Wedding Registration Form for Non-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: 1:30pm or 4:30pm (Circle One)  
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	\$275.00
Pastor	\$125.00
Wedding Coordinator	\$125.00
Organist	\$200.00
Custodian	<u>\$ 80.00</u>
TOTAL.....	\$805.00
Deposit due at registration	\$ 30.00 (non-refundable)
Balance due.....	<u>                    </u>
	\$775.00 (two weeks prior to wedding)

Officiating FUMC Pastor \_\_\_\_\_

**\*\*Please fill out ALL the 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:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Flower girl: \_\_\_\_\_

Ring bearer: \_\_\_\_\_

Acolytes:  
\_\_\_\_\_  
\_\_\_\_\_

Guest Book Attendant: \_\_\_\_\_

Vocalist: \_\_\_\_\_

Others involved in the ceremony:

*The First United Methodist Church  
Troy, Ohio*

**Guidelines for Your Church Wedding**

*(Revised February 2011)*

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 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 in any of the aisles.
- 2. Candles are not permitted on railings or ledges.
- 3. The use of tacks on church furnishings is not allowed.
- 4. The throwing of birdseed or rice is prohibited. Sparklers are prohibited. Only bells, bubbles, or balloons are permitted.
- 5. Any additional equipment must be removed immediately after your wedding so the custodian may prepare the Sanctuary for worship on Sundays.

**3. ORGANIST**

The organist of the FUMC 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 at least once with the FUMC 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 Room 314-316 (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 will use the Chapel to dress and prepare for the ceremony.

## **11. LICENSE AND FEES**

The Marriage license must 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

