

Your Service of Christian Marriage

*First St. Charles United Methodist Church
Saint Charles, Missouri*

A Guide to Weddings

We at First St. Charles United Methodist would be pleased and honored to share in your wedding. We are committed to:

- Providing a wedding service that is, first and foremost, a worship service. That is, a service that blesses God and, in turn, asks for God's blessing for your marriage.
- An experience that, from the beginning stages of planning through the final blessing of your marriage, serves as a "means of God's grace" in your lives together.
- Encouraging and strengthening your covenant of marriage so that your relationship with each other and with God is positioned to grow into ever greater depth and closeness.

Please let us know how we can care for you and your family as you make this important commitment of faith.

God's Blessings,

Bart Hildreth,
Senior Pastor

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CHECK LIST BEFORE WEDDING

1 - 3 months before the wedding:

Meet with the officiating pastor to arrange for the pre-marital counseling and to decide on details of the wedding.

1 month before the wedding:

If you have Worship/Wedding Bulletins, before printing, please bring two (2) copies to the church office administrative assistant for proofing.

2 weeks before the rehearsal (or earlier):

All fees must be paid in full, and your marriage license and wedding certificate must be given to the officiating pastor by the time of the rehearsal.

WEDDING DAY CHECKLIST

Assign one or more persons to be responsible for completing the following:

1. Remove all personal belongings from the dressing rooms.
2. Take the guest book and any unused bulletins, bubbles, or balloons you wish to keep.
3. Take the unity candle and side lighting tapers.
4. Remove and take with you any flowers or decorations that you wish to keep.

Note: All tasks must be completed and the wedding party must exit within 2 hours after the scheduled start time for your wedding. Items left at the church may be disposed of. First St. Charles United Methodist Church is not responsible for the loss of property left on the facilities.

FIRST ST. CHARLES GUIDELINES FOR A CHRISTIAN MARRIAGE SERVICE

A Christian marriage is infinitely more than a civil contract; it is a covenant agreement between two persons and Christ. Christian marriage is first and foremost a religious service. It is a worship service. We, at First St. Charles United Methodist Church, are honored to be able to share in this important time in your lives and want to be as helpful as we can in helping you experience God's presence throughout the process of becoming married.

WHO MAY BE MARRIED AT FIRST ST. CHARLES UNITED METHODIST CHURCH?

You do not have to be a member to have a marriage service at First St. Charles United Methodist Church. The decision to perform the ceremony shall be the right and responsibility of the officiating pastor.

THE OFFICIATING CLERGY

All marriages in First St. Charles United Methodist Church shall be officiated by one of the pastors appointed to the church by the Bishop of The Missouri Conference of The United Methodist Church.

A pre-marital appointment with the officiating pastor should be made one to three months prior to your wedding date. You may make an appointment by calling the church office at 636-947-0066.

If the couple wishes an additional pastor to assist in the service, they are to make that known when they first meet with the officiating pastor. The pastors of First St. Charles United Methodist Church will then determine the participation of the guest pastor and extend an invitation to that pastor to share in the service.

USE OF THE BUILDING

Any banners hanging in the front of the sanctuary will remain in place for the wedding ceremony. Please note: banners etc. change colors/ size/ theme throughout the church year. Altar and chancel furniture, window shades (we will be glad to adjust shades), and other appointments may not be moved or changed. Furniture may not be moved from one room to another.

USE OF ALCOHOL, TOBACCO AND DRUGS

The possession or use of alcohol and/or drugs is not permitted on church grounds. Members of the wedding party and their families are not to have used alcoholic beverages prior to either the rehearsal or the wedding service. Smoking is not allowed inside the church building. Sand pots are outside the Eighth Street and Atrium doors for those who smoke.

FLOWER PETALS, RICE AND BIRD SEED

Rice, birdseed, confetti, or any other substance may not be thrown inside or outside of the church. Balloons and/or bubbles may be released outside the church, but may not be taken into the sanctuary. Dried or silk flower petals may be used during the processional. However, it will be the wedding party's responsibility to remove them after the wedding. Fresh petals may not be used.

MARRIAGE LICENSE AND WEDDING CERTIFICATE

The marriage license and wedding certificate are provided by the county clerk. The marriage license is good for 30 days after it is picked up from the county clerk's office. The marriage license and wedding certificate are to be given to the officiating pastor by the time of the rehearsal. No ceremony shall proceed without a marriage license present. Witnesses must be 18 years of age or older.

FEES FOR THE MARRIAGE

The base fee for a wedding at First St. Charles United Methodist Church includes the required marriage seminar, the use of the church for three hours, two dressing rooms, hallways, restrooms, utilities, meeting with the pastor, and custodian.

A booking fee is due at the time you are submitting your application to the church. The booking amount will be subtracted from your total expenses. Your balance is due one month before the night of the rehearsal.

If you cancel your wedding at least six months before the scheduled date, half of your booking fee will be refunded and half will be forfeited. If you cancel your wedding less than six months before your scheduled date, the entire booking prepayment fee will be forfeited.

PHOTOGRAPHS DURING THE MARRIAGE SERVICE

Careful plans must be made to see that the taking of photographs does not detract from the service. FLASH pictures are not permitted at any time in the sanctuary except during the processional and recessional.

PHOTOGRAPHS BEFORE AND AFTER THE MARRIAGE SERVICE

Church facilities will only be available to the wedding party for photographs, getting ready, the ceremony, etc. for a total of three hours.

The wedding party may also return to the sanctuary immediately following the service to take appropriate pictures. These may be taken with flash.

VIDEO TAPING

Videotaping of the service is possible, but must follow the same guidelines as those for photographers. In addition, cameras must be mounted on tripods. If guests are videotaping, they cannot move around during the actual ceremony. The tripod-camera may be located in the rear of the sanctuary, in the side aisle behind the third pew, in the balcony, or in the choir loft off to the side, and should be as inconspicuous as possible. Existing light only is permitted; cameras may not use artificial light. No videotaping will be allowed forward of the third pew.

RECEPTIONS

The church facility is available for receptions and rehearsal dinners. Arrangements may be made through the church office.

INVITATIONS

When having your invitations printed, be sure to use the proper name and address of the church:

*First St. Charles United Methodist Church
801 First Capitol Drive
Saint Charles, Missouri 63301*

DRESSING ROOMS

Men's and women's dressing rooms are provided at the church for the wedding party. All food and drinks must be cleaned up and properly disposed prior to the wedding. All clothing, shoes, jewelry, hair dryers, etc. are to be removed from the dressing rooms 2 hours after the scheduled wedding start time. The church is not responsible for lost or stolen articles.

THE REHEARSAL

The rehearsal is held the evening before the marriage service. It usually lasts one hour. Every member of the wedding party, including ushers, is to be present and on time. It is also important that parents be present to learn what they are to do. The officiating pastor will lead the rehearsal.

A WEDDING COORDINATOR

Should a wedding coordinator from the church be needed, several persons are available for a nominal fee. If a wedding coordinator from outside the church is selected, she or he will need to follow the directions of the officiating pastor in the conduct of the wedding.

THE SACRAMENT OF HOLY COMMUNION

If the couple wish to have this sacrament included in the marriage service, please let the officiating pastor know at the pre-marital meeting. In The United Methodist Church, the Sacrament of Holy Communion must be offered to all persons present.

CANDLES

Candles may be used only in the chancel area and in the aisles. All candles except the center unity candle must be provided by the church. The bride and groom should assign someone the responsibility of removing the unity candle following the ceremony. Candles left behind will be disposed of after two weeks. There will be a nominal fee for the use of candles provided by the church.

For a unity candle, two side tapers are provided by the church for a small fee (the reason for this is their higher beeswax content which prevents melting and dripping on the altar). The couple must provide their own center unity candle.

AISLE CLOTH

If used, the aisle runner should be 75 feet long.

STAGE RISERS

The sanctuary has risers that can be removed for a nominal fee. Please let the officiating pastor and office know if you would like these to be set aside for the ceremony.

MUSIC GUIDELINES

In selecting music for your wedding, it is important to remember that a church wedding is a religious ceremony. All music—whether “sacred” or “secular,” as well as musicians (instrumentalists and vocalists) will need to be approved by the officiating pastor. If a soloist or recorded music is needed, a media technician will be provided for a nominal fee.

While you don't need to use the church's pianist, if an organist is needed, only our church organist, or one that we arrange, may be used.

SUGGESTED SCRIPTURE READINGS

Genesis 1:26-28, 31a	The creation of man and woman
Song of Solomon 2:10-14, 16a; 8:6-7	Love is as strong as death
Isaiah 43:1-7	You are precious in God's eyes
Isaiah 55: 10-13	You shall go out in joy
Isaiah 61: 10-62:3	Rejoice in the Lord
Isaiah 63:7-9	The steadfast love of the Lord
Romans 12:1-2, 9-18	The life of a Christian
I Corinthians 13 (all or part)	The greatest of these is love
II Corinthians 5:14-17	In Christ we are a new creation
Ephesians 2:4-10	God's love for us
Ephesians 4:1-6	Called to the one hope
Ephesians 4: 15-5:2	Members of one another
Philippians 2:1-2	The Christ-like spirit
Philippians 4:4-9	Rejoice in the Lord
Colossians 3:12-17	Live in Love and thanksgiving
I John 3: 18-24	Love one another
I John 4:7-16	God is love
Revelation 19:1, 5-9a	The wedding feast of the Lamb
Matthew 5:1-10	The Beatitudes
Matthew 7:21, 24-27	A house built upon a rock
Matthew 22:35-40	Love, the greatest commandment
Mark 2:18-22	Joy in Christ as at a wedding
Mark 10:42-45	True greatness
John 2:1-11	The marriage feast of Cana
John 15:9-17	Remain in Christ's love

SUGGESTED HYMNS FROM UNITED METHODIST CHURCH

451 Be Thou My Vision	138 The King of Love My Shepherd Is
158 Come, Christians, Join to Sing	643 When Love is Found
645 O Perfect Love	549 Where Charity and Love Prevail
408 The Gift of Love	695 O Lord, May Church and Home Combine

SUGGESTED PSALMS AND CANTICLES

23 (UMH 128,136-38,518,754)	The Lord is my shepherd.
33 (UMH 767)	Rejoice in the Lord.
34 (UMH 769)	I will bless the Lord.
37 (UMH 772)	Trust in the Lord and do good.
67 (UMH 791)	May God be gracious to us.
100 (UMH 74,75,821)	Make a joyful noise to the Lord.
103 (UMH 139,824)	Bless the Lord, O my soul.
112 (UMH 833)	Happy are those who fear the Lord.
145 (UMH 857)	The Lord is gracious.
148 (UMH 861)	Praise the Lord from the Heavens.
150 (UMH 96,139,862)	Praise the Lord.
Canticle of Love (UMH 646)	Two shall become one in love

PHOTOGRAPHER/VIDEOGRAPHER POLICY

In order to maintain the sanctity of the wedding, the photographer(s) and/or videographer(s) may not move around nor use flash photography during the actual ceremony.

The photographer(s) and/or videographer(s) may move around and use flash photography:

- during the processional
- during the recessional
- before the wedding
- after the wedding

Once the ceremony commences, no additional flash or movement may occur.

If you would like to take photographs that include the pastor, they must be taken first, immediately following the ceremony, prior to any photos of the wedding party.

Please have your photographer(s)/videographer(s) complete this form, and then turn it in to the church at least one month before your wedding date.

I, _____, have read and acknowledged First St. Charles
(your name)
United Methodist Church's photographer(s)/videographer(s) policy and will uphold it to
the best of my abilities.

(signature)

(date)

WEDDING BULLETIN INFORMATION CHECKLIST

Wedding Date _____ Time _____

Bride's name _____

Groom's name _____

Parents of the Bride

Parents of the Groom

Maid/Matron of Honor _____
(circle one)

Bridesmaids _____

Flower Girl(s) _____

Ring Bearer(s) _____

Best Man _____

Groomsmen _____

Ushers _____

Guest Register _____

Soloist(s) _____

Reader(s) _____

Candle lighter(s) _____

Wedding colors/theme: _____

Please write anything else you'd like to be included in your wedding bulletins/programs:

Organist (to be completed by office) _____

Officiating Pastor (to be completed by office) _____

WEDDING FEES

The base cost for a wedding at First St. Charles United Methodist Church is \$300. This fee is required when the completed Wedding Application form has been turned in to the church. This fee will be applied to the wedding charges. If for some reason the wedding is cancelled, *notification must be given to the church 6 months before the wedding date for a \$125 refund.* If the church is NOT NOTIFIED of the cancellation *at least 6 months before the wedding date, the entire deposit is forfeited.*

BASE COST:..... \$300.00

Use of Sanctuary
 Dressing Rooms:
 Bride (Parlor)
 Groom (Room 110 or 116)
 Custodian (Sanctuary)
 Pre-Marriage Inventory

ADDITIONAL COSTS:

Pastor's Honorarium.....To Be Negotiated with the Officiating Pastor
 Sanctuary without risers.....\$50.00
 Staff Sound Technician.....\$100.00
 Required for recorded music, soloist or multiple clergy/speakers
 Wedding Coordinator.....\$100.00
 Required if 3 or more attendants
 Removal of risers.....\$50.00
 Soloist:
 Engaged by familyNo Charge
 Engaged by the church \$100.00
 Pianist:
 Engaged by familyNo Charge
 Engaged by the church..... \$150.00
 Organist: Supplied by church only\$150.00
 Candles:
 2 Altar candles No Charge
 2 candelabras \$25.00
 14 aisle candelabras \$70.00
 Side Unity Candles \$5.00
 Or side candles plus unity candle.....\$25.00
 Wedding Bulletins (church provides paper)*\$25.00 per 100
 Wedding Bulletins (couple provides paper)*\$20.00 per 100
 Bulletin Creative Fee \$100.00

**Copy for bulletins must be in the church office at least 2 weeks prior to the rehearsal date or additional \$10.00 late fee will be applied.*

Decisions regarding the officiating of clergy other than those appointed to First St. Charles will be at the sole discretion and at the invitation of the appointed pastors of First St. Charles. Please do not contact outside clergy until you have spoken with the First St. Charles pastor.

No rice or bird seed is allowed.

No smoking or alcoholic beverages allowed in the building at any time.

No alcoholic beverages allowed on the parking lot any time.