

# *Your Service of Christian Marriage*

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

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# *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**

### **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.

All fees must be paid in full.

### **2 weeks before the rehearsal (or earlier):**

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 two (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 must be made at least three months prior to your wedding date. You may make an appointment by calling the officiating pastor.

**Please do not contact outside clergy until you have spoken with the First St. Charles pastor.**

If the couple wishes an additional pastor to assist in the service, they are to make that known when they submit their application and before making a deposit. The pastors of First St. Charles United Methodist Church will then determine, if appropriate, the participation of the guest pastor and extend an invitation to that pastor to share in the service. The officiating pastor may decline to extend an invitation.

### **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 consumed 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 no later than the day 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 use of the church for three hours, two dressing rooms, hallways, restrooms, utilities, and online pre-marriage inventory.

The base fee is due at the time you are submitting your application to the church. The base amount will be subtracted from your total expenses. Your balance is due one (1) month before the night of the rehearsal.

If you cancel your wedding at least six (6) months before the scheduled date, 100% of your base fee will be refunded. If you cancel your wedding less than six (6) months before your scheduled date, \$125 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 photography is not permitted at any time in the sanctuary except during the processional and recessional. Photographers must sign and return the Photographer/Videographer Policy to the church at least **one (1) month** before your wedding date.





## 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 (3) hours.

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

## VIDEOTAPING

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. Videographers must sign and return the Photographer/Videographer Policy to the church at least **one (1) month** before your wedding date.

## LIVESTREAMING OF SERVICE

Livestreaming of the service is possible.

## 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 two (2) hours after the scheduled wedding start time. The church is not responsible for lost or stolen articles.

### **WEDDING SERVICE REHEARSAL**

The rehearsal is held the evening before the marriage service. It usually lasts one (1) 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.

### **WEDDING COORDINATOR**

Wedding coordinators are required if there are three or more attendants. 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 couple is required to read, sign and return the Wedding Coordinator Acknowledgement Form.

**If an external pastor is approved to assist in officiating, the church will assign one of its wedding coordinators, for an additional cost, regardless of the number of wedding attendants or the presence of an external coordinator.**

### **SACRAMENT OF HOLY COMMUNION**

If the couple wishes to have this sacrament included in the marriage service, please let the officiating pastor know at the first pastoral 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 fee for the use of candelabras and aisle candelabras provided by the church.

For a unity candle, two side tapers are provided by the church at no charge. We use special candles with a 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.

## **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 and 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

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## WEDDING COORDINATOR ACKNOWLEDGEMENT

First St. Charles United Methodist Church requires the assignment of a wedding coordinator if the wedding party consists of three or more attendants. This service is available at a nominal fee. If more the wedding party consists of more than six attendants, the officiating pastor may require additional coordinators.

If you select a wedding coordinator from outside the church, you and your wedding coordinator acknowledge she or he will follow the directions of the officiating pastor in the conduct of the wedding. This acknowledgement form must be signed and returned at the time of your application.

The following information is required in order to maintain communication between your personal wedding coordinator and First St. Charles United Methodist Church's coordinator.

Name of your wedding coordinator: \_\_\_\_\_

Coordinator phone number(s): \_\_\_\_\_  
(cell) (other)

Coordinator email: \_\_\_\_\_

We, \_\_\_\_\_, have read and acknowledged First St. Charles United Methodist Church's wedding coordinator policy and will manage the wedding in accordance to First St. Charles United Methodist Church's wedding guidelines and the directions of the officiating pastor.

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(date)

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## 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 (1) 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)

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**WORSHIP / 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) \_\_\_\_\_

Musician(s) \_\_\_\_\_

Reader(s) \_\_\_\_\_

Candle lighter(s) \_\_\_\_\_

Wedding colors/theme: \_\_\_\_\_

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

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Officiating Pastor (to be completed by office) \_\_\_\_\_

## WEDDING POLICY ACKNOWLEDGEMENT

Please sign and return this form at the time of your application.

We, \_\_\_\_\_, have read and understand First St. Charles United Methodist Church's wedding policies and will uphold them to the best of our abilities.

\_\_\_\_\_

(signature)

\_\_\_\_\_

(date)

\_\_\_\_\_

(signature)

\_\_\_\_\_

(date)

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## **WEDDING FEES**

Please see separate document entitled **Wedding Fees** for current fees.