

My Timeline/Checklist

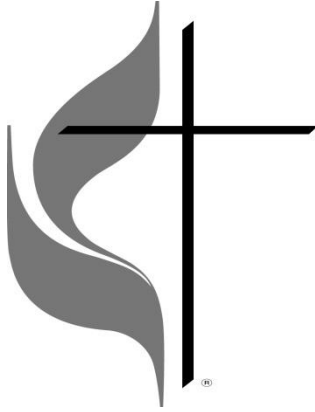
Date/time

- _____ Return wedding form & deposit of \$100.
(Check made out to Victor First UMC)
- _____ Call and set up meetings with pastor
- _____ Meet with Organist (6 weeks ahead)
- _____ Marriage license application (license is good for 30 days)
- _____ At Rehearsal:
 - Wedding license must be given to Pastor with a stamped envelope, addressed to the County Clerk of the County issuing the marriage license.
 - All fees and honorariums shall be paid. They should be in separate envelopes addressed to:
 - 1) **Victor First UMC**
 - 2) **Clergy**
 - 3) **Organist**
 - 4) **Custodian**

The Big Day:

- _____ Access to building (2 hours before wedding)
- _____ Ushers arrive ready to greet (at least 1 hour before service)
- _____ Wedding party ready (30 minutes before service)
- _____ Service begins (takes approx. 30 minutes)
- _____ Building cleared and flowers, etc. removed (1 hour after end of service)

* Deposit is refundable up to 3 months before the wedding date.



Victor First United Methodist Church

Wedding Guide



Victor First United Methodist Church
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11.2013 Edition

Regarding Your Wedding Ceremony at First United Methodist Church

The pastor of this church shall be the minister to officiate at the wedding. If another minister is requested to co-officiate, we ask that this be coordinated with the pastor so that the proper invitation may be extended by the host pastor. Pre-marital conversations with the couple are required so that the wedding arrangements may be discussed, the principles of a Christian marriage may be communicated, and the ceremony may be planned. The wedding ceremony is one of life's most significant occasions. Therefore, unhurried, careful planning is essential. This is true whether the couple anticipates a service with only a few relatives and friends in attendance, or a sanctuary service with several hundred guests.

The Christian wedding is a sacred covenant and those coming to the church for marriage will recognize the covenantal character of this Christian act. Those who cannot in good conscience agree to this understanding are encouraged to seek secular assistance for their marriage.

This information is designed to help those who desire to be married in a Christian service at Victor First United Methodist Church.

Financial Arrangements

All fees related to the wedding are to be paid in full in cash and must be paid at the rehearsal or at least 24 hours prior to the wedding.

Clergy (Rev. David Underwood)	\$200
Organist	
Rehearsal and wedding	\$125
Wedding only	\$100
Custodian	
Unlock/lock	\$ 40
Audio	\$ 20
Church fee	
Using our pastor	\$400
Using other approved clergy	\$500
<i>(credentials approved by our pastor)</i>	

(Church fee is not applicable if the persons contemplating marriage or their parents are regularly-contributing members of this church)

Financial arrangements are established at the time of the first appointment. A \$100 non-refundable deposit required to confirm the date.

Guidelines for your Wedding

1. The church facilities are sacred space, a holy place set apart for worship and fellowship in the name of Jesus Christ. Please respect this space and graciously accept the pastor's direction.
2. Use of tobacco products, consumption of alcoholic beverages, or possession of illegal substances are not permitted on the church premises.
3. It is the responsibility of the couple being married to assure that the church premises are respected, left clean, and undamaged. Decorations are to be removed within 1 ½ hours following the wedding. Please designate a family member or friend to care for this duty.

THE DATE: Request a wedding date as early as possible so that it may be placed on the church calendar without a possibility of a conflict. When you call the church, and the date is approved by the pastor, we will pencil your date in on the calendar. When we receive the *Wedding Information Form, signed contract and deposit* we will officially put your wedding date on the calendar. Please call to make sure the form arrived at the church and it was received.

PRE-MARITAL MEETINGS: The pastor and couple will set up several sessions for a meet & greet as well as to assess & discuss your goals and readiness to make this commitment. These sessions will also cover the details involved in preparing for the wedding ceremony.

THE REHEARSAL: In most cases a wedding rehearsal is desired. This should be the day before the wedding. Rehearsals at Victor First UMC take about an hour. The rehearsal can be scheduled for any time after 5:30 p.m. It is extremely important for **all** participants to be on time; to be respectful of other's time. It is usually advisable to give participants a start-time of 15 minutes prior to the actual time. **All honorariums, the license, and most current contact phone numbers must be in hand at the rehearsal.**

THE MUSIC: *You are responsible for contacting the organist!* This must happen **at least 2 months** prior to the planned event. Appropriate music enhances the occasion by helping to create a mood of reverence and beauty. Not everything is appropriate for a religious service such as a wedding. Please discuss your desires for music with the church organist. She will help you to choose music which is both meaningful and appropriate. The use of a soloist must be cleared **in advance** with the organist and rehearsal arrangements will be made. There is an additional cost of \$25 because the organist has to have an additional meeting and rehearsal with the soloist. The church assigned organist will play for all weddings. When a guest organist is desired, it is with permission of the pastor and thirty days in advance of the wedding.

FLOWERS: Altar flowers supplied by the florist of your choice are an appropriate colorful addition to your wedding. Deliveries to the church should be made at least an hour before the service. Please advise your florist or decorator that they may NOT use tape, nails, or tacks of any kind on the walls or furniture (pews) of the church. Flowers may be left for the worship services the following Sunday, if you wish.

MARRIAGE LICENSE: The LICENSE **needs** to be given to the pastor at the rehearsal, for our peace of mind on the day of the wedding. *The license is required by law to be in the pastor's hands before the ceremony can begin.*

AISLE RUNNER: The aisle is 75 feet. The runner must be supplied by the florist.

There is **DRESSING SPACE** provided for the bride and her attendants to dress in, or to make last minute adjustments to apparel.

PHOTOGRAPHERS, professional or amateur, are welcome to take pictures before and after the wedding. General time is allowed after the services to pose and capture photographic mementos. The photographer shall not interfere with the ceremony.

PROMPTNESS of the wedding party and guests at both the rehearsal and wedding ceremony is **mandatory**.

RECEIVING LINE: The bride and groom return inside the sanctuary following the recessional to greet and release the guest from the pews. This allows guests the opportunity to congratulate the bride and groom (before heading to the reception)

NO BIRDSEED, CONFETTI, RICE OR SILLY STRING IS ALLOWED. BUBBLES are welcomed to shower the happy couple--but only **OUTSIDE**. Please **do not use anything else**.

PARKING in the church parking lot is available for guests.

CANDLES: The church has a pair of floor candelabra, each holding 7 candles, which are available for use. 10” white candles are provided by the bride and groom.

Unity Candles are provided by the couple. Please bring them the night of the rehearsal.