

# Weston UMC WEDDING MINISTRY

## WEDDING POLICIES and PROCEDURES

WESTON UMC IS PLEASED AND HONORED TO OFFER THE WEDDING MINISTRY FOR THE VERY SPECIAL OCCASION OF HOLY MARRIAGE. WEDDINGS ARE AVAILABLE FOR BOTH OUR MEMBERS AND VISITORS TO THE CONGREGATION. THE WEDDING CEREMONY IS A WORSHIP SERVICE WHERE THE BRIDE AND GROOM PLEDGE THEMSELVES TO ONE ANOTHER IN THE PRESENCE OF GOD AND BEGIN THEIR MARRIAGE WITH CHRIST AS THE FOUNDATION. THE FOLLOWING POLICIES AND PROCEDURES HAVE BEEN FORMULATED TO HELP YOUR WEDDING GO AS SMOOTHLY AS POSSIBLE.

### Requirements for marriage at weston umc

1. PRESENTATION OF PROPERLY EXECUTED MARRIAGE LICENSE AT THE REHEARSAL. THE LICENSE MUST BE ISSUED IN MISSOURI.
2. THE CHURCH GROUNDS ARE ALCOHOL-FREE AND THE BUILDINGS ARE ALCOHOL AND SMOKE-FREE. IF ALCOHOL IS PRESENT ON THE PREMISES, THE OFFICIATING PASTOR RESERVES THE AUTHORITY TO CANCEL THE SERVICE.
3. MEET WITH OFFICIANT PRIOR TO THE SERVICE.

### SCHEDULING THE WEDDING

PLEASE CONTACT THE CHURCH OFFICE AS SOON AS POSSIBLE REGARDING THE DATE YOU WISH TO SCHEDULE. THEY WILL MARK YOUR DATE WITH A TENTATIVE NOTATION. THIS MAY BE DONE FOR MEMBERS UP TO 18 MONTHS PRIOR TO THE WEDDING. NON-MEMBERS ARE WELCOME AND MAY RESERVE THEIR WEDDING DATE UP TO 12 MONTHS IN ADVANCE. THE CHURCH OFFICE WILL CONFIRM WEDDING DATES ONLY AFTER THE NON-REFUNDABLE SCHEDULING FEE HAS BEEN RECEIVED.

FRIDAY WEDDINGS WILL HAVE A CEREMONY TIME AT 7PM WITH BUILDING USAGE FROM 5-8PM.

SATURDAY WEDDINGS MAY BE AT EITHER 1PM OR 5:30PM. BUILDING USAGE FOR 1PM CEREMONY WILL BE 11AM-2PM. BUILDING USAGE FOR 5:30PM WILL BE 3:30-6:30PM.

USE OF THE FELLOWSHIP HALL & KITCHEN IS AVAILABLE. SEE FELLOWSHIP HALL SECTION FOR DETAILS.

### THE CHURCH FACILITY

WESTON UMC HAS BEEN AN ACTIVE, VIBRANT CHURCH IN WESTON SINCE BEFORE THE CIVIL WAR. CONSTRUCTION BEGAN BEFORE THE WAR AND WAS COMPLETED AFTERWARDS. GENERATIONS OF FAMILIES HAVE WORSHIPPED IN THIS BEAUTIFUL MAIN STREET CHURCH. WITH THIS IN MIND, WE ASK THOSE WHO ARE MARRIED HERE TO RESPECT THE CHURCH BUILDINGS AND THE FURNISHINGS. PLEASE BE SURE TO COMMUNICATE WITH YOUR **CHURCH HOST** BEFORE THE REHEARSAL AND/OR DAY OF THE CEREMONY IF YOU WOULD LIKE TO CHANGE HOW THINGS ARE SET UP. THE PIANO IN THE SANCTUARY WAS BUILT IN THE 1920'S AND IS A VERY DELICATE INSTRUMENT. IT MAY **NOT** BE MOVED UNDER ANY CIRCUMSTANCES. THE SANCTUARY WILL HOLD APPROXIMATELY 125 PEOPLE.

### RESTRICTIONS

BECAUSE OF ORDINANCES AND OTHER RESTRICTIONS, CONFETTI, RICE AND BIRDSEED ARE NOT TO BE DISTRIBUTED AND/OR THROWN INSIDE OR OUTSIDE OF THE CHURCH. ONLY BUBBLES USED OUTSIDE THE CHURCH MAY BE USED FOR THIS TRADITION.

### WEDDING MUSIC

THE WEDDING IS A SERVICE OF WORSHIP. ALL MUSIC PLAYED OR SUNG DURING THE WEDDING SHOULD EXPRESS A CHRISTIAN MESSAGE APPROPRIATE TO THE OCCASION. THE SELECTION OF ALL MUSIC IS ACCOMPLISHED THROUGH CONSULTATION WITH THE SERVICE OFFICIANT WHO WILL PROVIDE FINAL APPROVAL. ALL MUSICAL INSTRUMENT USE & AUDIO/VISUAL SUPPORT WILL BE COORDINATED BY THE **CHURCH HOST**.

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## **WEDDING PARTY**

IT IS IMPORTANT THE EXACT TIMES INDICATED FOR THE REHEARSAL AND FOR THE WEDDING ARE OBSERVED. CARE SHOULD BE TAKEN TO HAVE ALL MEMBERS OF THE WEDDING PARTY IN THEIR PLACES AT THE TIMES INDICATED.

THE SUGGESTED AGE FOR THE RING BEARER AND FLOWER GIRL IS FOUR YEARS OR OLDER. WE PREFER THE CHILDREN ARE ABLE TO WALK ON THEIR OWN AND FOLLOW INSTRUCTIONS. YOUNGER CHILDREN MAY PARTICIPATE FOLLOWING DISCUSSION WITH THE CHURCH HOST.

THERE WILL BE NO WAGONS OR OTHER FORMS OF TRANSPORTATION PERMITTED.

ALL MEMBERS OF THE WEDDING PARTY AND FRIENDS SHOULD BE REMINDED: SMOKING IS NOT PERMITTED INSIDE THE CHURCH.

NO ALCOHOLIC BEVERAGES ARE PERMITTED IN THE CHURCH OR ON THE CHURCH GROUNDS.

DRESSING ROOMS ARE PROVIDED AND ROOM SELECTION SHOULD BE COMMUNICATED WITH THE CHURCH HOST.

## **FLOWERS & DECORATIONS**

ALTAR FLOWERS ARE TO BE PROVIDED BY THE BRIDE. THE FLOWER GIRL MAY ONLY SCATTER SILK FLOWER PETALS. DECORATIONS OF ANY KIND MAY NOT BE ATTACHED TO THE PEWS, (CHAIRS), OR ANY OTHER FURNITURE.

ALL DECORATIONS, FLOWERS, CANDLES, ETC. MUST BE REMOVED FROM THE BUILDING IMMEDIATELY FOLLOWING THE SERVICE.

NO DECORATIONS BELONGING TO THE CHURCH MAY BE MOVED WITHOUT APPROVAL OF THE CHURCH HOST.

THE FLORIST MAY NOT ARRIVE EARLIER THAN THE DESIGNATED TIMES LISTED IN THE SECTION ENTITLED SCHEDULING YOUR WEDDING.

## **WEDDING CONTRACT**

THE CONTRACT IS REQUIRED TO ENSURE THE AGREEMENT BETWEEN THE PARTIES. THE SCHEDULED DATES AND TIMES ARE PLAINLY STATED AS WELL AS THE NAMES OF THE BRIDE AND GROOM.

## **RESPONSIBILITIES & FEES**

THE \$50 NON-REFUNDABLE SCHEDULING FEE IS REQUIRED AT THE TIME THE WEDDING IS SCHEDULED WITH THE CHURCH OFFICE.

AN INVOICE WILL BE SENT A MINIMUM OF FOUR WEEKS PRIOR TO THE WEDDING DATE.

THE BALANCE MUST BE IN THE CHURCH OFFICE ON THE MONDAY 2 WEEKS BEFORE THE WEDDING DAY.

PLEASE MAKE ALL PAYMENTS IN THE FORM OF A CHECK PAYABLE TO "WESTON UNITED METHODIST CHURCH."

THE TOTAL OF ALL FEES FOR HAVING A WEDDING AT WESTON UMC IS \$1500. THIS INCLUDES THE \$50 SCHEDULING FEE.

THIS DOES NOT INCLUDE USAGE FEES FOR THE FELLOWSHIP HALL AND KITCHEN.

## **OFFICIANT & GUEST CLERGY**

WESTON UMC HAS SEVERAL PASTORS AND OFFICIANTS ABLE TO CONDUCT YOUR CEREMONY. PLEASE CHECK WITH THE CHURCH OFFICE TO GET A LIST OF WHO IS AVAILABLE FOR YOUR WEDDING DATE.

GUEST CLERGY ARE PERMITTED TO CO-OFFICIATE WITH THE APPROVAL OF THE PASTOR OR THEIR DESIGNEE.

## **FELLOWSHIP HALL & KITCHEN**

WE HAVE RECENTLY UPDATED OUR FELLOWSHIP HALL AND KITCHEN. THE HALL HAS TABLE CAPACITY FOR UP TO 70 PEOPLE. IF YOU WOULD LIKE TO USE THE FELLOWSHIP HALL AND KITCHEN FOR YOUR REHEARSAL DINNER OR RECEPTION, PLEASE LET THE OFFICE KNOW WHEN YOU ARE MAKING YOUR RESERVATION. KITCHEN AND HALL USAGE IS \$500.



# Weston UMC Wedding Ministry

## **PHOTOGRAPHERS AND VIDEOGRAPHERS**

WUMC encourages the couple to employ a professional photographer for the wedding. NO FLASH PHOTOS are permitted following the processional. The photographer must remain in one position at the rear of the sanctuary. FLASH PHOTOS may once again be taken during the recessional. The photographer may not come any earlier than the designated times listed in the section entitled SCHEDULING YOUR WEDDING.

Requests are often made to videotape wedding services. The wedding party is responsible for providing personnel for this service. The camera must be placed on a tripod in an inconspicuous position. For more details, contact the church office or your church host.

## **CHURCH HOST**

The church host represents the church in coordinating the many details of the wedding and rehearsal within the church. Their responsibilities include:

ensuring the wedding venue is ready for the rehearsal and wedding, unlocking rooms for the wedding party, coordinating audio set-up, arranging guest book, podium and gift table, assisting officiant with rehearsal, orchestrating the processional and recessional, monitoring time schedules related to the ceremony, ensuring the church is cleaned after wedding, and overseeing any other facilitation needs within the church.

When the wedding date has been confirmed and placed on the wedding schedule by the church office, a church host will be assigned (about 3 months prior to the wedding date). All inquiries after this point should be made directly to the church host.

The church host will call to discuss plans and answer questions. They will assist with rehearsal and will be at the church during the designated times listed in the paragraph entitled SCHEDULING YOUR WEDDING.