

# WEDDINGS at the

*Urbana United Methodist Church*



## **WEDDING SCHEDULING GUIDELINES**

- The use of the church building and facilities must be scheduled through the church office.
- Once availability is confirmed by the church and the pastor, you will be notified and your date will be secured with a 50% non-refundable deposit. The remainder of the fees is due one month prior to the wedding.

## **PREPARATION FOR MARRIAGE**

- You are expected to attend pre-marital counseling with the pastor before the wedding. If you have any questions, please do not hesitate to contact Pastor Jim Lillibridge @ 937-653-3741.
- **If you have your own minister they must make contact with our minister to make sure all the pre-marital counseling is handled.**

## **REHEARSAL**

- Every member of the wedding party should be present.
- One hour, at least, is scheduled for a full rehearsal.
- The rehearsal is vital to a smooth, meaningful ceremony the day of your wedding.

## **BASIC INFORMATION**

### **Capacity**

- Church capacity is 275 in the Sanctuary.
- There are 16 pews and 16 rows of chairs.
- If additional seating is needed, the Choir Loft is available for approximately 30 – 40 people.

### **Parking**

- Parking is available on the street, in our Church Street parking lot as well as our back parking lot behind the Mason's building next door.
- Orange cones are available to put out in front of the church to reserve parking for the "get away car".

### **Alcoholic Beverages**

- No alcoholic beverages or use of non-prescription, controlled substances are permitted on church property. 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.

### **Food**

- The Kitchenette (next to the Parlor) is available if food would like to be brought in.
- If items are left in the Kitchenette after the wedding, they will be disposed of.

### **Smoking**

- Smoking or use of tobacco products is prohibited on church property.

## **Firearms**

- No weapons are allowed on the premises unless you are a police officer.

## **Decorations**

- Unity Candles can be used. You or your florist will provide this. You are also responsible for a table covering to keep the candle wax off the altar table.
- Candelabras are available if needed. The oil and wicks are provided by the Church.
- An aisle runner, if used, would need to be 100 – 130 feet long. (100 feet from sanctuary entrance to the bottom of the steps that lead to the altar, 130 feet from sanctuary entrance up to the steps to the altar).
- A stand or table is available for the guest book.
- Pew bows can be used.
- Rose petals may be dropped.
- Birdseed may be thrown outside on the front steps only. No rice can be thrown. Bubbles and balloons can be used. No sparklers are allowed.

## **Music/Sound**

- It is our standard policy that trained personnel of OUR Church operate our equipment only.
- An organist is available upon request. You will need to meet with him/her to discuss musical selections.
- If you are considering using a vocalist, arrangements need to be made with our trained personnel for sound coordination.

## **Dressing Rooms**

- The ladies will dress in the Parlor (there are blinds on the side windows by the doors that can be lowered). There are lots of windows for natural lighting. Your Wedding Assistant will have a Wedding Necessity Kit (i.e. safety pins, band-aides, bobby pins, needle & thread, etc.).
- The men will dress in the Youth Sunday School Room.

## **License**

- The Marriage License should be delivered to the church secretary the week of the wedding so that it can be prepared and returned to you the day of the wedding.

## **Clean Up**

- The custodian will take care of the cleaning of the church after the ceremony.
- Please remove all items that you would like to keep at the end of the ceremony.
- Anything left will be discarded unless previously communicated to the Wedding Assistant.

*\*\* The Urbana United Methodist Church is **not responsible** for lost or stolen articles. \*\**

## **Wedding Assistant**

You will be assigned a Wedding Assistant who will be able to assist you and the pastor at the wedding and the rehearsal.

Specific Duties:

- Available for a tour of the church so that you are familiar with the building facilities.
- Answer any questions you have pertaining to the church facilities for your wedding.
- Set up organist, custodian and sound technician.
- Offer insights to the couple with sanctuary decorations.
- Help keep the rehearsal flowing smoothly.
- Be the first one at the church on the wedding day to unlock all necessary doors and turn on lights.
- Place cones out front to save parking place for couple's vehicle.
- Make sure altar table is set up properly.
- Make sure all candles will light.
- Help line up attendants in the front of the sanctuary during the rehearsal and on the day of the wedding.
- Make sure the ushers know how to seat the guests.
- Make sure the ushers know how to light the candles.
- Help make sure wedding starts on time.
- Help wedding party depart the church.
- Work with the custodian to get the church cleaned up.
- Put cones away.

## WEDDING PLANNERS GUIDE

Please fill out the following questions for the Wedding Assistant and turn in before the wedding rehearsal.

# in Bridal Party \_\_\_\_\_

Maid of Honor: \_\_\_\_\_

Bridesmaids: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Best Man: \_\_\_\_\_

Groomsmen: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Flower Girl: \_\_\_\_\_

Ring Bearer: \_\_\_\_\_

Photographer: \_\_\_\_\_

Will pictures be taken:  before  during  after

Florist: \_\_\_\_\_

Who will be doing the decorating? \_\_\_\_\_

What time will you need in to the church to decorate? \_\_\_\_\_ time \_\_\_\_\_ date

Are you using:  aisle runner  unity candle  candelabras  wedding program

Will there be special music?  no  yes  CD  piano  pianist needed

Where would you like to put the guest book?  stand  table

How many rows of seating on each side will you need for Family Seating in the front? \_\_\_\_\_

Would you like the cones to be:  out front of the church  on the side of the church

# Wedding Registration Form

Rev. 5/15/14

Wedding Date: \_\_\_\_\_

Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_

Time: \_\_\_\_\_

Pastor's Name & Church (if not UUMC); \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Will the reception be at Urbana UMC?  Yes  No

If so, who will cater your reception? \_\_\_\_\_

## BRIDE

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Name: \_\_\_\_\_  Member or Actively Attending

Address: \_\_\_\_\_  Non-Member

City: \_\_\_\_\_ + \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

## GROOM

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Name: \_\_\_\_\_  Member or Actively Attending

Address: \_\_\_\_\_  Non-Member

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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Couple's Address after the wedding:

Couple's Phone Number after wedding:

\_\_\_\_\_

\_\_\_\_\_

## Fees

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MEMBER: \$685

with CORE + \$100 \_\_\_\_\_

without organist - \$200 \_\_\_\_\_

without UUMC pastor - \$235 \_\_\_\_\_

TOTAL: \_\_\_\_\_

NON-MEMBER: \$885

with CORE + \$275 \_\_\_\_\_

without organist - \$200 \_\_\_\_\_

without UUMC pastor - \$235 \_\_\_\_\_

TOTAL: \_\_\_\_\_

50% DEPOSIT IS DUE TO BOOK YOUR WEDDING: \_\_\_\_\_

**Payments**

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Today's date \_\_\_\_\_

Check # \_\_\_\_\_ Amount \_\_\_\_\_ Date of Deposit \_\_\_\_\_

Balance due \_\_\_\_\_

Check # \_\_\_\_\_ Amount \_\_\_\_\_ Date Paid in Full \_\_\_\_\_

**OFFICE USE ONLY**

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Pastor: \_\_\_\_\_ Ck # \_\_\_\_\_ Date: \_\_\_\_\_

Wedding Assistant: \_\_\_\_\_ Ck # \_\_\_\_\_ Date: \_\_\_\_\_

Custodian: \_\_\_\_\_ Ck # \_\_\_\_\_ Date: \_\_\_\_\_

Sound Technician: \_\_\_\_\_ Ck # \_\_\_\_\_ Date: \_\_\_\_\_

Organist: \_\_\_\_\_ Ck # \_\_\_\_\_ Date: \_\_\_\_\_