



# Wedding Policies

## United Methodist Temple

5301 South U.S. Hwy 41  
Terre Haute, Indiana 47802  
(812) 299-1898

### TO THE BRIDE AND GROOM

We are happy to have you use the United Methodist Temple and its facilities for your wedding. We hope the beauty of the Sanctuary and the service we can render will add to the experience of your lives. The marriage ceremony is not just a social occasion with a vague religious implication. It is a service of worship in which vows are made, prayers are offered, the Scriptures are proclaimed, and a blessing is given. It is, in fact, the celebration of a very sacred rite. In order to assist you in your planning, and to acquaint you with our facilities, we have prepared this booklet for your reference.

1. Clear the date for your wedding and rehearsal with the office manager and the Pastor as early as possible. Inform the church at once of any later changes in your plans. Weddings are permissible on Saturday up to 7:00P.M.
2. Contact a Pastor of the UMT well in advance of your wedding date. Your date must be worked into his/her personal schedule, and he/she will want several hours to counsel with you prior to the wedding ceremony. If you desire a Pastor other than one of the Pastors of the UMT to participate in your wedding, consent must be given and the invitation extended by the UMT Pastor. The UMT Pastor will officiate at all marriages performed in this church.
3. Marriage is governed by Indiana State Law. You apply for your license in the county where either of you reside at the Office of the County Clerk. You may need a blood test prior to making your application and there is a three-day waiting period before you can receive your license.
4. We prefer that you use our regular church organist who is familiar with our organ and the procedures of our Pastor. Our organist has spent much for lessons and music and has given much time to practice to play for your wedding. Any other organist you may prefer must have had prior church organ experience and be qualified to play our pipe organ. He/she should consult in advance with our organist or Pastor. If you use

someone other than the UMT organist, he/she must be approved by the Pastor and the UMT organist. If you have a soloist(s), arrangements should be made with the organist for adequate rehearsal time.

**5.** Your florist will want to be familiar with our rules and policies for decoration of the Sanctuary for weddings as they are described on page 3.

**6.** Because of clean-up problems, we ask that you use only bird seed and that all throwing be confined to the out-of-doors.

**7.** The officiating Pastor from the UMT is in charge of the wedding ceremony, including the rehearsal.

**8. NO SMOKING OR ALCOHOLIC BEVERAGES** are permitted anywhere in the building or on the church premises.

**9.** No flash pictures are to be taken during the wedding ceremony by your photographer or wedding guests. Your photographer should consult with the officiating Pastor prior to the wedding.

**10.** Please bring the license with you to the rehearsal!

**11.** A couple may wish to write their own ceremony. This can be done in consultation with the Pastor. There are resources available to help in this process. The final ceremony must be set in the context of the Christian Faith and be approved by the Pastor in charge.

**12.** The dressing rooms are to be cleaned up before the families of the bride and groom leave the church. Rooms are available for both women and men.

**ACCOMMODATION FEES**

**FEES ARE DUE TEN (10) DAYS PRIOR TO THE WEDDING.**

If the bride or groom or couple's parents are members of this church, or are supporting this church financially, the church may be reserved without charge. The fees for our Custodian, Organist and Soloist (if used) are still in effect, however.

**FEES FOR OFFICIATING CLERGY PERSONS:**

Although there is no fee for **members of the church**, many people wish to present a monetary gift. While it is certainly appropriate, it is not a requirement. All fees should be made payable to **“United Methodist Temple.”** There is a fee of \$40 for the online, premarital survey used during counseling.

**FEES**

<b>Custodian</b>	\$150.00
<b>Sound Technician</b>	\$100.00

**Organist:**

Without Extra Rehearsals.....	\$125.00
Extra Rehearsals with Soloist.....	\$15 per quarter hour

**Soloist:** If you need one, we have one available.....\$50.00

**ADDITIONAL FEES FOR NON-MEMBERS/CONSTITUENTS**

**Sanctuary Rental (payable to the church)**

Damage Deposit	\$250.00 (\$50.00 non refundable)
Sanctuary or Chapel	<u>\$300.00</u>
Total for church	\$550.00

In order to confirm a reservation made for your wedding date, one-half of the rental fee due to the church (\$275.00) is required within (14) days of making the reservation. This is refundable up to (90) days before the wedding.

**Pastor**.....\$200.00

Pastoral Counseling.....6-8 sessions.....\$20 for each session

Online, premarital survey used during counseling.....\$40

## *DECORATION OF THE SANCTUARY*

We feel that some policies regarding the decoration of the church for weddings are needed. The purposes of these policies are three-fold:

1. To emphasize that the ceremony uniting two people in "Holy Matrimony" is essentially religious, one which lifts up the presence of God in a marriage where there is a common Christian commitment.
2. To provide guidance to the bride and groom and their families.
3. To provide guidance to the florist. Insofar as possible, the decorations used should communicate beauty and life, and point to God. Flowers have both beauty and life, and are a part of God's creation. Candles shed light, reminding us that Jesus Christ is the "Light of the World", and that the marriage which places Christ at the center will endure. While decorations should be adequate, they should not clutter the chancel area or overshadow the ceremony.

**With these things in mind, the following recommendations are made:**

### GENERAL

- A. Decorating the ends of the pews may be done by the florist.
- B. A white pulpit hanging will be provided by the church.
- C. A kneeling bench, provided by the church, can be used.
- D. The florist will furnish the Unity Candle and Aisle Runner (75 ft.).

### FLOWERS

- A. Simplicity should be observed. The beauty of the Sanctuary does not need an abundance of flowers.
- B. Bouquets are usually placed on the altar. Bouquets may be used in baskets on the floor or on stands (provided by the florist).

### CANDLES

- A. Candelabras are limited to the area around the altar. The church has two candelabras (with candles) which may be used or they may be furnished by the florist. Let the Pastor know if you wish to use those belonging to the church and candles will be provided. Candelabras are not necessary if the Bride and Groom do not desire them.
- B. If you wish to use candelabras and candles provided by the florist, only a good grade of non-drip candles may be used. The candles must be able to last one hour.

C. If candles are used on the ends of the pews they must be securely fastened without damaging the pews, be covered with a glass chimney, and provisions made for catching any possible drippings. (Wedding Party is responsible for damage from drippings.) If any deviation from these rules is desired, please speak to the Pastor who is performing the ceremony.

**ALL DECORATIONS MUST BE TAKEN DOWN AND REMOVED FROM THE SANCTUARY IMMEDIATELY AFTER THE WEDDING SERVICE AND ANY POST-SERVICE PHOTOGRAPHS!!!**

Either the florist or the wedding party must see that this is done.

*THE REHEARSAL*

The rehearsal is usually held the evening preceding the wedding. If participants cannot be present on that evening, other arrangements should be made with the officiating Pastor. In order to help you prepare for the rehearsal, these suggestions are made:

1. Please have all members of the wedding party at the rehearsal, and **ON TIME!** A typical rehearsal takes from one-half hour to one hour, depending on the number of people involved.
2. If possible, rehearsal for soloists should be done at a different time.
3. The Pastor will go over the duties of each member of the wedding party.
4. This will include walking through the seating of parents and close family members. The bride and groom should choose who will be seating their parents and inform the Pastor at the rehearsal.
5. You will walk through the processional and recessional and the Pastor will share the order of worship with the wedding party.
6. Bridesmaids and the bride should wear the shoes they will wear in the wedding, or shoes with similar height heels, for the rehearsal.
7. If you desire the Sanctuary lights to be dimmed during the ceremony, you should designate an usher or another person to do this.
8. The bride and groom may desire having a flower girl and/or ring bearer. The flower girl should practice with a basket at the rehearsal. The ring bearer should practice with the pillow to be used at the wedding.

**PLEASE NOTE:** Children under school age, especially very young children, do not handle this role very well. Their presence should not draw attention from the atmosphere of worship.

## *PASTORAL COUNSELING*

All couples getting married at the United Methodist Temple need to come in for premarital counseling with the officiating minister. Call the church office to schedule your counseling with the pastor. An initial consultation with the Pastor should be scheduled when the date of the wedding is set. Other sessions with the Pastor will be scheduled two months before the wedding date.

## *MUSIC*

A marriage service is the church at worship offering to God its blessing on those who are being married. A marriage is a public service, as is all of the church's worship services. Therefore, the music used is to be in a Christian spirit and reflect good taste. The Pastor will approve all music that is used.

## *THE WEDDING*

**On the day of the wedding, the following should be observed:**

1. Ushers should be at the church and dressed forty-five minutes before the ceremony.
2. The person caring for registration of guests should be at the church forty-five minutes before the ceremony.
3. Members of the wedding party should be **dressed and ready to go at least fifteen minutes before the time of the ceremony.**
4. Relax, if you can. Remember your rehearsal and act accordingly.

## **THE RECEPTION LINE**

Perhaps you will want to form a reception line to greet persons who cannot attend a more formal reception.

**This line is formed at the rear of the church in the Narthex:**

1. Bride's mother
2. Groom's father
3. Groom's mother
4. Bride's father
5. Bride

6. Groom
7. Maid or Matron of Honor
8. Bridesmaids

The ushers and Best Man usually circulate, assisting in greeting the guests and mixing with them.

## TAKING PICTURES

This is an important part of your wedding day and will bring you much joy in the years ahead, as you look back on what is one of the most important days in your life. However, it is not the primary purpose of the day. That purpose is focused on the wedding service, which is an act of worship, and on the reception, which is an opportunity for fellowship with family and friends. Many photographers now take pictures before the wedding and then take only posed pictures of the wedding party after the wedding. This reduces the time devoted to picture-taking after the wedding, generally giving you better quality pictures, and allows you to get to the reception while guests are still there. A long picture-taking session will reduce the number of people at your reception. Some prefer taking pictures during the reception.

### **Therefore, we recommend:**

1. You arrange ahead of time with your photographer the type of pictures you want.
2. Your photographer takes as many pictures as possible prior to the wedding.
3. You try to limit the time for taking pictures after the wedding ceremony to about twenty (20) minutes.

Please see the above as suggestions. How much time you take for pictures is still your decision.

## VIDEOS

Weddings may be videotaped providing the camera is on a tripod and/or the photographer is not moving around in the Chancel Choir area during the wedding ceremony.

## **WEDDING PRAYER**

**Gracious God and Father of us all, Giver of Life and Love, within the souls of this man and this maid Thou hast kindled the divine fire with an ever-increasing intensity until it fuses their lives into perfect oneness.**

**We pray Thee to make their lives pure and strong and deathless that no dark cloud of sordidness may obscure the clear light of their devotion, and that no gray disenchantment of the years may have power to kill their dreams.**

**Teach them to master the high and holy art of unselfishness, that they may ever vie with each other in seeing which can give up the more, in thinking less of their rights and more of their duties; thus may they overcome the selfishness of youth in the passion of self-surrender.**

**Make them wise to weigh the values of life. Forbid that any tyranny of fashion or the glamour of cheap fun should ever rob them of the wholesome peace and inward satisfaction which only loyalty to be best can give.**

**And, O God, keep them together; that most of all. May no one ever come between them - whether parent or child, or intimate friend. And should reverse come, continually call to their remembrance that if they but keep together, no untoward circumstance shall overpower them; they shall stand unscathed and unembittered.**

**Grant that they build an altar in their home, dear God, a secret shrine to Thee, where daily they may talk with Thee and best learn.**

**Amen.**