



You and Your Wedding at Christ United Methodist Church

CONGRATULATIONS! How glad we are that you are anticipating your wedding at Christ United Methodist Church! We count it a true pleasure and blessing to assist you in the planning and living out of this significant moment in your life.

This folder, which contains basic wedding guidelines/suggestions/options, has been designed so that you will readily have a sense of how we can assist you in your planning. Please note that we are flexible as to these possibilities. This is your wedding, and therefore, our goal is for you to celebrate it as you would like.

Please take time to review the material at your leisure. Our pastor, Rev. Dr. A. Robert Cook, (Bob, or Pastor Bob) is glad to help with building your wedding and preparing for your marriage. When you are ready to put your thinking into motion, please call our church office (717-762-7042), so that you can make an appointment with our pastor. You may also email us at Secretary@UMCChrist.org (Beverly Robinson, Church Secretary) or kerygma5@yahoo.com (Pastor Bob Cook). Page 12 is a form you must complete and return to the Church office at the time you book your wedding. Again, congratulations! We are very happy to help.

SETTING THE WEDDING DATE AND PREMARITAL CONFERENCES

(Date) Before a definite date is planned, please telephone our pastor and/or church secretary at the church (717-762-7042), to be sure that the sanctuary and our pastor are available. A minimum six-week notice is helpful and considerate.

(Conference) At the time of checking the date and time, our pastor will arrange a time and date for the first of the four premarital conferences. The first conference will be a get-acquainted time with an emphasis of the mechanics of the wedding ceremony. The second conference, to be scheduled within one month of the first conference, will be a time of informal conversation that seeks to affirm and celebrate your marriage. Each conference will be one hour in duration. If additional conference times are needed or desired, the pastor will be glad to arrange them at the convenience of all parties.

LICENSE Licenses are issued by the respective courthouse in the county in which you reside. In Franklin County, a marriage license is valid for a period of 60 days from date of issue. Three days must elapse between the time you apply and the day you receive the license. Since our pastor must have the license for verification of marriage eligibility, please deliver the license to him at the rehearsal or as early as possible.

WHO WILL OFFICIATE

Our pastor officiates at weddings held at Christ U.M. Church, except where another pastor is also requested to officiate. In the situation of two officiating pastors, our pastor will write a formal invitation to welcome to the assisting pastor. Name, address, phone number, etc. of the requested assisting pastor are to be supplied at least six weeks prior to the service. In special circumstances, a visiting pastor may perform the ceremony in its entirety. In this situation, our pastor will again write a formal invitation of welcome to the guest pastor with a copy being sent to the engaged couple. Additionally, our pastor will work with the couple so as to plan for the logistical aspects of the wedding. An honorarium fee for this ministry is suggested.

WEDDING COORDINATOR

With larger weddings, we often will use an in-house wedding coordinator. The coordinator will meet with the couple very early in the process. You may feel free to call upon our coordinator with the “logistics” questions that are a part of every wedding. She will be able to field a wide variety of questions and concerns. In addition, Carol will be present for the rehearsal time as well as for the wedding ceremony itself. You may contact the Church Office for more information.

CEREMONY

The wedding ceremony varies between twelve and thirty minutes in duration – or longer -- depending upon the order of the service. The ritual used at Christ U. M. Church is traditional in nature (please see attachment for a sample of this ritual). However, couples are encouraged to work with our pastor, if a "custom designed" ritual is desired. Generally, most weddings occur in the sanctuary. However, weddings can be scheduled outside, at homes, in public gardens, etc. Couples are responsible for all logistical details when the ceremony is held outside the church premise.

REHEARSAL

If the wedding is to involve a wedding party, a rehearsal should be planned for a day very close to the wedding. The evening prior to the wedding is preferred for this purpose. The officiating pastor(s) will preside at the rehearsal. The participating organist will be on hand to play designated parts of the ceremony, as will the sound technician. All wedding party participants, including parents, acolytes, etc., are encouraged to be present. Approximately 90 minutes should be allowed for the rehearsal. Please note that our pastor will also identify the bride's and groom's preparation rooms, etc., at this time.

MUSIC

Organ music, as presented by our organist, is traditionally played at weddings held here at Christ U. M. Church. (Instruments like guitar, trumpet, harp, etc., are acceptable and encouraged for special selections. The couple will assume all extra fees, if any, in this regard.) Our organist will be happy to discuss with you a program of music to be played at your wedding. This individual should be contacted at least four weeks prior to the wedding. If a soloist is to be engaged, the details, regarding rehearsals, etc., should be worked out on the initial contact. All music should be appropriate for the ceremony. You are encouraged to make the selections. However, if you desire, our organist will coordinate this for you. If the Christ U. M. Church organist is unavailable for the date and time of the wedding, another organist will be recommended by our pastor. Names, addresses and phone numbers of the organists will be supplied by our pastor at the time of the first premarital conference. A guest organist may be engaged if there is a special request to do so. (Please consult with our pastor as to related details for such a guest organist). A negotiation of the organist's honorarium is the responsibility of the couple.

SOUND SYSTEM AVAILABILITY AND CAPABILITY

Christ U. M. Church is pleased to offer the use of an effective sound system to better enhance the spoken word and/or music. In order to utilize this system, we request that couples utilize the services of a Christ U. M. Church representative who is trained as to its usage. A small honorarium is so indicated in the fee schedule for the services of such a person. The following is a listing of our capability and related technology:

- a. Capability of twelve (12) input channels to sound system (microphone, tape, etc.)

The following items are on hand and can be used with the system:

- 3 Shure remote wireless lapel microphones (1 lapel will be used for the Pastor)
- 1 Shure remote wireless hand-held microphone
- 5 Shure hand-wired microphones and 5 adjustable stands
- 2 playback cassette tape decks
- 1 dual recording cassette tape decks and 2 other cassette recording - total of 4 tapes.
- 2 CD recorders
- 1 CD disk player

- b. Capability of recording the church service on cassette tape, up to eight (6) copies can be made of the actual service. Any additional copies (more than 8) will be duplicated for a master recording tape. (Additional fee may be charged.)
- c. Capability to play a cassette tape through the church sound system and capability to separate a cassette tape channel #1 and channel #2 where vocal may be on one channel and music on the other channel. (Usually used to assist a soloist)
- d. Capability to play music from a CD through the sound system.

RECEPTIONS

Wedding receptions may be held in the Wolff Hall of Christ U. M. Church (lower level). Such arrangements are the responsibility of the couple including all aspects of setting up and tearing down the room. Tables and chairs are provided at no cost. We do not offer food services, but there are many excellent catering services in the area. Custodian services will assume the responsibility of general cleaning. Alcohol in any form is prohibited. See the enclosed fee schedule for reception fees.

CUSTODIAL SERVICES

The custodian will prepare the sanctuary for all rehearsals, and will be on hand for this time period. The custodian will also be on hand if the reception is held on the premises. There is an additional custodial fee for receptions. See the enclosed fee schedule for custodial fees.

PHOTOGRAPHERS

Please have your photographer talk to our pastor about permissible photography. Photographers, professional or amateur, are encouraged to refrain from taking flash pictures during the wedding ceremony. Entrances and recessionals are permissible. Ample time is available before or after for any and all pictures. In addition, the use of videos is encouraged and welcome. Please encourage the videographer to discuss details of this photography with our pastor prior to the service.

DIRECTIONS TO CHRIST U. M. CHURCH

From Route 316 (North or South), go East (going South, make a left turn, going North, make a right turn), on Second Street. Travel 1 ½ blocks to the Christ U. M. Church parking lot entrance, which is on the right, or continue on to the corner of Church Street and Second Street, where you can enter the sanctuary.

From Route 16, enter the town square and travel South on Church Street. (Going West, make a left turn, going East, make a right turn), for one block to the corner of Church Street and Second Street, where the church is located.

DECORATION OF THE CHURCH

FLORAL

Arrangements for floral decorations should be made through the florist of your choice, who will supply the flower containers. Two arrangements are generally appropriate for the altar table, however you are welcome to arrange the altar as you so choose. We ask that the containers be self-contained. If you are having a Saturday wedding (11:00 a.m. or later), you will have the opportunity to utilize flowers, which we have acquired for Sunday worship. In this regard, we will offer couples the use of these flowers for their weddings, which could mean that they would not need to purchase arrangements of their own. (This often happens in the case of small weddings.)

Please make arrangements with our pastor so that access to the building by the florist can be arranged. All flowers should arrive not later than one hour prior to the ceremony.

AISLE RUNNER (optional)

If an aisle runner is desired, a white cloth approximately 80 feet in length can be ordered from your florist. We do not generally encourage using an aisle runner, as the ones in use today are flimsy and tend to catch on shoes – especially spiked heels. If a linen runner can be obtained, that is definitely a better choice.

CANDLES

Two large candles adorn our altar. These are always in place and are reminders when lighted, that Christ is present. They are not removed from the altar. As an added item, couples have the option of using a pair of brass candelabras. These have seven candles each. We do not charge for the use of the candelabras, but we do request reimbursement for the candles (see the enclosed fee schedule). Candelabras for the pews are available from many local florists. Please check the attachment system, so they will work on our pews. A unity candle is appropriate for the altar table and it is available through the church at no cost. Many couples do secure their own set for future enjoyment.

RIBBONS

Ribbons are often used on the front pews to signify the seating of family and special guests. This is the responsibility of the couple.

KNEELER

During the ceremony, the couple kneels in prayer. A formal kneeler is provided at no cost.

ADDITIONAL OPTIONS

BULLETINS

If couples would like to print a bulletin, which includes the order of service, a list of the participants, greetings, etc., our advice is to purchase bulletin covers from the local church supply stores and use a copy service or a printing service. You will get better results. . Our pastor will supply a sample bulletin for preparation of the materials and information.

GUEST BOOK

A guest register stand is available for the signing of a guest book. Usually, this is done prior to the ceremony, with an individual coordinating the process.

ACOLYTES

We encourage couples to invite younger people to be acolytes for the service. Choir gowns are available for this purpose. However, if an acolyte is not secured, this will be taken care of.

FEE SCHEDULE

MEMBERS OF CHRIST UNITED METHODIST CHURCH:

Use of Sanctuary	No charge (<i>Donation to Building Fund appreciated</i>)
Use of Wolff Hall and kitchen	No charge

NON MEMBERS: (Payable to Christ U.M. Church)

*Use of Sanctuary	\$200.00
Use of Wolff Hall and kitchen	\$150.00
No alcohol on premises	

MEMBERS AND NON-MEMBERS: (Payable to Christ U.M. Church)

Altar candles	No charge
Use of candelabra	No charge
Candles for candelabra	\$1.00 each (14 candles total)

ORGANIST'S FEE: (Payable to the Organist)

Sets own fee

CUSTODIAN'S FEE: (Payable to the Custodian)

Wedding only	\$ 60.00
With reception	\$100.00

SOUND TECHNICIAN'S FEE: (Payable to the Sound Technician)

Wedding only	\$40.00
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PASTOR'S FEE: (Payable to the Pastor)

Non-Members	\$200.00
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WEDDING COORDINATOR (for weddings 100+) \$100.00

SOLOISTS

Please consult with the pastor about securing the services of a soloist. The Christ United Methodist does have recommendations to help you with your ceremony.

All fees are to be paid in advance or by the time of the rehearsal.

Individual checks and/or envelopes are requested and they may be given to our pastor for distribution.

A FINAL WORD

We appreciate your consideration of the Christ U. M. Church for your wedding ceremony. We are here to celebrate with you. Please feel free to call on us in regard to any item. We look forward to this special relationship.

SAMPLE WEDDING CEREMONY

Below you will find the basic elements for a church wedding service. The service can be varied to the tastes and needs of the couple and should reflect their unique relationship. Please consult with the pastor for how to arrange the basic parts of your service. Remember, everything should be tasteful and meaningful.

ENTRANCE

GATHERING

While the people gather, instrumental or vocal music may be offered. During the entrance of the wedding party, there may be instrumental music, or a hymn, a psalm, a canticle, or an anthem.

GREETING

Pastor to people:

Friends, we are gathered together in the sight of God to witness and bless the joining together of Name and Name in Christian marriage.

The covenant of marriage was established by God, who created us male and female for each other.

With his presence and power Jesus graced a wedding at Cana of Galilee, and in his sacrificial love gave us the example for the love of husband and wife Name and Name come to give themselves to one another in this holy covenant.

DECLARATION OF INTENTION

DECLARATION BY THE MAN AND THE WOMAN

Pastor to the persons who are to marry:

I ask you now, in the presence of God and these people, to declare your intention to enter into union with one another through the grace of Jesus Christ, who calls you into union with himself as acknowledged in your baptism.

Pastor to the woman:

Name, will you have Name to be your husband, to live together in holly marriage? Will you love him, comfort him, honor and keep him, in sickness and in health, and forsaking all others, be faithful to him as long as you both shall live?

*Woman: **I will.***

Pastor to the man:

Name, will you have *Name* to be your wife, to live together in holy marriage? Will you love her, comfort her, honor and keep her, in sickness and in health, and forsaking all others, be faithful to her as long as you both shall live?

Man: I will.

RESPONSE OF THE FAMILIES AND PEOPLE

Pastor to people:

The marriage of *Name* and *Name* unites their families and creates a new one. They ask for your blessing.

Parents or other representatives of the families may respond:

We rejoice in your union, and pray God's blessing upon you.

Pastor to people:

Will all of you, by God's grace, do everything in your power to uphold and care for these two persons in their marriage?

People: ***We will.***

SCRIPTURE

OTHER READINGS

HOMILY

THE MARRIAGE

EXCHANGE OF VOWS

The woman and man face each other, joining hands.

Man to woman:

In the name of God, I *Name* take you. *Name*, to be my wife, to have and to hold, from this day forward, for better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish, until we are parted by death. This is my solemn vow.

Woman to man:

In the name of God, I *Name* take you. *Name*, to be my husband, to have and to hold, from this day forward, for better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish, until we are parted by death. This is my solemn vow.

BLESSING AND EXCHANGE OF RINGS

The pastor may say:

These rings (symbols) are the outward and visible sign of an inward and spiritual grace, signifying to us the union between Jesus Christ and his church.

The pastor may bless the giving of rings or other symbols of the marriage:

Bless, O Lord, the giving of these rings (symbols), that they who wear them may live in your peace and continue in your favor all the days of their life; through Jesus Christ our Lord.

Amen.

The giver(s) may say to the recipient(s):

Name, I give you this ring as a sign of my vow, and with all that I am, and all that I have, I honor you; in the name of the Father, and of the Son, and of the Holy Spirit.

DECLARATION OF MARRIAGE

The wife and husband joining hands. The pastor may place a hand on, or wrap a stole around, their joined hands.

Pastor to husband and wife:

You have declared your consent and vows before God and this congregation. May God confirm your covenant and fill you both with grace.

Pastor to people:

Now that *Name* and *Name* have given themselves to each other by solemn vows, with the joining of hands, (and the giving and receiving of *rings*,) I announce to you that they are husband and wife; in the name of the Father, and of the Son, and of the Holy Spirit. Those whom God has joined together, let no one put asunder.

Amen.

BLESSING OF THE MARRIAGE

The husband and wife may kneel, as the pastor prays:

O God, you have so consecrated the covenant of Christian marriage that in it is represented the covenant between Christ and his church. Send therefore your blessing upon *Name* and *Name*, that they may surely keep their marriage covenant, and so grow in love and godliness together that their home may be a haven of blessing and peace; through Jesus Christ our Lord.

SENDING FORTH

DISMISSAL WITH BLESSING

Pastor to wife and husband:

God the Eternal keep you in love with each other, so that the peace of Christ may abide in your home. Go to serve God and your neighbor in all that you do.

Pastor to people:

Bear witness to the love of God in this world, so that those to whom love is a stranger will find in you generous friends. The grace of the Lord Jesus Christ, and the love of God, and the communion of the Holy Spirit be with you all.

Amen.

RECESSIONAL

Wedding Ceremony Planner

- 1. Date of Wedding:** _____ **Time:** _____
a. Rehearsal Date: _____ Time: _____
b. Type of Wedding: _____
2. Name of Groom: _____ Age _____
a. Address: _____
b. Phone: _____ Prev. married? _____
3. Name of Bride: _____ Age _____
a. Address: _____
b. Phone: _____ Prev. married? _____
4. Member of Christ UMC: Yes _____ No _____ Church Member: _____
a. Co-officiating Pastor: _____ Phone: _____
Address: _____ Affiliation: _____
5. Children from previous relationship: _____
6. Number in bridal party: _____
7. Reception site: _____ Phone: _____
8. Equipment Needed: _____
a. candelabra: _____ b. Pew Candle holders: _____ c. Unity Candle Holder: _____
d. kneeler: _____ e. prep rooms women: _____ f. prep rooms men: _____
g. sound system & video: _____ h. Guest book stand: _____
9. Music needs: Church Organist: _____ Other Music: _____
a. Visiting Organist: _____ Name/Phone: _____
10. Special Considerations: _____

Wedding Ceremony Planner

(Continued)

We agree to these guidelines and understand our obligations in this agreement.

Name: _____ Name: _____

Wedding Date: _____ Phone: _____ Email: _____

Officiating Pastor: _____

Deposit Rec'd: _____ Date: _____

Staff Auth: _____

Fees:

Rev. Oct 2010
