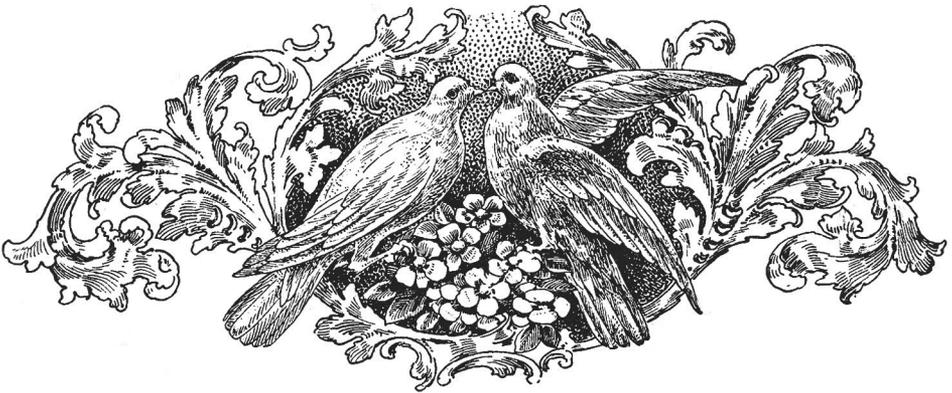


*First United Methodist  
Church of Titusville*

# YOUR WEDDING



*“What therefore God has joined together  
let no man put asunder.” — Matthew 19:6*

**First United Methodist Church  
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# Wedding Policy

Congratulations! We are happy that you are having your wedding at First United Methodist Church. One of the most important decisions in a person's life is the choosing of a life mate. Our church considers the wedding ceremony to be a deeply spiritual, sacred, and joyful experience.

It is our desire to assist in your wedding planning and in facilitating a worship experience that will be meaningful and memorable. We are happy to offer our facilities and services in accordance with the policies and regulations expressed herein, as approved by the Church Council of First United Methodist Church. We request that you read and agree to abide by this wedding policy.

## Arrangements

Pre-marital guidance is considered by us to be an important factor in the establishment of a Christian home. Therefore, the church office should be contacted well in advance of the intended season for the wedding to permit scheduling of pre-marital guidance sessions as deemed necessary by the Pastor following an initial consultation and for making the necessary wedding arrangements. If you and/or your fiancé live out of town, early contact is essential so that the pastor will be able to schedule an appointment when you are both in town. Normally, the wedding date is confirmed at the end of this interview with the pastor.

Also, when the church is preparing for special celebrations of faith, such as Christmas, Lent, and Holy Week, scheduling weddings during these periods may be a problem because of church activities and/or sanctuary decorations. We will try to accommodate your date and time, but the religious activities of the church will be a priority.

The church should be reserved as far in advance as possible. To do this, we request that you:

- Set an appointment with the minister for pre-marital guidance sessions, and

- Pre-pay the honoraria for the use of the church facilities within two weeks of returning the reservation form (see: Wedding Honoraria Schedule on last page).

While the church office will tentatively hold the requested wedding date, the church will become reserved only when all four of the above conditions are satisfied. In all situations the minister must approve the wedding date. Weddings shall NOT be scheduled on New Year's Eve, New Year's Day, Palm Sunday through Easter Sunday, Independence Day, Thanksgiving Eve, Thanksgiving Day, Christmas Eve, or Christmas Day.

### THE CHRISTIAN MARRIAGE SERVICE

God has ordained that a man and a woman may enter together into marriage, pledging their love and promising fidelity to each other for a lifetime. Your wedding is, indeed, a sacred occasion. It is also a happy social event, secondary only to its spiritual significance. We are pleased that you are considering having your wedding at First United Methodist Church. It will be most meaningful for you, your families, and your friends, when there is careful planning in every area. We have provided this booklet with this idea in mind, believing it will answer most of your questions.

### THE MINISTER

It is our policy that the Minister of First UMC, Titusville, be involved in all weddings in this church. There are very few exceptions to this rule. If you desire another minister to perform your wedding, you must first make this request known to the pastor who will, in turn, discuss it with you and may extend an invitation to another minister. Under no circumstances will another minister be allowed to conduct your wedding without approval of, and possible assistance from, the pastor of First UMC. Premarital counseling is required from the minister or, in part, from a licensed marriage counselor. On rare occasions, the pastor may exercise his privilege of refusing to perform a ceremony if the pastor feels a couple is not prepared for a Christian marriage and a life together.

### MUSIC

To make your wedding both beautiful and meaningful, and to preserve its reverent significance, requires much thought and preparation by the bride and groom, the minister, and the organist. It is preferred that the organist

be the regular church organist, or in case of conflicting schedules, the organist will make arrangements for a suitable substitute. In the event you have a friend or relative that you would like to use, they must meet with and be approved by the Director of Music Ministries. The Music Director will also guide you in the selection of appropriate music. If a soloist is used, these arrangements should be made directly with the individual, however, help can be given to you in this area should you desire it. Choose all of your music carefully. The Music Director and the minister must approve the music you select in advance in order to make sure it is suitable for a Christian worship service.

The church has contact information for soloists if needed. CD's, mp3's, and videos may be used.

## VIDEO AND PHOTOGRAPHS

In order to maintain the sacredness of your wedding ceremony, only professional photography is permissible during the ceremony (between the bride's arrival at the altar rail and the couple's kiss at the end). The wedding party is encouraged to share with their families and guests that **there shall be no personal photography during the ceremony.** Every effort should be taken to make the equipment as quiet as possible. The photographer should have at least one phone call with the minister prior to the wedding to discuss arrangements. The minister will be glad to cooperate with you in posing for pictures with the wedding party before or after the ceremony.

Video taping may be done with two restrictions: 1) any video camera placed at the front of the sanctuary must be in a "fixed placement," preferably on a tripod stand, and not moved during the service; 2) a portable video camera may be used discreetly in the back aisle or the balcony. The minister must be consulted prior to the wedding date regarding placement of all cameras. We realize the need to capture precious moments on film, but this need is secondary to the purposes of a Christian worship service. In these, as in all matters concerning the wedding service, the pastor is in charge and has the final say.

## WEDDING COORDINATOR

The need to use a bridal or wedding consultant will be determined by the officiating pastor and couple during the initial visit. The minister will

have final authority regarding service order and issues of protocol. The bridal or wedding consultant should meet with the minister in advance.

No other "bridal consultant" is permitted to assist in the wedding. They may help in dressing the bride and her attendants, but will not assist in any further part of the wedding or rehearsals.

## FACILITIES MANAGER

It is the policy of First Church that our Facilities Manager be present at all weddings and rehearsals. This is done to assure the facilities operate smoothly for your event. This person will open the church for the rehearsal, the wedding, the florist, and turn on the lights and air/heat.

## DECORATIONS

The church can be made as festive and beautiful as possible, keeping in mind that it is a church, a house of Christian worship, and that the event is a Christian ceremony. If the decoration is to be done by a florist or friend, it is important that they know and understand the rules and policies, thereby making it beautiful, while maintaining the atmosphere of the church.

No altar furnishings (i.e., communion table, pulpit, lectern, piano, organ, or choir chairs) shall be moved from their locations, nor may any decorations obscure the altar. No decorations are to be placed on the altar other than the regular altar appointments.

Ribbons or simple flower arrangements may mark reserved pews, but **NO nails, screws, tacks, wires or scotch tape may be used on any furnishings or walls.** Covered floral wire is recommended. No decorations may be hung from light fixtures or air/heat vents.

There is to be no bird seed, rice, or confetti used inside the sanctuary or fellowship hall. It is also requested that no real flower petals be thrown on the carpet due to possible staining and the difficulty of cleaning. Silk petals are readily available.

Any flowers, palms, potted greenery, or standing candelabra should be carefully placed so as not to hide the altar, pulpit, or lectern. Everything should be arranged to direct attention to the altar.

All decorations will be removed from the church immediately following the wedding, unless other arrangements have been made with the minister.

**When candles are used, there should always be cloth underneath them to prevent dripping wax on the carpet or furnishings.**

An aisle cloth is not necessary because of the carpet, and is not permitted; it requires the closing of the middle aisle to wedding traffic, an action not in keeping with the Protestant tradition of open access to the altar.

A kneeling bench is available for the sanctuary.

## WEDDING RECEPTION

Receptions may be held in the Fellowship Hall. Contact the facilities manager or the minister for more information regarding receptions. Employed caterers should also contact the church well in advance of the wedding. It should be understood that the fee paid for the custodian does not include washing dishes or major clean up. The reception shall not last longer than three hours or 9:00 p.m.

## DRESS

Dress for weddings should be in good taste and appropriate for church.

Dressing rooms are available for the bridal party to use. It is suggested that all participants be present one hour prior to the time of the ceremony. Hair and make-up may be "re-done" in the dressing rooms, but having a hairdresser provide hair salon services is not permitted.

## INTOXICANTS

There will be no alcoholic beverages served on the church premises at any time. Members of the wedding party shall refrain from the use of intoxicants prior to and during the wedding. The ceremony will not be conducted if any member of the wedding party is obviously under the influence of alcohol or drugs.

## SMOKING

Smoking is prohibited on church property.

The MARRIAGE LICENSE must be in the church office at least three days prior to the wedding date.

**DAMAGE AND EXTRA CLEANING DEPOSIT**

In addition to the honoraria, a damage and cleaning deposit of \$100.00 is required. This amount is refunded within 10 days after the wedding, provided there has been no damage to church facilities or no extra cleaning required by the custodian beyond what is considered normal.

# Wedding Honoraria Schedule

## Members

Sanctuary.....	NC
*Includes rehearsal, use of dressing rooms and utilities.	
Fellowship Hall (depending on size of party).....	NC
Facilities Manager/Custodian .....	\$150
(Reception length is limited to 3 hours or 9pm)	
Organist (minimum).....	\$150
Additional amount is warranted when special requests are made	
Minister .....	See paragraph on “Minister”
Soloist.....	Negotiated by the wedding party
Sound Technician.....	\$75
Damage Deposit.....	\$100

## Non-Members

Sanctuary.....	\$200
*Includes rehearsal, use of dressing rooms and utilities.	
Fellowship Hall (depending on size of party).....	\$100 - \$250
Facilities Manager/Custodian .....	\$150
(Reception length is limited to 3 hours or 9pm)	
Organist.....	\$150
(Additional amount is warranted when special requests are made)	
Minister .....	See paragraph on “Minister”
Soloist.....	Negotiated by the wedding party
Sound Technician.....	\$75
Damage Deposit.....	\$100

**NOTE:** Payments for the use of church facilities and church staff are to be made at least **one week prior** to the wedding day.