

Franklinville UMC WEDDING POLICY

TO THE BRIDE AND GROOM

Congratulations on your engagement and upcoming wedding. We are honored that you have chosen Franklinville United Methodist Church for your special day. We know that our church can assist you in beginning a wonderful life together. This policy has been created so that you may become more acquainted with the accepted customs of our church and the Christian tradition with regard to marriage, and to be used as a guide in the preparation of your wedding day.

Marriage in the Christian Church is a religious ceremony and all of the elements of the service have significance. We trust that as you prepare for this important day in your life, you will prepare not only in a temporal sense, but also in a spiritual sense.

Expectations of the Bride and Groom

Scheduling the Wedding

It is to your advantage to call the church office at **856-694-0967** to schedule a conference with the Pastor **BEFORE** arrangements are made with the caterer, banquet hall, or have invitations printed. The Pastor must clear the date for the wedding. **NO WEDDING DATE WILL BE FIRMLY SCHEDULED OVER THE TELEPHONE.**

Conferences with the Pastor

Sometime before the wedding date, at least four conferences (possibly more) will be scheduled with the Pastor to discuss the significance of a Christian marriage and to assist with preparations for the wedding and for married life. The sessions deal with communications, finances, faith and more. These conferences are essential if the wedding is to take place in this church. **It should be noted that the Pastor will make any arrangements and decisions about the marriage only with the bride and groom.**

Conduct at the Wedding

The couple is responsible for the conduct of the wedding party at the rehearsal, wedding and reception if held at the church. We ask that these church rules be followed:

- **The conduct of the wedding party should show respect for God and the facility**
- **No smoking in the building.**
- **No alcoholic beverages on church grounds.**

If anyone in the wedding party (including the bride or groom) shows evidence of being under the influence of alcohol, or is consuming alcohol in restricted areas, **the Pastor reserves the right to dismiss anyone from the service or cancel the wedding.**

Expectations of the Franklinville United Methodist Church Pastor

Conducting the Wedding

The Pastor will officiate at all weddings held in our facility. The decision to allow outside clergy to participate is at the discretion of the Pastor.

Counseling

The Pastor is responsible for adequately preparing the couple for the wedding service and married life. The Pastor will have as many sessions as is necessary in order to acquaint the couple with the Christian wedding ceremony and what it means to be “married.”

Rehearsal and Wedding

The Pastor will conduct both the rehearsal and the wedding service. At the rehearsal, all members of the wedding party will be informed of their responsibilities and should be confident that they know their roles in the wedding service. Making sure that everything goes smoothly is one of the Pastor’s duties.

Follow-up

The Pastor invites the couple to set a follow-up session for six months following the wedding service. The purpose is to deal with questions and situations arising in marriage which were not anticipated prior to the wedding.

Expectations of Franklinville United Methodist Church

Clean Facility

In accepting the wedding service of a couple, Franklinville United Methodist Church is obligated to present a clean and pleasing facility for the wedding. This includes a place for the bride and her attendants to dress and a place for the groom and groomsmen, if they desire to dress at the church.

Reception Option

A couple may also hold their reception at Franklinville United Methodist Church. The rules listed under Conduct at the Wedding above also apply to the reception.

Expectations of the Church Organist/Pianist

Church Organist/Pianist - Franklinville United Methodist Church will provide an organist or pianist to perform your wedding if so desired. That person will maintain the proper reverence in the wedding through the selection of music. Couples are encouraged to consult with the organist/pianist and Pastor to choose music they would like played. The organist/pianist will attend rehearsal, accompany soloists and play with other musicians, such as trumpeters, violinists, etc. The couple is responsible for sharing contact information so the musicians can set times for practice.

Outside Organist/Pianist - Couples also have the option of choosing organist/pianist or other musicians that are not from Franklinville United Methodist Church. All music must be approved by the Pastor.

Expectations of the Church Custodian

The Custodian will make sure that the facility is clean and neat prior to the wedding ceremony. The Custodian will also clean and straighten up the facility after all weddings. Note: this does not lessen the responsibility of the wedding party to be respectful of the property. An extra custodial fee may be deducted from the Security Deposit to clean up bird seed, bubbles, etc. used after the ceremony.

Steps in Getting Married

1. Contact the church to see if both the church and Pastor are available for the desired date.
2. Meet with the Pastor to set up the specifics of the wedding.
3. Contact the Clerk's Office to learn the requirements for a marriage license.
4. Apply for the license approximately one month prior to the wedding.
5. Take the Marriage License and the complimentary copy to the Pastor once they have been received from the Clerk's Office.

The marriage license is good for thirty (30) days from issuance. You should apply for the license in the township, borough, or municipality where the bride resides. If you both reside out of state, you must apply in the town in which the wedding is to take place. In some townships, boroughs, or municipalities, you will need to have your birth certificate and a witness with you when you apply for the license. Keep in mind it will take at least three (3) working days to receive your license from the day you apply.

Please check with the Registrar of Vital Statistics in the place of application beforehand to be absolutely sure what information you will need in applying for a wedding license. **Don't wait until the last minute.** Remember to check for holiday closings of the license bureau.

Remember, you must bring the license to the Pastor the night of the rehearsal.

Please remember, check and double-check the certificate of marriage for accuracy. If there is a mistake, return the certificate to the registrar who issued the certificate. **The Pastor cannot perform a wedding if the certificate of marriage knowingly contains mistakes.**

General Information

Same Gender Marriages – Per paragraph 341.6 of the United Methodist Book of Discipline, ceremonies that celebrate homosexual unions shall not be conducted by our ministers/staff and shall not be conducted in our churches. Franklinville United Methodist Church also does not rent space in our building for use for same gender wedding receptions.

Size of the Sanctuary - The sanctuary contains 22 and a half pews arranged in two sections. The center aisle requires a 100-foot cloth to reach from the altar area to the back of the pews. The sanctuary will seat approximately 200 people comfortably with a maximum occupancy of 250. There is an overflow room at the back of the sanctuary that can accommodate thirty more people.

Weddings off-site – Pastor will conduct weddings at another location. However, if the venue is an outdoor location, a back-up plan in case of inclement weather is required.

Effective 10/20/2019

Photography - Photographers should check with the Pastor prior to the wedding service for directions. They are welcome to take any pictures during the service which can be taken without drawing attention away from the service.

Video of the wedding is permitted. You may use your own videographer. The Pastor will help locate a good vantage point for the video.

Candle Light Weddings - The church can make candlelight weddings available to you if you so desire. You will want to let the Pastor know of your intentions to have a candlelight wedding at the first conference. If you do request a candlelight service, an additional gift of \$30.00 for the church and an additional gift of \$20.00 for the custodian will be involved. Please be sure to include the additional gifts in the envelopes marked "Custodian" and "Church".

Unity Candles - In many wedding services, a unity candle is lighted following the pronouncement of the marriage. If you choose to include this in your service, it is **your responsibility** to purchase the candles and stand, and to bring them to the rehearsal. You will want to discuss this with the Pastor before you purchase the set.

Order of Worship Bulletins - Printed bulletins listing the order of service as well as the bridal party will be supplied upon request. It is suggested that both bride and groom go to a local Christian bookstore and purchase the bulletins. The bulletins and the final order of service must be in the church office at least **14 days prior** to the wedding date. The church will be happy to write and print your bulletins; however it is asked that an additional **\$75.00** be included for the Church Secretary.

Flowers - It is the family's responsibility to supply whatever floral arrangements will be used in the sanctuary. Please be sure that any decorations are in keeping with the sanctuary setting. No floral or other decorations are to be used which in any way damage church furnishings. No nails, wires, or tacks are to be used. **The view of the cross and other sacred symbols should not be obscured.** Please check with the Pastor as to a delivery time to ensure that the church will be open. If you are having difficulty in securing a florist, speak to the Pastor.

Very often couples will provide a rose to the mothers or grandmothers. If this is desired, please inform both the Pastor and the florist that roses will be given.

Aisle Runner - Couples are strongly discouraged from using an aisle runner for this ceremony. If a white aisle runner is desired, it may be ordered from your florist. Runners are not always the safest things and we advise caution concerning their use. We ask that you not use a plastic runner due to the dangerous condition it creates.

Rice/Bird Seed/Confetti/Streamers - We urge that the use of these items be limited. Birdseed may be used as you leave the church. We suggest that the birdseed be distributed only after guests have left the church building. No rice is allowed to be used. If confetti or streamers are used, we ask that you have someone who will pick up the debris after it is thrown.

Effective 10/20/2019

Balloons - Some weddings have used helium-filled balloons instead of throwing birdseed. However, because of environmental concerns with wild life and the seas, we ask that you do not release balloons.

We understand and agree to treat the facilities at Franklinville United Methodist Church with respect and agree to abide with the regulations and policies set forth in the Wedding Policy.

_____ Groom _____ Date _____ Bride

Effective 10/20/2019

Church Fee Schedule - Circle/highlight fees chosen.	Member	Non-Member	Date Paid
Security Deposit - To be paid at time of Booking	-	\$100	
Sanctuary Wedding/Rehearsal	-	\$250	
Survey Fee for Prepare/Enrich Premarital Counseling	\$35	\$35	Paid Online
Organist/Pianist	\$150	\$150	
Pastor Honorarium	\$250	\$250	
Custodial Fee	\$100	\$100	
Order of Worship Bulletin Printing	\$75	\$75	
Reception in Fellowship Hall	-	\$100	
Rehearsal Dinner in Fellowship Hall	\$40	\$40	
Reception/Rehearsal Dinner Custodial Fee	\$50	\$50	
TOTAL DUE TO CHURCH			

* **Required fees.**

Wedding Application Form

Bride

Address _____

Email _____

Phone _____

Groom

Address _____

Email _____

Phone _____

Contact Person _____ Phone _____

Address (for return of Security Deposit)

Wedding Date _____ Time _____

Important Notes:

- No wedding is officially on the church calendar until the couple meets with our Pastor.
- All fees are due in the church office one month prior to the event date.
- Damages and extra cleaning (beyond the standard and usual) will be deducted from the Security Deposit before it is refunded.
- To receive full refund of deposit, cancellation must be made in writing at least 8 days prior to wedding.
- All seasonal decorations must stay in place if the wedding is in the sanctuary.