

WEDDING GUIDELINES FOR GUEST OFFICIANT

First United Methodist Church of Elmhurst
232 S. York Road • Elmhurst, IL 60126
(630) 834-2440 • www.umcelmhurst.org

In some cases, First United Methodist Church of Elmhurst may agree to permit a guest officiant for weddings in our facility. We understand that couples coming from outside our congregation may have existing relationships with a pastor, and seek only a worship space for the wedding ceremony.

All guest pastors must be approved by the clergy at First United Methodist Church no less than six months in advance of the wedding date.

Our main concern is that weddings be lovely and meaningful. Accordingly, the principles listed below have been established to help assure the beauty, dignity and reverence which we all want to surround one's wedding. **The bride and groom, their families and the guest pastor are responsible for ensuring that these principles are followed.** When the pastor of First United Methodist Church is not involved, it is crucial that the officiating pastor and wedding couple understand and follow the guidelines for use of the facility.

It is hoped that this packet will be informative and helpful. Please read these guidelines carefully. Should you have any questions, please contact church administrator Jan Martin at (630) 834-2440 or jan.martin@umcelmhurst.org.

Sacrament of Marriage

Marriage is a holy relationship for life, and the wedding ceremony is an act of worship. The service not only recognizes the love and commitment of a man and a woman, but bases itself on the fact that we gather to worship, to praise and thank God for these gifts, which we commit, to use in accordance with God's will in the bonds of marriage.

Wedding Date and Time

- **Please schedule the wedding date and time as early as possible with the First Church administrator, and no less than 6 months prior to the wedding date.** The administrator will indicate if the church is available.
- Couples may come and view the sanctuary anytime Monday through Friday 9:00 a.m. – 2:30 p.m. by appointment. We encourage viewing the sanctuary "in action" for Sunday worship services to get the feel of the space. Worship services are at 8:15 a.m. and 10:30 a.m. Sunday mornings.
- The Wedding Contract (see page 8) must be completed, signed and returned with a \$100 nonrefundable security deposit in order to reserve the wedding date on the church calendar (see Wedding Donations). Please contact church administrator Jan Martin at jan.martin@umcelmhurst.org or (630) 834-2440 to reserve the church.

Wedding Music

- Wedding music, instrumental and vocal, reflects the understanding that the wedding is a Christian worship service. Great care should be taken that music be of a worshipful nature.
- The couple is responsible for contacting the First Church organist to schedule a consultation and assistance in selecting pieces for the wedding. The organist information is included on the Directory on page 7. The First Church organ is NOT available to outside musicians. A grand piano in the sanctuary is available.
- If there will be a vocal soloist or other musicians, it is the responsibility of the couple to contact the First Church organist to reserve rehearsal time and discuss appropriate music selections, in consultation with the guest pastor.

Wedding Donations

- **Costs**

| | |
|--|-----------------|
| Security Deposit, non-refundable | \$100 |
| Building Usage..... | \$600 |
| Wedding Assistant (rehearsal and wedding)..... | \$150 |
| Church Organist..... | \$250 |
| Courtesy Fee to First Church Pastor..... | \$150 |
| Honorarium for Officiating Pastor | Couple's choice |
| Custodian..... | \$150 |
| TOTAL | \$1,400 |

- The \$100 Security Deposit is non-refundable and is due with the wedding contract in order to reserve the date on the church calendar.
- Remaining fees (monies) may be included into one check, made payable to First United Methodist Church. Final payment is due a minimum of 30 days before the wedding. All monies are cared for through the church office administrator.
- Wedding costs include building usage and set-up, use of the sanctuary for rehearsal and wedding, wedding assistant at rehearsal and wedding, wedding management, organist consultation and custodial services.

Wedding Rehearsal

Rehearsals are an important part of preparation before a wedding. The rehearsal helps the wedding proceed smoothly and participants to be more relaxed and confident. Unless otherwise noted, the wedding rehearsal will be held in the sanctuary the evening before the wedding, at a time arranged by the couple and Officiating Pastor. Please inform the church administrator of the rehearsal time.

- Rehearsals should last approximately one hour. Please encourage members of the wedding party to be prompt and allow enough time for rush hour traffic.

- The following should be present for the rehearsal; Best Man, Matron/Maid of Honor, bridesmaids, groomsmen, flower girls, ring bearers, parents, grandparents, readers and vocalists/musicians. Participants are reminded that the rehearsal is in preparation for a worshipful celebration, so conduct and dress should be in keeping with a reverent atmosphere.
- Please remember to bring the marriage certificate to the rehearsal to present to the officiating pastor. In addition, other items the couple wishes to leave at the church may also be brought to the rehearsal (unity candle, guest book, bulletins, decorations).

Wedding Photography

The Officiating Pastor is responsible for indicating to the couple his or her rules for permissible wedding photography. The following are customary photographic guidelines used by First United Methodist Church of Elmhurst for wedding ceremonies.

Because the wedding is a service of Christian worship, distractions during the service are best avoided. The couple is responsible for communicating the following instructions to the photographer and to other persons who bring cameras to the wedding.

1. Photographers should be unnoticed and should dress appropriately, keeping in mind that the wedding is a worshipful celebration.
2. No flash photography or video lighting equipment may be used during the ceremony. Photographers may not be in the chancel area at any time.
3. The official photographer may take flash photos of the mothers, grandmothers, bridesmaids, ring bearer, flower girl, bride and her father as they start down the aisle. Flash photographs will also be permitted as the couple comes down the aisle during the recessional.
4. Official photographers may photograph *without flash* from the rear of the sanctuary under the balcony or from the balcony during the wedding worship service. There is usually sufficient light to capture pictures of the ceremony.
5. The wedding party may return for photos after wedding guests have departed, and may restage any and all parts of the ceremony with the pastor. Staged photos and bridal party photographs may also be taken *before* the ceremony begins. Having photography done before the ceremony is encouraged.
6. Furniture may not be moved or used as a ladder for photography.
7. We suggest that the wedding bulletin include a brief note kindly requesting that photographs not be taken during the wedding ceremony. Individuals may be invited to join the staged wedding party photos which will follow the ceremony.

Wedding Assistant

Due to the nature of First Church's building, our Wedding Assistant is necessary in order to ensure a smoothly run ceremony. Outsiders have no knowledge of our building, traffic patterns, lighting, security system, dressing areas - issues which can result in miscommunication and uncoordinated wedding services. The Wedding Assistant is present at rehearsals and wedding – before, during and after -- start to finish.

If and when outside clergy are approved, it is understood and expected that they will know how to run both an efficient rehearsal and wedding, and will rely upon the expertise of those familiar with the worship space.

Videotaping

Videotaping is welcomed and may be done only from the balcony. No floodlighting or extra lighting of any kind is allowed. The couple shall confer with their pastor about personal restrictions or requirements for photography and/or videotaping.

The stairs to the balcony are located on the hallway by the pastor's study and church offices. The balcony entrance will be behind you.

Flowers and Florists

The amount of floral decoration in the church sanctuary will naturally vary with each wedding. The size of the sanctuary, especially the chancel area, usually requires only a minimum of decoration for a beautiful setting.

It is the couple's responsibility to inform their florist of the church policies. All florists and decorators must agree to abide by church policies.

1. We discourage use of a cloth runner. It is an unnecessary expense and the richness of the carpet provides a beautiful, troublefree walkway. Flower petals may be strewn on the carpet or may line the pews on the floor.
2. The florist and/or decorators must call the church office to arrange the time of delivery and decorating of the church. Access to church facilities is available Monday through Friday, 9:00 a.m. to 2:30 p.m. by appointment. Three hours (3) before the service are normally allotted for decorating the church. *Please have anyone connected with your wedding contact the church office to indicate their time of arrival.*
3. All fresh greenery and/or flower arrangements should be prepared prior to arriving at the church.
4. Pew bows and pew floral arrangements should be secured with large rubber bands or specially-designed pew clips. **No nails, tacks, screws, staples, pins, putty or tape are to be used in any part of the building or on any furniture.** There are 17 pews on each side.

5. There is a place for two floral arrangements. Flowers need to be placed where there will be no water damage or other stains. Floral arrangements may not be placed on the communion table or piano.
6. All decorations must be removed following the wedding worship service. If you would like to donate the floral arrangements for the church's Sunday worship service, that is a lovely gesture. Please let the church administrator know at least one month in advance. The celebration of your marriage will be announced in worship.
7. No rice, flower petals, potpourri, glitter, birdseed, balloons or confetti may be used inside or outside the church property. Bubbles, bells, and biodegradable "designer wedding rice" are permitted outside.

Unity Candle

The Unity Candle, if used, and base are to be provided by the couple. Two matching tapers in small candleholders and a white pillar candle in the center is a simple way to use this custom. More elaborate sets can be purchased through local party supply stores and card shops. The Unity Candle may be brought to the rehearsal and left at the church.

Dressing Facilities

The bridal party may gather and/or dress for the wedding either at an off-site location or at the church. Please let the church administrator know of this intent and the estimated time of arrival. Separate areas are available at the church for the men and women to gather before the ceremony. These areas will be pointed out on your initial tour.

As a courtesy, guest pastors will be permitted to use the study of the First Church pastor on the day of the wedding. The Wedding Assistant will have keys to this office.

Wedding Bulletin

The Officiating Pastor shall assist the couple with the layout and wording of the wedding bulletin, which shall be provided by the couple so it reflects their desired style. A brief note should be included to indicate that no flash photography during the ceremony is permitted (see Wedding Photography).

Marriage Preparation and Assessment

Pre-wedding counseling and assessments are important parts of any wedding preparation. **It is expected that the couple providing their own pastor to celebrate the marriage, will schedule the required counseling sessions with their pastor, including those used to design the wedding ceremony itself.** This will be one of the most important things you will ever do in life. Preparation is essential.

The Officiating Pastor is asked to speak with the First Church Pastor to insure this preparation is done. Please call the pastor's office at 630-834-2440, ext. 101.

Marriage License

- A marriage license must be obtained from the office of the County Clerk of DuPage County. Both parties must appear at the County Clerk's office in Wheaton, Illinois and present proof of age, proper identification and a license fee of \$35.00. Participants who are 18 years old must also provide a birth certificate.
- The marriage license is issued immediately and becomes effective the following day. The license is valid for 60 days and cannot be used in any other county or state.
- The wedding license shall be presented to the pastor at the rehearsal.
- A signed copy of the wedding license shall be provided to the pastor at First United Methodist Church of Elmhurst for the church files.

Alcohol, Drugs or Smoking

No alcoholic beverages are allowed in the building or on the church grounds at any time. No one under the influence of alcohol or drugs will be allowed to participate in the rehearsal or wedding.

First United Methodist Church of Elmhurst is a smoke-free facility and smoking is not permitted on the premises.

(revised 7-25-11)

WEDDING DIRECTORY

First United Methodist Church

232 S. York Road
Elmhurst, IL 60126
(630) 834-2440 phone
(630) 834-4640 fax
www.umcelmhurst.org

Rev. Dr. Norma Lee Barnhart, Pastor
(630) 834-2440, Ext. 101
normalee.barnhart@umcelmhurst.org

Jan Martin, Church Administrator
(630) 834-2440, Ext. 100
jan.martin@umcelmhurst.org

Norma Mosher, Organist
(630) 279-1737
nmosher1@comcast.net

DuPage County Clerk

Jack T. Knuepfer Admin. Building
421 N. County Farm Road
Wheaton, IL 60187
(630) 407-5500
www.dupageco.org/countyclerk

Elmhurst Area Florists

Phillips Flowers & Gifts
526 Spring Road
Elmhurst, IL 60126
(630) 719-5200 or 1-800-FLORALS
www.phillips-flowers.com

Carousel Florist
527 S. York Road
Elmhurst, IL 60126
(888) 888-5650 or (630) 834-7039
www.carousel-florist.com

WEDDING INFORMATION FORM

Bride's Name:

Address: _____
City, State, ZIP: _____
E-mail: _____
Phone: _____

Groom's Name:

Address: _____
City, State, ZIP: _____
E-mail: _____
Phone: _____

WEDDING DATE

Rehearsal Date: _____ Time: _____

GUEST PASTOR INFORMATION

Name: _____
Church: _____
Address: _____
E-mail: _____
Phone: _____

MUSIC REQUESTS

CONTACT INFORMATION FOLLOWING WEDDING

Married Names: _____
Street: _____
City, State, ZIP: _____
E-mail(s): _____

I have read these wedding guidelines and agree to abide by them.

Signed: _____ Date: _____