

WEDDING GUIDELINES

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

(revised 7-26-11)



Congratulations on your engagement! We are looking forward to helping you to prepare for your wedding day and your new life together. Your wedding is the culmination of the richest and happiest period of time you should have experienced to this point in your life. This begins one of the most lasting relationships you will ever have ... your marriage.

Our main concern is that your wedding 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 your wedding. *The bride and groom and/or their families will be responsible to see that these principles are followed.*

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

Wedding Ceremony

When you come to First United Methodist Church of Elmhurst to request a wedding service, you are indicating your belief that marriage is a holy relationship for life, and that 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

- **Weddings should be scheduled as early as possible with the church administrator and pastor, and no less than 6-12 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 a feel for the space. Worship services are at 8:15 a.m. and 10:30 a.m. Sunday mornings. We encourage couples to attend worship together.
- The Wedding Contract (page 7) 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.

Guest Officiants

In select cases, it may be permissible for a guest pastor to officiate or co-officiate at a wedding at First United Methodist Church of Elmhurst. All guest officiants must be approved by the clergy of First 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 6. 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 pastor.

Wedding Donations

Members
\$1,200

Non-Members
\$1,700

- A \$100 non-refundable Security Deposit is due with the wedding contract (page 7) in order to reserve the date on the church calendar. This deposit will go towards the total.
- Wedding costs include the security deposit, building usage and set-up, pre-wedding counseling and assessment, pastor appointments, pastor honorarium, wedding assistant at rehearsal and wedding, wedding management, organist consultation and custodial services.
- Remaining fees (monies) may be included into one check, made payable to First United Methodist Church. This payment is due a minimum of 30 days before the wedding. All monies are cared for through the church office administrator.

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 on the evening before the wedding, at a time arranged by the couple and pastor.

- The rehearsal should last approximately one hour. Please encourage members of the wedding party to be prompt and allow enough time for rush hour traffic.
- In most cases, the pastor will have met with the couple to plan the service. This prior planning ensures that the rehearsal proceeds quickly and in an orderly fashion.

- The following should be present for the rehearsal - Best Man, Matron/Maid of Honor, bridesmaids, groomsmen, flower girls, ring bearers, etc.), 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 pastor. In addition, other items the couple wishes to leave at the church may also be brought to the rehearsal (unity candle, guest book, decorations).

Wedding Photography

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. The stairs to the balcony are across from the church offices. The balcony will be behind you.
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 the staged photo session following the wedding for pictures of the wedding party.

Videotaping

Videotaping is welcomed and may be done only from the balcony. No floodlighting or extra lighting of any kind is allowed.

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, requires only a minimum of decoration for a beautiful setting. It is the couple's responsibility to inform their florist of the 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. 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, which you will be shown on your tour. Flowers need to be placed where there will be no water damage or other stains. Floral arrangements may not be placed on the grand piano or communion table.
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 with the pastor.

Wedding Bulletin

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

Marriage Preparation and Assessment

Pre-wedding counseling is an important part of any wedding preparation. Each couple is required to participate in a program of preparation, normally three to five meetings with the pastor, that includes completing a marriage counseling assessment. This will be one of the most important things you will ever do in life. Preparation is essential.

The final meetings will be used to design the wedding service and may be completed by electronic mail. Please contact Dr. Norma Lee Barnhart directly to arrange this schedule.

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 marriage license shall be presented to the pastor at the rehearsal.

Following the wedding, a signed copy of the marriage certificate 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.

WEDDING DIRECTORY

First United Methodist Church of Elmhurst

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

CONTRACT FOR THE SACRAMENT OF MARRIAGE

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: _____

WEDDING PARTY

Parents of the Bride: _____
Parents of the Groom: _____
Number of Bridesmaids: _____ Groomsmen: _____
Flower Girl/Ring Bearer: _____

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: _____