

Wedding Ministry

of Douglas Avenue United Methodist Church

THE WEDDING MINISTRY of DOUGLAS AVENUE UNITED METHODIST CHURCH



A Word from the Pastor and Congregation

We are happy that you are planning to celebrate one of life's high and holy moments at Douglas Avenue United Methodist Church. We want to help you make your wedding ceremony beautiful and deeply meaningful.

There are practices and procedures we have found helpful or necessary through the years which we have adopted as the policy for wedding in our church. They are found in this booklet.

As you go through this booklet you may have questions or there may be details you haven't thought about yet. That's ok! Fill out as much as you can and we can discuss the rest. This is an exciting time in your life! We are glad we get to be a part of it!

May This Season of Planning and Celebration be a Blessing to you!

Rev. Julia Melgreen, Lead Pastor

Rev. Margaret Ann Jessup, Associate Pastor

The Pastor

A Pastor of Douglas Avenue United Methodist Church will be responsible for all aspects of the wedding. Other clergy may assist the DAUMC Pastor. Other clergy may conduct a wedding service at Douglas Avenue solely at the written invitation of a Pastor of DAUMC. Should other clergy officiate, the couple is still encouraged to schedule a meeting with the Douglas Avenue Pastor to discuss the wedding, take a tour of the building, and agree to the church's wedding policies. If you desire to invite the pastor to the rehearsal dinner and/or wedding, please do so in advance of the rehearsal night.

The Couple

The people of Douglas Avenue UMC believe that preparing for a wedding is only important if the couple is also preparing for a long-lasting and fulfilling marriage. Therefore, all couples wishing to be married at Douglas Avenue UMC must participate in three pre-marital meetings. The first meeting is Introductory/Explanatory. The second meeting is Marriage: Best Practices. The final meeting is to finish any discussion remaining and to go over details. This final meeting takes place the week of the wedding. All meetings are the responsibility of the couple to arrange. In addition, couples are encouraged to be regular participants in worship in the six months preceding their wedding celebration.

The Sanctuary

Based on our usage and experience, we ask for your observance of the following:

1. The Cross on the Altar is the focus of worship. It may not be removed from the altar.
2. Altar vases have inner liners which may be taken to the florist for filling. Please coordinate with Carol Herren, Office Administrator, before taking the liners.
3. There are two candelabras available for wedding use. The fee is \$14 which purchases the candles.
4. A Unity Candle, Sand Ceremony or other are supplied by the Couple.
5. The aisle is 50'8" long. An aisle runner may be rented or purchased by the Couple, but it is strongly discouraged.
6. Please do not damage the wooden pews with thumbtacks, pins, masking tape or duct tape.
7. The aisle is narrow, so it is suggested that aisle decorations be kept to a minimum.
8. Birdseed, rice, confetti, bubbles, etc. may not be thrown or blown inside the church.
9. Flower petals should be picked up by the wedding party prior to pictures after the service. Flower girls and Ring Bearers usually love to do this!
10. The Sanctuary can seat 225 comfortably, with an additional 30 in the balcony, if needed.

Music

Our organist, Janet Schmidt, oversees all use of the organ. She is fantastic! If you want organ music, you will need to speak to Janet first to coordinate all details. **It is your responsibility to speak to her** about her availability and the music for your ceremony. If she is unavailable, she will help you find another organist.

It is not required that you have an organist. You may arrange your own pianist or other instrumentalist. Vocalists are also welcome to be part of the ceremony. All music must be approved by the organist. You may contact the church office to get Janet Schmidt's phone number. The church's number is 546-4631.

Other musicians are welcome to participate in your service. It is helpful if they can attend rehearsal. CDs and Videos can be played in our sanctuary, but must be turned in one week prior to the wedding.

Wedding Bulletins

You are responsible for creating and printing your own bulletins. The pastor can show you some samples and give you direction on the order of the service.

Photography/Videography

We want you to have beautiful pictures of your ceremony and will work with your photographer to make this happen! We also want the ceremony to be holy and to be without distractions. In keeping with these goals we suggest the following:

1. People attending the wedding will be instructed to NOT take pictures during the ceremony.
2. The photographer will introduce him/herself to the pastor and discuss photography protocol for the ceremony.
3. Videographers must be set up and stationary during the ceremony (i.e., no walking around).

Soundboard

It is required that a person be hired to run the soundboard for the rehearsal and the ceremony. This person will be your contact for all things audio/visual. See the Fees page for details.

The Rehearsal

The wedding rehearsal is usually held the night before the wedding day, although circumstances may require other arrangements. The rehearsal will take about 75 minutes (one hour and 15 minutes). All members of the wedding party, parents, musicians and ushers should be present for rehearsal. It is helpful if everyone is ready to start the rehearsal on time.

The Marriage License

Please bring your marriage license and any outstanding payments to the rehearsal.

Alcohol and Tobacco

It is the Bride and Groom's responsibility to let the wedding party and guests know that alcohol and tobacco use are prohibited in the building or on the campus of Douglas Avenue UMC.

Custodial Service

It is a requirement that a custodian be present on the day of the wedding. The custodian will open the building three hours prior to the ceremony start time. See the Fees page for details.

A Summary of Fees (All Fees are the same for members and non-members.)

Calendaring Fee _____ \$50

To reserve the building for the weekend of your wedding, a non-refundable deposit of \$50 is required. Please pay this to the Office Administrator as soon as you have had an Introductory Meeting with the Pastor. Dates will be temporarily reserved until the Couple and the Pastor have had a chance to meet.

Other Fees

Pastor _____ \$300

Sanctuary Rental _____ \$300

Organist _____ \$150

Soundboard _____ \$150

Custodian _____ \$150

If you need the church opened more than three hours ahead of the ceremony, the fee is \$10/hour.

Candelabra _____ \$ 14

Building Use

Couples may use the Sanctuary and Dressing Rooms. Building Use for a wedding does NOT include the Education Building, including the Nursery.

Church items that are available for Wedding Use upon Request:

- Candelabras (\$14)
- Brass Vases with Liners for altar flowers
- Podiums for Guest Books are available
- Gift Tables

Clean Up

Please assign someone to make a final clean sweep of the dressing rooms prior to leaving the building. This person will clear out all personal items and put all trash in trash containers.

Agreement for Wedding

We have read the information on all these pages and agree to abide by the church's wedding policies.

Bride: _____ Date: _____

Groom: _____ Date: _____

I have discussed the church's wedding policy with this Couple and am delighted to offer them the services the church has to offer!

Pastor: _____ Date: _____

For Pastor & Office Use:

Calendaring Fee (\$50) Paid _____ Date: _____

Wedding Booklet Given _____ Date: _____

Sample Service Booklet Given _____ Date: _____

Counseling Sessions:

Introductory Meeting _____ Date: _____

Marriage: Best Practices and Issues: _____ Date: _____

Final Details (week of wedding): _____ Date: _____

Additional Notes:

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Wedding Details

Rehearsal Date and Time: _____

Wedding Date and Time: _____

Location (circle one, please): Sanctuary (seats 280) Chapel (seats 40) Off-site

If Off-Site: Address and Phone Number of Location _____

Number of guests expected _____ Wedding Colors _____

If Guest Pastor: Name, Phone number and email address _____

Bride's Information

Name _____

Address _____

City & Zip _____

Cell Phone _____

Email _____

Age _____ Date of Birth _____

Church Affiliation _____

Previous Marriages? _____ How Many? _____

Occupation _____

Employer _____

Groom's Information

Name _____

Address _____

City & Zip _____

Cell Phone _____

Email _____

Age _____ Date of Birth _____

Church Affiliation _____

Previous Marriages? _____ How Many? _____

Occupation _____

Employer _____

Address of Couple after the Wedding _____

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Bride's

Family

Groom's Family

Please list Parent's and/or Stepparent's Names

Please list Grandparents who will be attending:

Please list Siblings and their ages, if youth

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Please list Siblings and their ages, if youth

Wedding Attendants (these people should be at rehearsal)

Maid/Matron of Honor _____

Bridesmaid _____

Bridesmaid _____

Bridesmaid _____

Bridesmaid _____

Bridesmaid _____

Jr. Bridesmaid _____

Flower Girl _____

Best Man _____

Groomsman _____

Groomsman _____

Groomsman _____

Groomsman _____

Groomsman _____

Jr. Groomsman _____

Ring Bearer _____

Other Members of the Wedding Party (ushers, flower girls, ring bearers should be at rehearsal)

Usher _____

Usher _____

Guest Book Attendants _____

Other _____

Usher _____

Usher _____

Wedding Procession

Will there be Grandparents entering as part of the Procession? _____

Who will escort the Mother of the Groom? _____

Will the Mothers/Parents be lighting a Family Candle for the Unity Candle Ceremony? _____

How will the Wedding Party enter? (*please circle*) Together down the aisle Bride's attendants only

Who will escort the Bride down the aisle? _____

The Order for the Procession is as Follows:

Grandparents of the Groom & Usher _____

Grandparents of the Bride & Usher: _____

Parents of the Groom & Usher: _____

Mother of the Bride & Usher: _____

Attendant/Couple #1: _____

Attendant/Couple #2: _____

Attendant/Couple #3: _____

(Additional Attendants/Couples): _____

Maid/Matron of Honor/Best Man: _____

Ring Bearer: _____

Flower Girl: _____

Bride and Father/Escort: _____

The Ceremony (*please circle your answers*)

Will you be lighting a Unity Candle? Yes No

Will you be having a Sand Ceremony? Yes No

Will you be giving roses to the moms Yes No

Are you creating a Blended Family Yes No

If yes, how are the children being included in the ceremony?

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Rings

Is this a double-ring ceremony? Yes No
(A double-ring ceremony is one in which both the Bride and Groom give and receive rings.)

Scripture

Do you have a Scripture passage selected? Yes No
If yes, what is it? _____

If no, the pastor can help you out! You can also look online, for example:
<https://apracticalwedding.com/wedding-readings-bible-verses-about-love/>

Music and Video

Do you plan on having organ music in your wedding? Yes No
Are there other instruments or groups who will be playing? Yes No
Will there be vocalists or special music? Yes No
Will you be bringing a CD with music on it to be played? Yes No
Are you going to want to have any video played on our screen? Yes No

Recessional

Will the Bride and Groom usher guests out of the Sanctuary? Yes No
Will there be a receiving line? Yes No
Will the guests be throwing or releasing anything? Yes No
If yes, what? _____

Remember: nothing can be thrown or released inside the church.

Is there a limousine? Yes No

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Pictures

Will there be a professional photographer?

Yes

No

Name _____

Will there be a professional videographer?

Yes

No

Name _____

When will pictures be taken?

Before the Ceremony? _____

After the Ceremony? _____

Before AND after the Ceremony _____

If before the ceremony, what time will you begin? _____

(The church will be opened three hours before your ceremony. If you need additional time, there will be an additional fee).

Clean-Up

Who will your Clean Sweep person be? _____

Should you forget items at the church, they will be held in the church office for pick up.