

The Wedding Ministry

of

Douglas Avenue United Methodist Church

501 S. Douglas Avenue

Springfield, IL 62704

217-546-4631 daumc@douglasavenue.org



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 weddings 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, and we are honored we get to be a part of it.

May This Season of Planning and Celebration be a Blessing to You!
Rev. Meredith Manning Brown, Lead Pastor (she/her/hers)

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 UMC 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 *at least* four pre-marital meetings. The first meeting is Introductory/Explanatory. The second and third meetings are Marriage: Best Practices. The final meeting is to finish any discussion remaining and to go over details.

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, please observe 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 Jesse Kleinschmidt, 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 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 Child(ren) and Ring Bearer(s) 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 instrumentalists. 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 (217) 546-4631.

Other musicians are welcome to participate in your service, and they should attend the rehearsal if at all possible. 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 themselves 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 Couple'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 is 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 time 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.

Partner A: _____ Date: _____

Partner B: _____ Date: _____

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

Pastor: _____ Date: _____

For Pastor & Office Use:

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

Wedding Booklet Given: _____ Date: _____

Sample Service Booklet Given: _____ Date: _____

Counseling Sessions:

Introductory Meeting: _____ Date: _____

Marriage:

Best Practices and Issues: _____ Date: _____

Best Practices and Issues: _____ Date: _____

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

Additional Notes:

Wedding Details

Rehearsal Date and Time: _____

Wedding Date and Time: _____

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

If Off-Site: Address and Phone Number of Location

Number of guests expected: _____ Wedding Colors: _____

If Guest Pastor:

Name: _____

Phone number: _____

Email address: _____

Partner A - Information

Name: _____

Address: _____

City/Zip: _____

Cell Phone: _____

Email: _____

Age: _____ DOB: _____

Church Affiliation: _____

Previous Marriages: _____ How Many: _____

Occupation: _____

Employer: _____

Partner B - Information

Name: _____

Address: _____

City/Zip: _____

Cell Phone: _____

Email: _____

Age: _____ DOB: _____

Church Affiliation: _____

Previous Marriages: _____ How Many: _____

Occupation: _____

Employer: _____

Address of Couple after the Wedding:

Partner A - 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

Partner B - 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

Wedding Attendants *(these people should be at rehearsal)*

Person of Honor: _____

Attendant: _____

Attendant: _____

Attendant: _____

Attendant: _____

Attendant: _____

Jr. Attendant: _____

Flower Child(ren): _____

Person of Honor: _____

Attendant: _____

Attendant: _____

Attendant: _____

Attendant: _____

Attendant: _____

Jr. Attendant: _____

Ring Bearer(s): _____

Other Members of the Wedding Party *(ushers, flower child, ring bearer should be at rehearsal)*

Usher: _____

Usher: _____

Guest Book Attendants: _____

Other: _____

Usher: _____

Usher: _____

Wedding Procession

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

Will there be special escorts for them? _____

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

Will there be special escorts for them? _____

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

How will the Wedding Party enter? (*please circle*) Together down the aisle Attendants separately

Will anyone escort either Partner down the aisle; and who will do that? _____

The Order for the Procession is as Follows:

Grandparents & Usher: _____

Grandparents & Usher: _____

Parents & Usher: _____

Parents & Usher: _____

Attendant/Couple #1: _____

Attendant/Couple #2: _____

Attendant/Couple #3: _____

Additional Attendants/Couples: _____

Person(s) of Honor: _____

Ring Bearer(s): _____

Flower Child (s): _____

Partner A and/or B, with Escort(s): _____

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 Parents/Others? Yes No

Are you creating a Blended Family? Yes No

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

Rings

Is this a double-ring ceremony? Yes No

A double-ring ceremony is one in which both Partner A & B give and receive rings.

Scripture

Do you have a Scripture passage selected? Yes No

If yes, what is it?

*If not, 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 Newlyweds 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

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.

Other Information