

First United Methodist Church of Northville

Wedding Policy



Wedding Policies for First United Methodist Church of Northville

A pastor from First United Methodist Church of Northville will officiate at all weddings.

- **The couple must meet with a pastor of FUMC Northville before a wedding date can be confirmed on our calendar.** A Wedding Date Request Form is found on our church website. This form is to be filled out and submitted to begin the process of setting up the wedding. Once the form has been received and we have verified that the date is not already booked, our wedding coordinator will contact the couple to set up this initial meeting.
- Couples must meet with the Pastor officiating their wedding for three Pre-Marital Counseling Sessions. These meetings will be set up once an initial meeting with the Pastor and confirmation of the wedding date has occurred.
- Member and Non-member weddings are welcome at First United Methodist Church of Northville. Non-member couples are encouraged to attend worship prior to their wedding so they are familiar with the sanctuary and clergy, and it is our hope that they will continue to worship with us regularly.
- Multiple weddings may be scheduled on a given day. We require that there be at least four hours between start times.

Wedding Coordinator

A Wedding Coordinator from First United Methodist Church of Northville will coordinate all weddings and rehearsals.

- Our wedding coordinator will help the couple with the many decisions that need to be made to make their day special. Once the couple has filled out the Wedding Date Request Form our wedding coordinator will contact them to set up the initial meeting with the pastor.
- Once a wedding date has been confirmed and the initial meeting with the pastor has occurred, there are several forms that our wedding coordinator will need. These forms can be found on our website. Our wedding coordinator will contact the couple to set up a meeting to go over the wedding forms and answer any of their questions.
- Our wedding coordinator will be present at the wedding rehearsal and on the wedding day to assist the couple and their wedding party.
- Our wedding coordinator is also available to consult with the photographer and/or florist concerning church policies if needed. They will also insure that all wedding fees have been paid.
- If the couple hires another wedding consultant to help plan their wedding and reception, that consultant will have no function at the church. Our wedding coordinator will be here to assist the couple when they are in our building.

Pictures & Videos

We know how important it is to have pictures and videos of a couple's wedding day. We ask that couples remember that the Wedding Ceremony is a sacred and religious service and treated it as such.

- For pictures taken prior to the wedding, the photographer should not be at the church more than 2 hours before the wedding time.
- Pre-ceremony pictures in the Sanctuary must be finished 1 hour before the wedding.
- Photographers are permitted at the back of the Sanctuary (behind all guests). During the processional they may be 5 pews from the front of the Sanctuary. This is the only time they are permitted in front of the guests and wedding party. At all other times during the ceremony; photographers and videographers must be out of sight and may not move around or cause distraction during the service. NO FLASH photography or additional lighting is allowed during the ceremony.
- Photographers and videographers must check with the wedding coordinator before the ceremony begins for specific placement and positioning of their equipment during the ceremony.

Marriage Licenses

It is the couple's responsibility to obtain a marriage license. Marriage licenses are obtained from the County Clerk's office. The couple is to contact their county clerk's office for required paperwork.

- Please bring your marriage license (in person) to the Wedding Coordinator three business days before the wedding. Do not send your license through the mail.
- Once the Wedding Ceremony is complete and the license is signed and witnessed the Wedding Coordinator will mail two copies to the County Clerk's office. One copy will be given to the couple.

Wedding Rehearsal

- Your rehearsal must begin on time. We allow one hour for the rehearsal. Please schedule your dinner to follow the rehearsal.
- Our Wedding Coordinator and the officiating Pastor will be present at the wedding rehearsal. The Wedding Coordinator and officiating Pastor will guide the couple and the wedding party through the rehearsal.

The Wedding Day

- We expect that all weddings will start on time.
- Plan to be at the church approximately two hours before the wedding. Our Wedding Coordinator will confirm the Wedding Party's arrival time, prior to the wedding day.

- The couple will be assigned separate room at the church to dress or prepare for the wedding. These rooms will be open and ready for use two hours prior to the wedding. No other rooms in the church may be used unless prior arrangements have been made.
- Please designate someone to be responsible for all of the wedding party's personal belongings. The church is not responsible for items left unattended before, during, or after the rehearsal or the wedding.

Our Sanctuary

- Our Sanctuary seats 350 guests.
- There are 15 pews on each side of the main aisle.
- Flowers are permitted on the altar and railings behind the altar.
- Candelabras are available for an extra fee. (see fee page)
- Bows and flowers can be fastened to the candelabras with ribbon or soft wire. (NO TAPE)
- Bows and flowers can be fastened to the pew using elastic or ribbon. (NO TAPE)
- We do not permit aisle runners for safety reasons.
- The Sanctuary is air-conditioned.

Additional Important Notes

- Prior to both the wedding rehearsal and the wedding ceremony, it is expected that the wedding party will abstain from drinking alcoholic beverages.
- No alcoholic beverages or illegal drugs are ever allowed on church property.
- No smoking is allowed anywhere in the building.
- No birdseed or rice may be thrown inside or outside of the church. Blowing bubbles is acceptable, but must take place outside of the church.
- No flash pictures are allowed by guests during the ceremony. It is the responsibility of the wedding couple to assist in making this known to the guests.
- All wedding bulletins must include the following statement: "It is the church's policy that no flash photography may be taken during the ceremony."
- The church has the right to schedule other activities in the church building before, during, or after the wedding rehearsal or wedding ceremony.

Music

The Organist and the officiating Pastor will determine which music is appropriate for the service. While secular music is permitted, themes and lyrics must be suitable for a sacred setting. All music must be approved by the Organist prior to the service.

- The Organist on staff at FUMC will serve as the organist for all weddings, subject to his/her availability. If he/she is not available, he/she will be responsible for finding a substitute organist.
- The Organist will determine whether or not a special request related to music can be met and whether or not additional fees apply. Special requests should be submitted in writing (e-mail is okay) to the organist.
- Contact the Organist at least six weeks prior to your wedding to discuss all aspects of your wedding music.
- No photocopies of copyrighted music may be used, as it is illegal to reproduce it.

Organist Fee:

\$225

This fee includes:

- Consultation with the couple to select service music
- Prelude music beginning 15 minutes before the start of the wedding
- Musical selection for candle lighting / ushers / parents' entrance
- Musical selection for wedding party processional
- Musical selection for processional
- Congregational hymns
- Musical selection for lighting of the unity candle
- Musical selection for recessional
- Postlude music while guests exit the sanctuary

Additional Fees:

- \$50 = Attending the wedding rehearsal (Normally, the Organist does not need to attend.)
- \$25 = Rehearsing with a soloist = for up to 2 songs and up to ½ hour rehearsal
- Additional service music beyond what is included = \$10 per piece

Additional fees may apply for other potential requests not covered above.

Soloists, substitute organist, and other separately contracted musicians can set their own fees.

Sound Tech

A Sound Tech will be necessary for all weddings with 30 or more guests. The sound tech does not attend the rehearsal. The Sound Tech fees are as follows.

- \$75 Fee
- An additional \$50 fee will be added if the Sound Tech is needed at the rehearsal.

Wedding Fees

Deposits are due when the couple’s wedding date has been confirmed.

All fees are due three business days before the wedding, along with the marriage license. These fees are paid directly to the persons performing the services (Pastor, Organist, Wedding Coordinator, Sound Tech and Soloist), and should be given to the Wedding Coordinator to distribute. The Wedding Coordinator will contact the couple with these names one month before the wedding.

Members Charges:

- \$50 Deposit* (non refundable)
- \$150 Building Use and Custodial Service
- \$250 Honorarium to the Pastor
- \$225 Organist **
- \$125 Wedding Coordinator
- \$75 Sound Tech
- \$25 Candelabra (if requested)

Non-Member Charges:

- \$100 Deposit* (non refundable)
- \$400 Building Use and Custodial Service
- \$250 Honorarium to the Pastor
- \$225 Organist**
- \$125 Wedding Coordinator
- \$75 Sound Tech
- \$25 Candelabra (if requested)

*Deposit is applied to Building Use and Custodial Service fee.

**Other fees may apply. Check the Music Policies page.

We have read and understand the Wedding Policies and Wedding Fees for First United Methodist Church of Northville and we have a received a copy for our records.

Signature Date

Signature Date

Witnessed:

Signature - Wedding Coordinator Date