



Hubbard United Methodist Church

Getting Married?



Dear Couple:

We are delighted to share our ministries with you through the event of your wedding. Weddings at Hubbard United Methodist Church (HUMC) are Christian worship services, with a focus upon God and you and your partner as you express your vows to each other before God. This can be done well in many styles of wedding, whether it is a service that is very simple and small or large and more complex. Matters of music, ritual, attendants, and other elaborations will be planned by you and your partner in consultation with your Pastor and the Wedding Coordinator. Please refer to this handbook as you plan each stage of your wedding.

Of course, preparation for marriage involves much more than the details of the ceremony. Your Pastor will also be counseling and praying with you in order that you have every advantage possible in forming a strong, lasting, and Christ-centered marriage.

May you love and cherish each other throughout your lives together.

How to Schedule a Wedding at HUMC

1. Complete the Wedding Checklist. If your answer to all questions is YES, then proceed to step 2
2. Contact our Wedding Coordinator Andrea Otto (dreaotto@aol.com or 320-212-2958) to discuss the availability of the building, Pastor, and other people involved in accommodating your requested wedding date. If everything checks out, she will direct you to Step 3.
3. Complete the “Request to Schedule a Wedding at Hubbard United Methodist Church.”
4. Submit the completed form (both pages, including times for the rehearsal and wedding ceremony) and deposit to the church office. The Wedding Coordinator will review the request, confirm the request with the Pastor and church calendar, and then contact you to confirm that your wedding is booked. Weddings are not scheduled until these three steps are completed.

Once your wedding has been scheduled, your Pastor will contact you to initiate the premarital counseling process and the Wedding Coordinator will contact you to arrange a meeting to discuss the details of your wedding.

Request to Schedule a Wedding at HUMC

Wedding Date: _____ Day: _____ Time*: _____

Rehearsal Date: _____ Day: _____ Time: _____

Have you completed the Wedding Checklist? (Please attach completed checklist)

Bride's Name: _____

Nickname: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Business Phone _____

Cell Phone: _____ E-Mail _____

Do you currently worship with or belong to a church? If so, where? _____

Bride's Parents Name: _____

Groom's Name: _____

Nickname: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Business Phone _____

Cell Phone: _____ E-Mail _____

Do you currently worship with or belong to a church? If so, where? _____

Groom's Parents Name: _____

Do you prefer a particular CRUMC Pastor to officiate at your wedding?: _____

Are there any other clergy persons you would like to participate?: _____

Do you prefer a particular Wedding Coordinator to help with your wedding?: _____

Are you or any of your parents a member of this church? No Yes (explain) _____

How many people do you expect to attend your wedding ceremony? _____

Location of wedding: HUMC Sanctuary (max 200)

Are you planning on hosting your reception at the church?: No Yes

If so, how many guests are you expecting at the reception (max 200)? _____

What, if anything, is unique about your ceremony that you'd like to discuss at this time?

Why did you decide to request a wedding at HUMC?

* * * Please remember that your wedding date is not booked until you have received confirmation of that from the Wedding Coordinator.

God bless you in this important time of preparation for your marriage!

Office Use Only

Deposit made: \$ _____ Date: _____ Pay method: _____

HUMC Sanctuary Wedding Fee Planning

Sanctuary Wedding Services: \$600.00

These services and individuals are required to perform a wedding service held in the sanctuary at Hubbard United Methodist Church

- Pastor \$200.00
- Wedding Coordinator \$150.00
- Audio-Visual Technician \$75.00
- Custodians \$75.00
- Building Use \$100.00

This fee includes an optional \$200 honorarium for the Pastor. If you'd like to change that amount, please discuss this with the Wedding Coordinator.

Optional Services Provided by HUMC

- Pianist/Organist \$100.00
- Vocalist(s) \$100.00 per person
- Reception Hall, Coordinator & Custodian \$200.00
- Pastor (if non-member) \$300.00

Wedding Service \$ _____

Additional Services \$ _____

(-) \$200 Deposit \$ _____ **(\$100 nonrefundable*)**

Balance Due \$ _____ **(Due by two weeks prior to the wedding)**

**\$100 of the deposit will be refunded if cancellation is made prior to one month before the wedding.*

Wedding Guidelines

Please observe the following guidelines when planning your wedding:

Scripture

Weddings are services of Christian worship. All wedding ceremonies will include the reading of at least one Bible passage that is related to the wedding ceremony (most couples choose two). Sample Bible passages are included at the back of this handbook.

Message

All wedding ceremonies will include a brief reflection (sermon) on the bible passage. These messages are personalized for the bride and groom and usually last about 5-7 minutes.

Vows

All wedding ceremonies will include an exchange of vows between partners. While most couples choose to use the traditional marriage vows (included in this handbook), others choose to write their own vows. All vows should acknowledge that the covenant is made before God. The Pastor must approve all vows and the wedding program no later than one week prior to the wedding ceremony and before the wedding programs are printed.

Premarital Counseling

All couples are required to complete a Premarital Inventory, which allows the Pastor to structure a conversation with the couple regarding their prospective marriage. This is NOT a test to determine whether you may be married. Rather, its purpose is to help you and the Pastor better understand the expectations, strengths, and growth areas you bring to the marriage. The survey is normally taken online. If you do not have access to a computer, arrangements can be made to use a computer at the church. After the inventory is tabulated, the Pastor will contact you to schedule a counseling meeting. Depending on the outcome of this meeting, some couples choose to schedule additional sessions to strengthen their communication and conflict resolution skills, resolve money issues, and the like, but these additional sessions are not required.

Wedding Coordinator

The Wedding Coordinator will arrange the details at our church and will assist you and answer any questions prior to your wedding. It is the policy of the church that all couples use our Wedding Coordinator. The Wedding Coordinator will coordinate contacts with HUMC musicians, HUMC Audio-Visual Technicians, and HUMC custodians as well as help you think through the details of your ceremony. The Coordinator will be present at the rehearsal and assist the Pastor. On the day of the

wedding, the Coordinator will unlock/lock the church doors and be available to assist you with building-related issues or questions regarding the ceremony. Please understand that the Wedding Coordinator is not a Wedding Planner and is not available to the same extent.

Music

The marriage service is a Christian worship service and the music should be chosen carefully with this in mind. The church offers the optional services of the staff pianists/organists who are highly skilled professional musicians. The pianists/organists are available to make suggestions and assist in the selection of service music. If desired, the congregation may be invited to join in the singing of hymns or praise songs. You may also choose to bring your own musicians. Please remember that all of the musicians will need sufficient time to practice the wedding music. The Pastor and the Wedding Coordinator must approve all music. If having a live soloist and/or accompanist is not possible, pre-recorded taped/cd music may also be used. The fees for the pianist/organist include playing at the rehearsal, playing the prelude (15-20 minutes before the ceremony), playing during the ceremony itself, and playing the postlude (5-10 minutes following the recessional).

Marriage License

Each couple is responsible for obtaining their wedding license prior to the wedding ceremony. There may be a delay between the date of application and your receipt of the license, so don't put this off! The ceremony cannot be performed without the license and must be signed by the Pastor and their witnesses on the day of wedding. Please bring your marriage license to the rehearsal and give to the Wedding Coordinator to complete.

Wedding Dates

Selecting a date for your wedding involves many people. Dates must be approved by the Pastor and the Wedding Coordinator and coordinated with musicians, Audio-Visual Technicians, and other events on the church calendar. Weddings are not normally scheduled during holiday weekends or on Sundays and no more than one wedding will be scheduled per day. Weddings are not scheduled during the two weeks prior to Christmas, or the two weeks prior to Easter. Churches, musicians, and reception halls are often booked more than a year in advance. In addition, many Pastors must limit the number of weddings they perform each month in order to meet the many other needs of the congregation and community. Please contact us earlier rather than later in the process to get the date you're hoping for.

Wedding Rehearsal & Decorating

It is critical that a rehearsal be held prior to the wedding ceremony. Rehearsals are normally held on Friday evening, or the evening before the wedding day. Rehearsals typically last one hour (6-7 pm is a typical time). The Pastor, Wedding Coordinator, Audio-Visual Technician, and all musicians (if possible) should be present for the rehearsal. All those in the wedding party as well as others participating in the ceremony (readers, parents, etc) are expected to attend. On the evening of the rehearsal, you will have access to the Sanctuary for a maximum of three hours from the agreed upon starting time. Part of that time will be required for the rehearsal (one hour) and the rest for sanctuary decorating (two hours). The agreed upon rehearsal time is the time the rehearsal will begin- please make arrangements with the Wedding Coordinator if you would like to use your decorating time prior to the rehearsal rather than after it.

Wedding Time & Building Access

There may well be other people or groups using the church building prior to and following your wedding. For this reason, on the day of your wedding you may have access to the church building no more than four hours prior to the time of the wedding. If you are having flowers delivered or are coordinating with hairdressers, photographers, etc, please be clear about this time constraint. Because there are often many things happening on weekdays, Wedding ceremonies to be held on weekdays begin no earlier than 7pm.

Wedding Receptions at HUMC

The church offers a fellowship hall that is suitable for receptions. While the church provides tables and chairs suitable to this room, we do not provide catering for the event. All catering must be done from outside venues. HUMC will provide dishes, utensils, and access to kitchen appliances such as the dishwasher, stove, and freezer/refrigerator. An HUMC representative MUST be present at

all times during the reception. One hour of decorating time must be negotiated with the wedding coordinator. Many couples invite the Pastor to join them at the wedding reception. Generally, while the Pastors appreciate the thoughtfulness of your invitation, they will usually decline due to other demands on their time (family, preparation for the Sunday service, etc.).

Communion

Some couples choose to celebrate the Sacrament of Holy Communion during their ceremony. The United Methodist Church opens Holy Communion to all in the congregation. If you desire to do so, please allow sufficient time in your ceremony for all guests to participate.

Alcohol/Drugs

No alcoholic beverages are permitted on the church property (before, during, or after the ceremony). This policy includes the grounds and parking lot outside of the church building. It will be the responsibility of the bride and groom to convey this information to the wedding party and all wedding guests. No rehearsal or wedding will be conducted if any member of the wedding party is under the influence of alcohol or other drugs.

Tobacco

There is no smoking or chewing tobacco in the building, including the bathrooms.

Food/Beverages

Food/beverages are allowed in the dressing rooms and the fellowship hall for the reception. Food and beverages are not allowed in the sanctuary, even during rehearsals.

Rice/Birdseed/Bubbles

Rice, birdseed, bubbles, and the like may be used outside of the building only and must be cleaned up before leaving the church.

Flower Petals

Real flower petals may not be dropped indoors because they stain the carpet. However, you may use artificial flower petals.

Decorations

HUMC offers the following furniture/decorations: Two brass candelabras, a kneeling bench, an altar, and a unity stand. Pedestals are provided in sanctuary for greenery or floral arrangements. Any additional decorating requests may be made with the Wedding Coordinator. Plants placed on the floor or on the flower stands must be placed on a protective covering which will ensure no damage done by the water or soil. Decorations on the pews should be used with extreme care so as to not mar or mark

the furnishings. Please use 3M Command Adhesive hooks for hanging pew bows, flowers etc. No tacks, pins, nails, glue or tape may be used to fasten any decorations to the furniture or building. Simple altar decorations such as a unity candle, memory candle, or small floral arrangement are acceptable, but please remember that the altar is sacred.

Church Banners

Our sanctuary is often decorated with banners appropriate to the church season. These colors, as well as the bible, cross, and altar, will remain in place during the ceremony.

Flowers

If fresh flowers or plants are used, you may choose to take them with you after the ceremony or leave them in the church for the Sunday service. Floral deliveries may be made no earlier than four hours prior to the start of the wedding ceremony. Please don't assume that the church building will be unlocked prior to this.

Cleaning

The family is expected to remove all materials used for decorating and any personal belongings that are used in the sanctuary or chapel and dressing rooms (i.e. cellophane, flower boxes, food, etc.) before leaving the church. Remember, there may be others using the church later that day and on Sunday mornings.

Photography

If there is a photographer and videographer, their work should be coordinated through the Wedding Coordinator. The immediate area where the ceremony will be performed is sacred. Therefore, photographer/videographer is never to enter the immediate circle of the ceremony and should try to limit his or her movement and visibility (stationary cameras may be placed to the side of the chancel prior to the wedding).

Weapons

Weapons of any kind, including firearms, are prohibited from the church building and grounds.

Pets

Pets, with the exception of seeing-eye dogs, may not be brought on the church property or used in the wedding ceremony.

**Typical HUMC Wedding Service
(This may be altered as needed)**

PRELUDE

PROCESSIONAL

GREETING

DECLARATION OF INTENTION

MUSIC

SCRIPTURE READING(S)

(If there is more than one reading, music may come between the readings.)

SERMON

PRAYER

MARRIAGE VOWS

BLESSING OF RINGS

EXCHANGE OF RINGS

DECLARATION OF MARRIAGE

LIGHING OF THE UNITY CANDLE

(Music is usually included here)

BLESSING OF MARRIAGE

THE LORD'S PRAYER

(This can be spoken or sung by a soloist)

DISMISSAL WITH BLESSING

RECESSIONAL

Sample Bible Readings for Weddings

Genesis 1:26-28,31a	The creation of man/woman
Song of Solomon 2:10-14, 16a;8:6-7	Love is strong as death
Isaiah 43:1-7	You are precious in God's eyes
Isaiah 55:10-13	You shall go out in joy
Isaiah 61:10-62:3	Rejoice in the Lord
Isaiah 63:7-9	The steadfast love of the Lord
Romans 12:1-2,9-18	The life of a Christian
1 Corinthians 13	The greatest of these is Love
2 Corinthians 5:14-17	In Christ we are a new creation
Ephesians 2:4-10	God's love for us
Ephesians 4:1-6	Called to the one hope
Ephesians 4:25-5:2	Members one of another
Philippians 2:1-2	The Christ-like spirit
Philippians 4:4-9	Rejoice in the Lord
Colossians 3:12-17	Live in love and thanksgiving
1 John 3:18-24	Love one another
1 John 4:7-16	God is love
Revelation 19:1,5-9a	The wedding feast of the Lamb
Mathew 5:1-10	The Beatitudes
Matthew 7:21,24-27	A house built upon a rock
Matthew 22:35-40	Love, the greatest command
Mark 2:18-22	Joy in Christ as at a wedding
Mark 10:42-45	True greatness
John 2:1-11	The marriage feast
John 15:9-17	Remain in Christ's love

