

# Wedding Policy

First United Methodist Church  
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## WELCOME AND CONGRATULATIONS!

Shelbyville First United Methodist Church (SFUMC) is pleased and honored to offer its Wedding Ministry for the special occasion of holy marriage. We celebrate this time with you as one of the most meaningful experiences of your life as a couple and we stand ready to help and guide you through your wedding preparation. This policy is designed to help lead you toward a joyful, sacred, and worshipful wedding.

The wedding ceremony is a worship service where the bride and groom pledge themselves to one another in the presence of God and begin their marriage with Christ as the foundation. You are to be commended for placing Christ at the Head of your household.

Celebrating your wedding ceremony at SFUMC, or any church, presupposes a faith relationship that does not begin or end with the wedding ceremony. For that reason, we encourage your participation in the life of this or another Christian congregation.

## SCHEDULING YOUR WEDDING

Please contact the church to determine the availability of the facility and the Pastor for your desired wedding date. If your date is available, you will complete the Wedding Application attached to this policy, and return it to SFUMC along with a \$100 security deposit. With the Pastor's approval, and the payment of your \$100 deposit, your wedding will be placed on the church calendar. A copy of your application will be returned to you for your records.

Non-members of First United Methodist Church may schedule their weddings only within six (6) months of their desired wedding date.

If you are having your wedding on-site at SFUMC and after your application has been accepted, you will be assigned a Wedding Coordinator. You will meet with her to discuss with her your planning and ceremony ideas. Your Coordinator is helpful in arrangements concerning decorations, scheduling, seating, processional and recessional, and in many other aspects of preparation for your special day. The Coordinator will be on duty for all wedding rehearsals and weddings which are held on church premises.

If your wedding ceremony will not take place on site at SFMUC, you will not be provided a Wedding Coordinator from the church.

## **PASTORS/OFFICIANTS**

As a rule, one or more of SFUMC's pastors officiate at weddings, or, in the case of guest clergy/officiants, SFUMC pastor(s) participate in the ceremony. Arrangements for guest clergy and exceptions to this rule are determined by the Senior Pastor.

The Pastor expects to spend some time getting to know you as a couple through premarital counseling sessions. During these sessions you will discuss both your wedding day and your marriage relationship. The number of sessions that you will meet is not fixed, but all such meetings must be discussed and scheduled through the Pastor.

## **MARRIAGE LICENSE**

The wedding cannot take place without a valid marriage license. Bring your license to the Pastor at or before the rehearsal so that it may be completed between the rehearsal and the wedding. The church will make a copy of the signed license for church records and then send your completed license to the issuing County Clerk's Office.

## **SFUMC FACILITY POLICIES**

A reasonable time-frame for church occupancy will be allowed for the rehearsal and on the wedding day.

SFUMC is a smoke- and alcohol-free facility. Smoking will not be tolerated in the building, and alcohol use or inebriation will not be tolerated in the building or on church property. Guests and wedding party members who violate this policy will be asked to leave the property and the \$100 deposit will be forfeited.

No birdseed, rice, confetti, congregational candles, glitter, or sparklers may be used anywhere on the church premises, inside or out. You may use bubbles or flower petals outside the building only, except for flower petals down the main aisle.

## **SANCTUARY**

The sanctuary has nineteen (19) long pews on each side of the center aisle, for a total of thirty-eight (38) pews. Each pew is just over sixteen (16) feet long. The sanctuary seats approximately three hundred (300) adults using a comfortable eight (8) adults per pew.

The center aisle is approximately sixty-three (63) feet long. An aisle runner is not required. If you are using an aisle runner, it may be secured at the base of the bottom step at aisle level.

A kneeling bench can be provided for the bridal couple for use during the ceremony.

## **WEDDING COORDINATOR**

The Wedding Coordinator is assigned to assist you in any appropriate way during both the planning and the wedding ceremony, and to ensure that all policies are followed. Your choices in the direction of your ceremony are important, and the Wedding Coordinator may offer suggestions about what works for our particular space. Please feel free to contact her with any questions.

## **WEDDING REHEARSAL**

A rehearsal will be held, customarily the day or evening before the wedding. At the rehearsal, the Pastor and the wedding party will walk through the ceremony at least twice, so that everyone may be prepared for the ceremony. The Pastor will lead the rehearsal.

The marriage license will be given to Pastor at the rehearsal, if it has not already been given, so that the license can be completed for the bride and groom to sign after the wedding ceremony.

## **DRESSING ROOMS**

The bride and her attendants may use the Parlor for their preparation, from the time of the rehearsal until the ceremony. The room has a large, three-sided mirror and restrooms adjacent.

Space on the second floor may be used for the groom and his party. Check with the Wedding Coordinator.

Dressing rooms should be locked during the ceremony. Your Wedding Coordinator and/or the Pastor will have keys. SFUMC is not responsible for lost or stolen articles.

## **FOOD AND DRINK**

Food and (non-alcoholic) drinks are permitted in and outside of the building. Please do not dispose of any liquids in regular trashbags – dispose of liquids in sinks. Food and drink left in the church after the ceremony will be discarded.

## **PERSONAL PROPERTY**

It is the responsibility of the bride and groom to arrange for the care of the property of the wedding party before, during and after the wedding, as well as the removal of their items immediately following the service. All property including hangers, boxes, food, decorations, etc., must be removed from SFUMC before the church is vacated. Please assign this task to a person who is not in the wedding party.

## **DECORATIONS**

No decorations may be placed on the organ or piano. Liturgical decorations used by the Church during Advent, Lent, Christmas or other special Christian seasons may not be removed for weddings.

Decorations may not be wired or taped to the pews or candelabras. Check with your florist or Wedding Coordinator for ways that bows, greenery, flowers, etc. can be attached and displayed.

The wedding party is responsible for removing all decorations from the building after the ceremony, unless arrangements are left for leaving decorations for use in Sunday morning worship. Please give your Wedding Coordinator a name and phone number of someone who can be reached in the event that decorations are left at SFUMC.

Two tall candles are customarily lit on the altar table. If you would like to use a Unity Candle, the Church has a candle holder for this purpose; however, you are responsible for providing the candles.

SFUMC has a pair of seven-candle candelabra which are customarily lit approximately fifteen (15) minutes before the ceremony begins. Congregational candles are not permitted.

SFUMC can provide a wooden registration stand in the main lobby for your guest book. SFUMC does not provide a guest book or pens.

## **MUSIC**

Music and worship shall be planned with the officiating pastor. Musical plans (soloists, instrumentalists, organists/pianists, or recorded music) should not be confirmed until after consulting with the Pastor or Wedding Coordinator who will be able to answer questions and help you make arrangements. Such music as accompanies the ceremony should direct attention to God who sanctifies marriage and care should be taken to assure that the whole ceremony is suitable and reverent.

Costs for musicians are not included in this policy. Musicians' fees are to be separately negotiated between the wedding party and the musician(s). SFUMC may recommend an organist/pianist if you would like.

## **PHOTOGRAPHY**

The purpose of a policy on photography is to preserve the character of the wedding ceremony as a worship service.

Photo flashes, if used, should be directed in a way that does not distract or disrupt the ceremony.

Pictures may be taken during the processional and the recessional, from such a place that does not obstruct the movement of wedding guests or the wedding party. Members of the wedding party should not be stopped in the aisle for picture taking.

Videoring may be done from the balcony, from the back of the church, or remotely from the Chancel. Cameras in the Chancel area should be unobtrusive and concealed as much as possible.

No camera or photographer should obstruct the path of wedding guests or participants.

Your photographer may contact the church for further details as they prepare to document your wedding ceremony.

## **FINANCIAL RESPONSIBILITIES**

All fees assigned by SFUMC are due in full thirty (30) days before the wedding day. Fees excluding the \$100 deposit may be paid all at once or over multiple payments. Please make all checks payable to “First UMC” and turn in all checks to the Pastor, Wedding Coordinator, or Office Manager.

Per above, a \$100 deposit is payable with the return of your completed Wedding Application (attached). After the ceremony, when all fees are paid and there is no damage to the property, \$100 will be returned to you. If you should cancel your wedding at SFUMC, your deposit is non-refundable.

The total cost for weddings at SFUMC is \$825.00, excluding the \$100 deposit described above. This \$825.00 is inclusive of all services provided before, during, and after the wedding ceremony, and includes the use of the building, custodial fees, and SFUMC’s provision of a pastor, a wedding coordinator, and a sound technician. As a reminder, SFUMC’s fees do not include live musicians.

If all deposits and fees are not paid in full by the times stated above, SFUMC may remove your wedding from the church calendar, and notify you in writing of the same.

## **AFTER YOUR APPLICATION IS APPROVED**

Once your wedding has been scheduled on SFUMC’s calendar, you will be notified by phone or email of your approval, and of the name and contact information of your assigned pastor and Wedding Coordinator. A copy of your application will also be returned to you for your records. The Pastor will contact you to arrange your first meeting.

# Wedding Application

Shelbyville First United Methodist Church

Requested Date and Time of Wedding \_\_\_\_\_

Requested Date and Time of Wedding Rehearsal \_\_\_\_\_

Bride's Full Name \_\_\_\_\_

Bride's Contact Information: Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Groom's Full Name \_\_\_\_\_

Groom's Contact Information: Address \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Is the Bride or Groom a member of SFUMC? \_\_\_\_\_

Are any family of the Bride or Groom members of SFUMC? \_\_\_\_\_

If so, name(s) \_\_\_\_\_

Why did you choose to have your wedding at SFUMC? \_\_\_\_\_

\_\_\_\_\_

Approximate Number of Guests \_\_\_\_\_

Date of This Application \_\_\_\_\_

We have read the document attached above and agree to abide by SFUMC's Wedding Policy, including the payment of all deposits and fees, and have included with this application a \$100 deposit to secure our date.

*Signed:*

Bride \_\_\_\_\_ Groom \_\_\_\_\_

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*For office use only*

Date received: \_\_\_\_\_ Deposit paid: \_\_\_\_\_ Date approved: \_\_\_\_\_

Pastor: \_\_\_\_\_ Wedding Coordinator: \_\_\_\_\_