



# Wedding Booklet

*First United Methodist Church*

*1376 Olive Street*

*Eugene, OR 97401*

*541-345-8764*

*Welcome . . .*

*to First United Methodist Church*

We are pleased that you are considering our church for your wedding. We look forward to making this a memorable day for you as well as a solid beginning for your life together.

Weddings are a unique blend of social occasion, family gathering, religious ceremony, and legal contract. Finding the right balance in all this makes the difference between a hectic wedding day and a relaxed and joyful celebration.

We know that you have already put a great deal of thought into your marriage plans. We stand ready to help you as you prepare for this important event in your life. This booklet sets forth the basic policies and guidelines concerning weddings in our church. Take a few minutes to look through these pages.



## ***IMPORTANT CONTACT PERSONS***

## **NOTES**

Pastors:	Debbie Pitney	541-345-8764
	John Pitney	541-345-8764
Office Manager:	Sue Sanderson	541-345-8764
Organist:	Julia Brown	541-345-8764
Wedding Coordinator:	Nina Rogers	541-485-4100
Reception Hostess:	Barbara Garner	541-687-6889

**First United Methodist Church 345-8764**

### ***STEPS TO SCHEDULING YOUR WEDDING:***

- \_\_\_ Read this booklet thoroughly and note questions you may have.
- \_\_\_ Fill out “Wedding Information” and “Wedding Coordinator” forms (in center of this booklet).
- \_\_\_ Submit forms to office manager; make tentative reservation for wedding on church calendar.
- \_\_\_ Pastor will review form and decide if it’s possible to officiate.
- \_\_\_ Read “Your Reception” and contact the “Reception Hostess”.
- \_\_\_ Following pastoral acceptance (phone call), submit deposit; confirm wedding date on church calendar.
- \_\_\_ Make premarital counseling appointment(s) with pastor following confirmation of wedding date.
- \_\_\_ Final balance due two weeks before your wedding.

## NOTES

### *CHURCH SEATING CAPACITY AND AVAILABILITY*

Our Sanctuary (worship center) seats 700 people; the Chapel seats 80 people.

There are two time periods during which First United Methodist Church does not schedule weddings. The first is from December 18 through January 6 of each year. The second time is between Palm Sunday and Easter Sunday.

### *WEDDING REHEARSAL*

The wedding rehearsal generally takes place the day before your wedding. We will rehearse the wedding ceremony, as well as the procession and recession, with you and your wedding party. The pastor and the wedding coordinator will be available for the rehearsal. The rehearsal will take approximately one hour.

### *WEDDING COORDINATOR*

Our Wedding Coordinator is an integral part of your wedding planning. She will work with you in decorating decisions, ushering, candle lighting, and setting the procession. She will be available during the rehearsal and on your wedding day and is happy to answer any of your questions.

### *MARRIAGE LICENSE*

The State of Oregon requires each couple to obtain a valid wedding license to be married. This license may be obtained at any county courthouse in Oregon. Please consult with them for requirements and fees. We ask that the license be delivered to the church the day of your wedding rehearsal.



## *WEDDING SERVICE FEES*

Wedding service fees are listed below. The fees for active members reflect the fact that members support the church through regular giving and service. Wedding fees for non-members are determined by the services rendered.

If you choose to have your reception at First United Methodist and/or need childcare, there are additional fees. Please consult with the office manager in regard to these additional services.

A deposit equal to one half of the wedding fees is required at the time of booking. The balance must be paid at least two weeks in advance of your scheduled date. If for some reason you should need to cancel your wedding, all but \$50 of your deposit will be refunded.

<b>Chapel Wedding</b>	Member*	Non-Member
Chapel	0.00	\$ 200.00
Pastor	0.00	250.00
Organist/Pianist***	\$150.00	200.00
Wedding Coordinator	100.00	100.00
Custodial Services	<u>50.00</u>	<u>50.00</u>
	\$300.00	\$ 800.00
<b>Sanctuary Wedding</b>		
Sanctuary	0.00	\$ 400.00**
Pastor	0.00	250.00
Organist/Pianist***	\$150.00	200.00
Wedding Coordinator	100.00	100.00
Sound Technician	50.00	50.00
Custodian Services	<u>50.00</u>	<u>50.00</u>
	\$350.00	\$ 1050.00

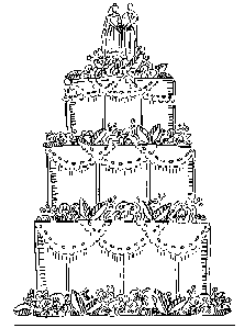
\* Member is defined as active church members and their children.

\*\*Additional fees may be required for Saturday evening weddings if resetting for Sunday services is required.

\*\*\*Additional fees may be charged for an extra rehearsal with soloist.

## *WEDDING RECEPTIONS*

Our United Methodist Women are available to work with you if you plan a reception at the church. Please make contact with the Reception Hostess listed in this booklet. There are additional fees for a reception. Information about having a reception and the fees involved will be provided to you on request.



## *IMPORTANT NOTE*

First United Methodist Church has a No Smoking and No Alcohol policy. There is no smoking allowed in the building or in the courtyards. If you smoke on the sidewalks outside the building, we ask that you step away from the doors and please do not discard cigarette butts on the grounds. Alcohol is not allowed on the church property. We trust that you will honor this policy and will confine either of these activities to another time and place.

## ***CANDLE LIGHTERS***

If you choose to have candles lit during your service, the wedding coordinator will instruct your candle lighters at the rehearsal. The wedding coordinator will extinguish the candles.

## ***DRESSING FOR THE SERVICE***

You are welcome to dress at the church on your wedding day. The wedding coordinator will show you to the appropriate dressing rooms. These rooms will be locked to protect your valuables during the service. Be sure to let the wedding coordinator know if you will be dressing at the church so we can have the building unlocked for you and the wedding party at the appointed time.

## ***PHOTOGRAPHY and VIDEOGRAPHY***

During premarital counseling the pastor will address your wishes on capturing your wedding service on film and/or video. You will be asked when you would like to have photographs of the wedding party taken.

We will gladly supply your photographer with our guidelines including suggestions about discreet, strategic camera locations that have worked well in the past.

## ***SIGNING THE LICENSE***

The officiating pastor will instruct you in signing your wedding license and certificate. All witnesses must be at least 18 years of age. The church will file the necessary copies with the church and state.

## ***PREPARING FOR YOUR WEDDING***

When you come to our church for a wedding, we assume that you desire a Christian wedding. To us that means a service that lifts up the Christian nature of marriage, includes prayer and Scripture reading, and honors the unique qualities that each of you bring as children of God.

## ***OFFICIATING PASTOR***

All weddings at First United Methodist Church are under the direction of our pastors. The decision to perform your wedding is made by the pastor after counseling with you to learn of your background and commitment to Christian marriage. If it is your desire to have a pastor from another church perform or assist at your service, the final decision will be made by our pastors.

## ***PRE-MARITAL COUNSELING***

Our pastors take premarital counseling seriously. There are usually three or four counseling sessions with each couple beginning a minimum of six weeks prior to the wedding.

In preparation for your wedding, it is our expectation that you will attend worship during the time you are in premarital counseling. We understand that circumstances may prevent this from happening, so please feel free to talk to the pastor.

Call the pastor you are working with to make arrangements for counseling appointments. The church office number is 541-345-8764.



## *PLANNING THE WEDDING SERVICE*

We want your wedding to be meaningful to you. During pre-marital counseling we will explore what you would like to include in your service that will celebrate your coming together in marriage.

There are many ways to celebrate the joining of two people. An example is the Service of Christian Marriage found in the United Methodist Hymnal. A copy of this service will be provided to you at your request.

### *MUSIC*

Music is an important part of any wedding. The pastor will work with you in the selection and placement of musical selections in your service.

First United Methodist Church has a talented music staff. All organ and piano music will be provided by our staff musicians unless other arrangements have been made and are pre-approved by the pastor. If you wish to have a soloist perform at your wedding, our organist or pianist will accompany him/her. (The music provided must be written for organ or piano.) Our musician will rehearse with the soloist one time before the wedding rehearsal without additional fees.

A tape of favorite organ music selections used for weddings will be available on request for you to listen to. This may help make your selection process easier.

### *SOUND SYSTEM*

We strongly recommend that you utilize the sound system for a wedding in our sanctuary due to its size and acoustics. A sound technician will be available for the rehearsal and wedding service. The technician will provide and set up the necessary microphones. We would be happy to record your service for you.

## *YOUR WEDDING DAY*

### *DECORATING*

You are free to add your special touches to our Sanctuary, Chapel and Fellowship Hall. The setting is beautiful with or without decoration. Our Wedding Coordinator would be happy to advise you in placement of your decorations and of any restrictions that may apply. Please arrange your decorating schedule with the wedding coordinator so the custodian will be available to open the building.

The church has four candelabra, two tall flower baskets and two floral stands that you may use. In addition, we have wedding paraments for the pulpit and lectern and a wedding banner for the communion table. Bows or floral wreaths are allowed to be placed on the pews; we do ask that you use bow hooks. Please do not use tape.

Unless other arrangements are made, we ask that all decorations be removed immediately following your wedding. Our building is very busy and needs to be ready for the next scheduled service or activity.

Many couples choose to leave the communion table floral arrangement for Sunday worship. If you would like to leave your flowers, please let the church office know so that we may acknowledge your gift in the Sunday bulletin.

### *ATTENDANTS and USHERS*

The wedding coordinator will work with your attendants at the rehearsal on the procession, their positions during the service, and recession. She will also instruct ushers on seating guests for the service.