

METHOD OF FEE PAYMENT

A \$100 Reservation fee is required to reserve your wedding date. The Reservation fee is in addition to the other fees which are listed on the wedding application. We ask that you write one check to cover all of the expenses for your wedding and church reception, if that applies; payments maybe be set up by speaking to the church staff.

Please make your check(s) payable to:
First United Methodist Church.

ALL FEES MUST BE PAID AT LEAST ONE MONTH PRIOR TO THE WEDDING DATE!

REFUND POLICY

Once your reservation fee has been paid to reserve your special day, cancellation, for any reason, will result in a forfeiture of the ENTIRE reservation fee. You will, however; receive any staff fees that have been paid. Cancellation less than one month from the wedding date results in a forfeiture of all fees that have been paid to the church. This policy applies to *cancellations* of weddings to be held in our church and not for *change of dates* for weddings that will remain on our church calendar.



And now these three remain:
FAITH,.....
& HOPE
Love.
..... But the greatest
of these is love.
I Corinthians 13:13

First United Methodist Church

*406 W. Phillip Ave.
Norfolk, NE 68701*

Love is Patient

love is Kind

It does not envy



it does not boast

it is not proud

Corinthians 13:4

Guidelines for Weddings

INTRODUCTION

Welcome to First United Methodist Church. Our church building has been dedicated to the glory of God and we are very pleased to have you use our facilities for your wedding and/or reception. Please review this booklet as you prepare for your special day.

CHURCH INFORMATION

First United Methodist Church Phone: 371-2785
406 W. Phillip Ave. Fax: 371-2783
Norfolk, NE 68701 Office Hours: 8-5 pm M-F
Emails: jbrewer@norfolkumc.org
 tammyb@norfolkumc.org

THE WEDDING DATE

For weddings held in our church, please call the church office regarding the availability of your date before your date is firmly set. There may be occasions when more than one wedding may be scheduled on a given day. A \$100 non-refundable reservation fee is required before your wedding date is placed on the church calendar.

SPECIAL CEREMONY REQUESTS

Please note: Any special requests that alter the traditional wedding ceremony must be approved by the Church Board of Trustees. **Please submit your requests in writing to the Pastor.**

PRE-MARITAL COUNSELING & WEDDING PLANNING

Please plan for at least three sessions of wedding planning and pre-marital counseling with the pastor. It is the bride's responsibility to schedule these sessions and this should be done at least two months prior to the wedding. If distance is a problem, arrangements can be made for pre-marital counseling with another United Methodist Pastor in consultation with our pastors.

INVOLVEMENT OF OUR PASTOR

Although another pastor may be involved in your wedding, the pastor from First United Methodist Church will be in charge of the wedding, and will issue the invitation to any other pastor so that they may participate in the ceremony.

WEDDING RECEPTION INFORMATION

Wesley Hall (\$60) or Fellowship Hall (\$40) may be available for your reception. If you are hiring a caterer, please make sure he/she abides by the guidelines in this booklet. Table covering, paper plates, cups, coffee, flatware etc are the sole responsibility of the wedding party.

The use of the commercial dishwasher, large double electric coffee urns and the stack, convection oven in Wesley Hall is prohibited for your protection as well as our own.

The purchase and preparation of food is the responsibility of the wedding party. We ask that church receptions conclude no later than 10:00 p.m. in order for our church staff to secure the building.

The reception hall set-up, tear-down and clean up is the responsibility of the wedding party.

MEMBERSHIP POLICY

Parish Policy—In order to receive member rates, the bride and/or groom and/or their parents must be an active member of First United Methodist Church. An active member is defined as attending the church one time a month for the past year and actively giving to the Church's general fund for the past two years. Active participants will also be taken into consideration for member rates. It is assumed that members of the parish are already sharing in a portion of the maintenance expenses of the facilities such as lighting, water, heat and air-conditioning expenses. It is encouraged for members to make a donation toward these expenses.

PEW TORCHES

First Church has 16 Pew Torches available on a rental basis. The torches are wooden poles with a single candle and a glass hurricane protector. They may be clamped on any pew as you wish. They rent for \$7.50 per unit and include an 8” candle for each torch.

Pew Torch Guidelines:

1. A \$7.50 rental fee per unit (members & non-members).
2. Let the Wedding Assistant know which pews to attach the Pew Torches to. If you feel the need to move them, please ask the Wedding Assistant or Pastor. If you move them yourself, you accept liability for breakage of any parts of the Pew Torches.
3. You may attach bows, flowers, etc. to the Pew Torches with soft pipe cleaners only. Tape on the poles is not allowed. You are responsible for damage if the florist you hire does not adhere to this guideline.
4. Damage—You or your wedding party are responsible for any damage or breakage. The current cost will be used to establish the replacement fee.

DRESSING ROOMS

There are rooms available in the church for the wedding party dressing. The Wedding Assistant will assist in setting them up for you. The bride and her attendants may use Room 106 or the Library in the first floor wing. The groom and his attendants may use room B-1 in the basement. There are restrooms near each of these areas.

THE REHEARSAL

The wedding rehearsal will last approximately 45 to 60 minutes. It is expected that all wedding participants will be present for the rehearsal. The time and date of your rehearsal should be set on the church calendar when your deposit is paid.

THE WEDDING COORDINATOR (Pastor's Assistant)

First United Methodist Church makes use of a Wedding Assistant to oversee your wedding planning in regard to the use of our church building. The Wedding Assistant is a member of our church and has been trained for this special function. The assistant will unlock the church for you on the day of your wedding and make sure the wedding policies of the churches are followed. The Wedding Assistant, along with the assigned pastor, will be managing your wedding rehearsal to ensure the processional proceeds according to plans. The Assistant will meet with each bride/couple as needed: Initial consultation, rehearsal, and the wedding ceremony.

THE ORGANIST or PIANIST

The organist at First Church is most familiar with our musical instruments and is available to assist in selecting music for your wedding. The church has an organist and several substitutes who will be happy to play for your wedding. If you have someone you wish to have play for your wedding they **must** meet with our church organist to assure that they are familiar with how to play a pipe organ. Please contact Jan Newman at 841-8911.

The basic fee of \$100 listed for the church organist is based on prelude music, postlude music and up to three specials. Any special music over this will be charged at \$25 each.

THE WEDDING MUSIC

When selecting music, please keep in mind that the wedding ceremony is an act of Christian Worship; therefore, music should be chosen for dignity and reverence.

Pre-recorded music may be used. There is a \$50.00 fee for the Sound Technician's service which includes the rehearsal and the wedding. Only our church sound technicians are authorized to use our sound equipment.

If you use a Church Soloist for your event, the fee is \$100 and includes three selections. The list of church soloists is located on your application.

PHOTOGRAPHERS AND VIDEO EQUIPMENT

Most professional photographers will plan their work carefully to avoid any violation of the sacred spirit of the wedding ceremony. There are to be **no flash photographs taken during the ceremony.** Pictures may be taken before or after the ceremony when the wedding party can be re-assembled in appropriate poses. If photographs are taken before the ceremony, **pictures will be completed at least 30 minutes before the wedding is scheduled to begin.**

Couples who desire to video tape their wedding ceremony will need to be careful about disturbing the spirit and mood of the ceremony. The person responsible for operating your video equipment (church equipment is not available) is asked to be present at the wedding rehearsal where they will be advised regarding acceptable video taping locations. At First Church, permission must be granted before trying to tape with a sound hook-up to our sound system.

If you plan to use a PowerPoint presentation as part of your service, there is a \$75.00 fee. The fee is for the technician to run the program and for the costs incurred with running the projector for the program. **You must bring the PowerPoint presentation in .ppt format.**

ALCOHOLIC BEVERAGES AND DRUGS

No alcoholic beverages are to be brought onto the church property. **The pastor reserves the right to refuse to perform a wedding ceremony if any member of the wedding party is obviously intoxicated or abusing drugs.** If the wedding reception is held at the church, there will be no alcoholic beverages dispensed to the wedding guests on church property, including parking lots. **Please remind your attendants of these rules as you are responsible for their observance.**

RICE/WHEAT/GRAIN BAGS

The churches of the parish request you not use rice or bird seed for throwing at your wedding as it may be dangerous when stepped on. We recommend bubbles or bells as a nice environment friendly alternative.

DECORATION OF THE SANCTUARY/CHAPEL

The Sanctuary will be used for large weddings. If you anticipate a smaller wedding of forty or less, you may want to consider the chapel at First Church.

You may decorate the altar but the Bible, the Christ Candle and the other two candles cannot be removed. The altar itself will not be moved.

Live or silk flowers and candles of any color may be arranged in the sanctuary/chapel. The church has; a pair of wrought iron candelabras (you need to provide the candles), a pair of brass candelabras (we provide the candles), brass candle lighters, a kneeling bench, a unity candle holder, a generic unity candle and a table for the guest book. You may bring in any other candle holders and candles. It will also be necessary to place a plastic covering on the carpet under any candelabra that stands on the floor. The plastic coverings are provided by the church.

We request that all pew bows, flowers, etc. be attached to the pews with "pew clips" which the church will provide. Masking tape, fiber tape, etc. is not allowed.

It is expected that you will assign someone to be responsible for removing all decoration from the sanctuary/chapel **immediately** following the ceremony in order for a custodian to prepare for the next use of space.

THE MARRIAGE LICENSE

The marriage license may be obtained up to one year prior to the wedding date from the County Clerk's Office in any county in Nebraska. It is a good idea to take your birth certificate or driver's license as proof of legal age. Both the bride and groom are required to sign the license in the presence of the County Clerk. The Marriage License should be brought to the Pastor at the time of the rehearsal. The best man and the maid/matron of honor will sign the marriage license *before* the ceremony. **They must be of legal age to sign.**