

Greenwood United Methodist

PREPARING FOR YOUR WEDDING

OPEN HEARTS, OPEN MINDS, OPEN DOORS...THE PEOPLE OF THE UNITED METHODIST CHURCH



525 N. MADISON AVENUE GREENWOOD IN 46142 / 317-881-1653 / WWW.GREENWOODUMC.ORG
REV. DR. BILL R. HOOPES, PASTOR
JANE STILLEY, WEDDING COORDINATOR / 317-881-3514

From Our Pastor

This is an exciting and sacred time for you. Thanks for allowing us to be a part of this special time for you and your families. We make a few assumptions when you ask us to perform your wedding ceremony at Greenwood United Methodist Church:

- *You are professing Christians*
- *You want God actively involved in your lives.*
- *You desire the blessing of the Church.*
- *You are willing to participate fully in counseling, so that the day of the wedding ceremony will be the beginning of a fulfilling and joyful lifetime of marriage.*

This is indeed a beautiful place to be married. But the true beauty of your wedding will be through your faith and the covenant you make in the context of that worship service.

Within this context of understanding:

- 1) We assume you are active in the life of a local church. If you are active in another church, we will encourage you to be married at your local church.**
- 2) If you are not currently active (including weekly attendance of worship and church school), we will strongly encourage you to attend during the counseling process.**

We take very seriously our responsibility to prepare you for a lifetime together, and trust that you will participate in this process.

In The Beginning

*To clear the date for your wedding, please contact the church office as early as possible, and one of the pastors will confirm availability. Member weddings can be scheduled up to one year in advance, non-member weddings up to six months in advance. To hold your wedding date, the **non-refundable** deposit must be received by the church office within **two weeks after setting your wedding date.***

The wedding ceremony will be in accordance with the Ritual of the United Methodist Church; and is under the supervision of the pastors who are appointed to serve Greenwood United Methodist Church. The pastor, in consultation with the couple, will help design an appropriate liturgy and service.

“We affirm the sanctity of the marriage covenant which is expressed in love, mutual support, personal commitment, and shared fidelity between a man and a woman. We believe that God’s blessing rests upon such marriages, whether or not there are children of the union. We reject social norms that assume different standards for women than for men in marriage.”

*When unusual circumstances warrant the participation of **guest clergy**, the **request is first made** known to the Greenwood pastor who is in charge of your wedding ceremony. If the use of a guest clergy is approved, the Greenwood pastor will extend an invitation, on your behalf, to him/her to share the ceremony. To avoid embarrassment or confusion, please do not speak with another minister about the possibility of assisting in your service prior to speaking with our Greenwood pastor.*

Notes and Questions

Keep In Mind

- ♥ Smoking is **STRICTLY** prohibited in the building and most areas on the grounds. We do provide cigarette buckets outside the EAST doors and ask that smoking be done in this area **ONLY**.
- ♥ The use of alcoholic beverages is **STRICTLY** prohibited **anywhere** in the church or on church property before, after or during the ceremony.
- ♥ The sanctuary is a holy place and we ask that you **NOT** bring food or drinks into it. The exception is a glass of water for a soloist.
- ♥ It is your responsibility to inform your wedding party and guests of these restrictions. Non-compliance by anyone will result in the forfeiture of your damage deposit.
- ♥ For purposes of safety **ALL** children need to be supervised before and after the ceremony.

The Wedding Coordinator

Once your date has been approved by the pastor and recorded by the secretary, the wedding coordinator is the facilitator of arrangements before and during the wedding. She is responsible to see that all church policies are followed, and she will be present at rehearsal. On your wedding day she will arrive **two and 1/2 hours prior** to the service and will be available throughout the ceremony to help assure your wedding is a sacred and memorable experience.

The Use Of The Church

Greenwood United Methodist Church has facilities for almost any size wedding. The sanctuary seats approximately 375 people with 12 rows of pews on each side of a center aisle. The chapel seats approximately 75 people.

The customary time allotted is **up to four and 1/2 hours**. This allows ample time to decorate the Church, dress for photographs, and continues until the building has been cleaned, arranged for worship service and secured after the ceremony.

Additional time is the exception and must be approved by the wedding coordinator and the pastor. If you find you have such a need, please discuss it immediately. Please keep in mind, an overtime fee may be charged if extra time, before or after the ceremony, is granted.

The church makes arrangements for all necessary custodial services.

Normal service includes:

- 1) **Opening the church for the rehearsal and wedding**
- 2) **Provide for heating, air-conditioning and lighting as needed.**
- 3) **Provide dressing rooms - PLEASE DO NOT leave items of value such as cameras, jewelry, purses or wallets in the room. It is wise to ask a friend to care for such items.**
- 4) **Cleaning the church after the wedding.**

Weddings can be scheduled no later than 6:30pm on any Saturday or any other day prior to a religious holiday celebrated in the church, unless special circumstances are extended by the pastors.

Music

- ♥ **Arrangements for fees and music:** We request the use of our church organist. If this is not possible then use of another organist must be cleared with the pastors and music coordinator.
- ♥ Music is an important part of your ceremony. Since you have asked for a Christian wedding in God's house, we request that you select music in harmony with the setting.

Photo copies of music are not acceptable.

Decorations

- ♥ Aisle runners need to be 75' in length. The church can provide a kneeling bench and candelabra with candles. There is a \$15 charge for the oil used in the candles.
- ♥ If you provide your own candelabra they **MUST** have dripless candles and there needs to be a plastic protector placed under them to protect the altar and flooring.
- ♥ You may use any kind of greenery or flowers on the pews or chairs provided you attach them with ribbon or material designed to protect the finish of the wood.
- ♥ Please ask your florist or decorator to remove all decorations **immediately after** the wedding. The only exception is arrangements left as altar flowers for Sunday services.
- ♥ If you are **NOT** using an aisle runner please drop only artificial flower petals as live ones may stain the carpet.
- ♥ **Seasonal decorations may not be moved or rearranged. This includes banners and wall hangings.**
- ♥ We ask that you not throw rice, bird seed, confetti or other materials inside or outside the church. This is in consideration of safety and clean-up. Bubbles are permissible and may be used **OUTSIDE** the church.

Photography/Videotaping

- ♥ Your photographer should check with the wedding coordinator to arrange for photographs before and /or after the ceremony in an area other than the sanctuary.
- ♥ There can be **NO** pictures after the start of the ceremony. (After the bride is at the front of the church) until the "kiss" at the end of the ceremony.
- ♥ Sanctuary furnishings, altar dressings or any other decorations may not be moved or rearranged either before or after the ceremony. Please remind your photographer of this.
- ♥ Video taping may be done from designated areas **ONLY**. The wedding coordinator can show these areas to your video person.

Receptions

- ♥ Suter Hall is available for receptions at the church.
- ♥ Guidelines for receptions are available from the wedding coordinator.
- ♥ All reception fees are in addition to building use fees.

Wedding Fee Schedule

All fees must be paid at least two weeks prior to the wedding.
Please make separate checks payable to person/group indicated.

A. Pastoral Services and Counseling	\$150.00
When neither bride nor groom are members Fees are set by the pastors and the pastoral counseling staff. Check payable at time of first counseling session. Honorarium for member suggested amount	
B. Custodial services for wedding	\$75.00
*-Sanctuary or chapel wedding Check payable to Jane Stilley *Additional \$60/per hour for any portion of time over 4 & 1/2 hours.	
C. Custodial services for reception	\$75.00-\$100.00
Check payable to Monty Sprong	
D. Candelabra	\$15.00
Check payable to Greenwood United Methodist Church	
E. Sound Technician	\$35.00
Check payable to sound technician (The name will be provided to you.)	
F. Wedding Coordinator	\$75.00
Check payable to Jane Stilley	
G. Building use fees when neither bride nor groom are members	
-Sanctuary	\$150.00
-Chapel	\$75.00
-Suter Hall for reception	\$90.00
-Kitchen for reception	\$75.00
-Additional kitchen fees based on needs	
H. Deposits to be paid by everyone	
-Non-refundable to hold wedding date	\$75.00
Date will not be held until this has been paid. Check payable to Greenwood United Methodist Church	
-Security	\$150.00
Refunded within two weeks minus any fees for breakage, damage, or extended time.	

Fees for the organist, pianist or vocalist are separate
and are to be paid according to your contract with them.

If you have any questions concerning these fees or procedures,
please ask the wedding coordinator or the pastor.
Effective March 2003.