

For Your Photographer

We welcome you to Greenwood United Methodist Church. We know you will seek to provide treasured memories for the couple. At the same time, we ask that you honor our congregational and denominational concerns.

The church will be unlocked 2 and 1/2 hours before the ceremony. You should plan your set up time accordingly.

Photographers should check with the wedding coordinator to arrange for photographs before and /or after the ceremony in an area other than the sanctuary.

Photographers should introduce themselves to the wedding coordinator prior to the ceremony.

It is understood, pictures **WILL NOT** be taken during the ceremony. Flash pictures are permitted during the processional and recessional, as well as posed pictures, before or after the ceremony.

Sancturay furnishings, altar dressings, or any other decorations **may not be moved or rearranged** either before or after the ceremony.

Video taping may be done from designated areas **ONLY**. The wedding coordinator can show you these areas.

Though we assume it won't be necessary, in case of any damage to church property as a result of your negligence, you will be responsible for the repair or cleaning.

Together, we can provide treasured memories for the couple and still honor our congregational and denominational concerns,

We look forward to working with you.

Jane Stilley
Wedding coordinator
317-881-3514

Effective January 2011

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. IN SUK PEEBLES, PASTOR
JANE STILLEY, WEDDING COORDINATOR 317-881-3514
MARY BARRETT, DIRECTOR OF MUSIC 317-888-4822

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

Once the date for your wedding has been cleared you will receive a contract to be signed by both the bride and groom. This contract along with a \$100 deposit must be returned by the date stated in the contract for the wedding date to be confirmed and held. Failure to return the contract will void the 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.

For Your Florist

We welcome you to Greenwood United Methodist Church. Our United Methodist worship life includes the use of liturgical colors, altar hangings, and banners as part of our witness. Some seasons have distinctive colors and plants that remain in place for weddings. Be sure to check with the wedding coordinator to discuss what colors may already be in place at the time this wedding is scheduled.

Aisle runners need to be 75' in length.

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.

Sanctuary furnishings and altarware are **NOT** to be moved. Please place pads under all containers and candelabra to protect the surroundings.

Aisle flowers are to be attached to the pews with ribbon or elastic so as not to remove the finish from the wood.

Delivery arrangements should be made in advance with the wedding coordinator. It is customary that the church be opened **two and 1/2 hours prior to the wedding ceremony for deliveries and decorating.**

Please plan to remove all decorations immediately after the wedding. The exception is arrangements left as altar flowers for Sunday services.

Though we assume it won't be necessary, in case of any damage to church property as a result of your negligence, you will be responsible for the repair or cleaning.

Together, we can provide treasured memories for the couple and still honor our congregational and denominational concerns,

We look forward to working with you.

Jane Stilley
Wedding coordinator 317-881-3514

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Slide Shows

Many couples are using a slide show while guests are being seated. If this is something you want you should provide a **DVD at least 2 weeks prior** to the wedding. This allows our sound tech to make sure your DVD is compatible with our equipment. **No one** other than our sound tech may operate the computer/video system.

Keep In Mind

- ♥ **SMOKING IS PROHIBITED** in the church or on church property before, after or during the ceremony.
- ♥ **ALCOHOLIC BEVERAGES ARE 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.
- ♥ For purposes of safety **ALL** children need to be supervised before and after the ceremony.
- ♥ 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.
- ♥ Please see that your photographer and florist receive copies of the guidelines we have prepared for them.

Notes and Questions

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

- ♥ **Music director - Mary Barrett 317-888-4822** **All** music and musicians **must be** arranged through Mary. It is **your responsibility** to contact her as soon as you have confirmation of your date.
- ♥ If you choose to use **recorded music** you must provide us with an **original CD** not a copy. Since you have asked for a Christian wedding in God's house, we request that you select music in harmony with the setting.

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 driplless 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.

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|---|-----------------|
| A. Pastoral Services and Counseling | |
| When neither bride nor groom are members | \$300.00 |
| 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 | |
| *-Sanctuary or chapel wedding | \$100.00 |
| Check payable to Jane Stilley | |
| *Additional \$60/per hour for any portion of time over 4 & 1/2 hours. | |
| C. Custodial services for reception | \$100.00 |
| Check payable to (The name will be provided to you.) | |
| D. Candelabra if used | \$20.00 |
| Check payable to Greenwood United Methodist Church | |
| E. Sound Technician | \$50.00 |
| Check payable to sound technician (The name will be provided to you.) | |
| F. Wedding Coordinator | \$150.00 |
| Check payable to Jane Stilley | |
| G. Building use fees when neither bride nor groom are members | |
| -Sanctuary | \$300.00 |
| -Chapel | \$150.00 |
| -Suter Hall for reception | \$100.00 |
| -Kitchen for reception | \$100.00 |
| -Additional kitchen fees based on needs | |
| H. Organist minimum | \$200.00 |
| Check payable to Mary Barrett | |
| I. Deposits to be paid by everyone | |
| <u>Non-refundable</u> to hold wedding date will be deducted from usage fee | \$200.00 |
| 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. | |

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

Effective January 2011