

A Guide to Your Wedding at Urbana First United Methodist Church

304 S. Race St., Urbana, IL 61801; Phone (217) 367 - 8384

Office Hours: Monday - Thursday: 9 am to 3 pm

Your wedding a memorable moment when a man and woman stand before God, their friends, and family and make promises, which are intended to be honored for a lifetime. We rejoice with you in being able to share in your wedding and the opportunity to support you in your marriage. So that your wedding might reflect the depth and importance of the new relationship which we call marriage, this material has been prepared to assist you in making plans and will answer many of your questions. If not, please ask. We are here to serve you. While the pastor will make suggestions, based on his experience and understanding of what constitutes a wedding ceremony, the pastor is also open to creatively designing your wedding to be personal and unique to your tastes.

As the pastor assists you in preparing for your wedding, he will also do everything he can to assist you in preparing for Christian marriage. We know this is an important time in your lives. We will also be here to support you in all the years ahead. The church is committed to assist couples to build and strengthen relationships in every way we can.

Each church develops its own customs and practices for weddings. We know those of the Urbana First United Methodist Church will contribute to a meaningful experience for you. We ask that you use this information to acquaint yourselves with our customs and practices as you plan your wedding.

To Start: Schedule Your Wedding & More

Check the church and pastor's calendars for availability through Pastor Steve Anderson: (217) 737 – 4948; urbanafirstpastor@gmail.com . The rehearsal is generally scheduled the day before the wedding ceremony.

Guest Pastors

The Urbana First United Methodist Pastor is in charge of the rehearsal and the ceremony. Should you desire another pastor to assist and/or participate in the service, we would be happy to invite the pastor. As a matter of professional ethics and courtesy, the invitation to participate in the service **MUST come from the pastor of Urbana First United Methodist Church, not from the bride and groom.**

The Christian Wedding ceremony is a service of worship. As is the case for all worship services, the pastor is responsible for and will be in charge of the service. Your suggestions will always be considered, but the pastor will make the final determination on any questions.

Premarital Counseling

It is not required that you meet with the pastor for premarital counseling. However, he is available to discuss anything you wish, such as personal and spiritual growth, communication, conflict resolution, family of origin, financial management, children and parenting, marriage expectations, and role relationships.

Setting the Time of Your Wedding

Normally, the church will be available two hours before and one hour after the scheduled wedding time. All pictures must be completed, all personal items removed, and all persons must exit the building no later than one hour after the wedding, unless additional arrangements are made through the church office at least 2 weeks in advance.

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Next, Making Arrangements with the Our Pianist

After your wedding date is scheduled, the office will assist you in contacting the church pianist, Hanah Choi, to reserve time in her schedule. She will be glad to discuss your wedding music with you. (The pastor reserves the right to approve all music.)

Factors to Consider as You Begin Planning

Our Facilities – Important Details about Size & Space

Both the Sanctuary and Chapel are available for wedding services. The choice of location depends on the number of people expected to attend and your own personal preferences.

Sanctuary: The Sanctuary is available for either small or large weddings. It will seat up to 450 guests.

Chapel: The Chapel is available for smaller weddings. It will accommodate a wedding approximately 80 guests.

Bride's Dressing Area: The Library

Groom's Dressing Area: Fellowship Hall

Smoking, Drinking, and Controlled Substances

There is absolutely no smoking or drinking of alcoholic beverages, including champagne, anywhere on the premises during the rehearsal and wedding. The same is also true for the use of controlled substances. Failure to abide by this policy will result in the immediate cancellation of the rehearsal and wedding and the forfeiture of all fees. It is the responsibility of those getting married to make this known to all people attending the wedding or rehearsal. A marriage must be entered into with a clear head and in a right mind.

Flowers and Aisle Runners

Both the Sanctuary and the Chapel are simple and beautiful. Floral decorations should be treated in a similar manner. Two simple bouquets for our brass pedestal vases, one at either side of the chancel area, or one large arrangement placed on the shelf under the cross are typically very nice. Your florist may use canisters that are 4 ½ inches in diameter at the top by 3 inches at the base and 8 inches tall (or slightly smaller) to fit our pedestal vases. The florist should arrange for delivery of the flowers with the pastor.

Aisle runners may be obtained from your florist. The wedding couple is solely responsible for obtaining and removing the aisle runner. The length of the sanctuary from the hall to the chancel rail is 69 feet; from the end of the aisle to the chancel steps is 15 feet. If the couple desires a flower girl who will drop flower petals (real or silk), an aisle runner is recommended. Many of the couples married at FUMC leave their pedestal flowers for Sunday worship. Please check with the administrative assistant if you wish to do so.

Pew Decorations

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Pew decorations are not necessary, but if used, they may only be attached with ribbon or elastic bands. Be sure to inform the florist that our pew ends are unusually wide (14 inches). Using masking tape and/or any other adhesive may damage the finish on the pew ends and is not permitted. Plastic clips are available from

florists and other sources. In the event of damage to church property, the couple will be required to pay any and all repair costs. There are 18 rows of pews in the sanctuary (the middle section has one additional pew in the front for a total of 19).

Flowers may be brought to the church two hours prior to the wedding unless prior arrangements are made with the pastor. Furniture/furnishings and seasonal decorations may be moved or removed through conversation with the officiating pastor.

Candles

One pair of seven branch brass candelabras is available from the church for the wedding. The church will also provide candles for them. The wedding couple is solely responsible for their Unity Candle, including the 2 side candles, if desired. Candles are normally lighted 20 minutes prior to the wedding.

Fees

All fees and honorariums must be **paid at least one month before the wedding** and are non-refundable. All checks should be made out separately and turned into or mailed to the church office in one envelope.

Sanctuary use (Non-Member)	\$300.00 (\$200 of this fee is required as a non-refundable deposit to secure the date of the wedding, payable to Urbana First UMC). The remaining \$100 is due at least one month before the wedding.
Chapel use (Non-Members)	\$200.00 (this fee is required as a non-refundable deposit to secure the date of the wedding, payable to Urbana First UMC)
Cleaning	\$100 ---Payable to Merry Maids. If the church is left without the need of extra cleaning, this fee will be refunded.
Officiating Pastor (details below)	\$200 ---Due no later than one month before the wedding
Organist (details below)	\$150 ---Due no later than one month before the wedding ---Payable to Hanah Choi

Pastor Honorarium: The pastor does not charge for his services. However, it is customary and proper for a non-member to provide an honorarium. The base figure of \$200 is used as a suggested guide. Please make the check for an honorarium payable directly to Steve Anderson personally.

Organist Fees: Hanah Choi is our professional organist/pianist. Any worship services beyond the Sunday worship are not part of her normal duties. She is to be compensated by the wedding couple. The organist fee is \$150 for the wedding and rehearsal. Please make checks out to Hanah Choi personally.

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Wedding Bulletins

There is a \$25.00 charge for providing wedding bulletins. The wedding couple is responsible for bringing paper for the bulletins to the office no later than two weeks before the wedding. The design and layout of

the bulletin can be discussed with the pastor; the church administrative assistance is available to help design the bulletin and make copies for the couple.

Planning Your Wedding Service & Rehearsal

- 1) Music Choices, Organist
- 2) Photography & Videography
- 3) Ushers – A Suggest “To-Do” Checklist
- 4) Glitter, Rice, Birdseed, etc.
- 5) Marriage License – Please bring no later than one week before rehearsal
- 6) The Rehearsal

1) Music for the Wedding (plan as early as possible)

The church wedding is, first of all, a Christian worship service, and as such, should be planned carefully with an appropriate sense of reverence, beauty, and joy. The choice of music is essential in setting the spirit of the service. This does not mean that it must be “religious.” A wide range of selections from other styles can be used. Please discuss musical choices with the pastor so everyone is comfortable with the selections and understands how they relate to the wedding.

Organist (a piano is also available)

As the organ in the sanctuary is a complex and very valuable instrument, it is necessary for the church to maintain a strict policy regarding its use. We require that our organist be used for all services. In the event that Hanah Choi or her alternate is not available on the desired date, a replacement may be found. It is required that the replacement be a trained musician and have the approval of Hanah Choi and/or Caleb Lee, our Music Director. Guest soloists and instrumentalists are welcome.

2) Photography

As previously mentioned, the wedding ceremony is a service of worship. Your photographer may take photos at the rear of the Sanctuary or Chapel and in the aisles as the wedding party enters and leaves. No flash photography is permitted during the actual worship. Please ask family and guests to honor the wedding as a worship service. Please check with the pastor regarding the taking of pictures within the chancel.

Pictures may be taken either before or after the ceremony in the bride’s dressing area, the groom’s dressing area, in the hall, and in the Sanctuary or Chapel.

Photographers/videographers must stay in the back of the Sanctuary/Chapel during the service. Please notify your photographer/videographer of these guidelines.

Video Recording

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The wedding couple may arrange to have their wedding video recorded provided they use available lighting. Special lighting is not necessary or permitted during the ceremony. The camera must be on a tripod in the balcony or the rear of the Sanctuary or in the side aisles and remain stationary throughout the ceremony.

The videographer must arrive and have all equipment in place 30 minutes before the service, dress appropriately, and remain stationary and as unobtrusive as possible throughout the service. If you wish to have other locations for the cameras please discuss these with the pastor.

3) Ushers

The number of ushers required is determined by the number of guests expected to attend. Two ushers is typically the minimum that can effectively seat guests and escort the mothers at the beginning of the service. Larger weddings (in excess of 350 guests) often use three or four ushers. Many times the ushers also serve as groomsmen or light the candles during the service. Normally, ushers seat grandparents and parents, etc. It works well for the ushers to dismiss guests by rows.

The Importance of the Ushers

The ushers fill an important role on the wedding day. They must see that all details are cared for and that the wedding proceeds on schedule. Following is a checklist that the ushers may find helpful:

- Arrive 45 minutes before the service.
- Perform preliminary duties (check with the pastor).
- Music begins 20 minutes before the service.
- Light candles.
- Seat guests:
 - Seat any close relatives.
 - Seat groom's parents.
 - Seat bride's mother.
- If an aisle runner will be used, ushers unroll it.
- Wedding processional begins.

After the wedding:

- Usher escorts bride's mother. Father follows.
- Usher escorts groom's mother. Father follows.
- Guests leave as ushers indicate, one pew at a time.
- Candles are extinguished after pictures have been taken.

4) Glitter, Rice, Birdseed, Confetti, etc.

The ringing of bells or blowing of bubbles is the only acceptable means of celebrating the departure of the Bride and Groom.

We rejoice with you. We, too, want this day to be festive, but we ask that you do not use rice, confetti, birdseed, tissue flowers, balloons, glitter, or other objects either inside or outside the church. Please advise your family, wedding party, and guests of this requirement.

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5) The Marriage License

The marriage license must be obtained from the County Clerk of Champaign County. It is our understanding that both the Bride and Groom must appear in the county clerk's office together with proper identification and show proof of age. Persons under 18 will need the consent of BOTH parents before a license can be issued. There is a one-day waiting period after obtaining the license before the marriage can be performed.

The license must be used within sixty days after it is issued. **You will need to bring your marriage license to the church no later than one week from the time of the rehearsal.**

6) The Rehearsal

The rehearsal should be scheduled no later than 7:00 pm, the evening before the wedding. The rehearsal takes approximately 45 minutes to complete. The building will be open 30 minutes before the scheduled rehearsal time.

Please be prompt for your scheduled rehearsal time. The pastor will give all necessary direction to the members of the wedding party in the fulfillment of their various roles in the service. Directions will also be given as to the setup and placement of the receiving line. **All members of the wedding party should be present for the rehearsal, including parents, ushers, the flower girl, the ring bearer, attendants, and soloists.**

Please enter and exit the building through the main east entrance only. All other doors will remain secured, except for the wedding party's departure.

7) The Wedding Day

If the bride and her party are to dress at the church, they should arrive at least one hour before the service---earlier if pictures are being taken before the service. The bride and her attendants are asked to use the library to dress. The library has full length mirrors and a restroom located nearby. Food and drinks are permitted only in designated areas. The groom and groomsmen may use Fellowship Hall for dressing and waiting for the wedding to begin. Since this is a public building, purses, wallets and other valuables should not be left unattended: Urbana First UMC will not assume responsibility for these items.

Under the direction of the pastor the following schedule is usually followed:

- Ushers are in place 45 minutes before the service.
- Parents and those to be specially seated should be ready ten minutes prior to the service.
- Ushers seat guests as they arrive.
- Altar candles are lit.
- Groom's parents seated.
- Bride's mother seated.
- If an aisle runner is to be used, two ushers will unroll it after the parents are seated.
- Special music may be played or sung at this time.
- Wedding processional begins.

8) Clean Up

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Please remember that the members of the wedding party are guests of the church and are responsible for leaving the building in good condition. Please leave all areas of the building, including the dressing areas, as you found them.

All of us at the First United Methodist Church of Urbana wish you the best during your wedding and your life together! May God bless you and fill your life with joy.

Steve Anderson, Pastor