

Epworth United Methodist Church
 God's Love in Action – Growing Disciples Through Compassionate Relationships



Wedding Application

Date of Wedding: _____ **Time:** _____
Date of Rehearsal: _____ **Time:** _____
 Sanctuary _____ or Parlor/Chapel _____
 Location of Reception _____

Bride _____	Member of Epworth UMC? _____
Address _____ Birthdate _____	
Home Phone _____	Cell Phone _____
Occupation _____	
Email Address _____	
Mother's Name (including maiden name) _____	
Father's Name _____	

Groom _____	Member of Epworth UMC? _____
Address _____ Birthdate _____	
Home Phone _____	Cell Phone _____
Occupation _____	
Email Address _____	
Mother's Name (including maiden name) _____	
Father's Name _____	

How are the Bride and/or Groom associated with Epworth UMC? _____
 Have you and/or your parents been active, attending members of Epworth UMC in the past year? _____
 Additional Clergy Participating? _____ Phone _____
 (The participation of additional clergy is at the discretion and invitation of the pastor of Epworth UMC)
 Florist: _____ Phone _____
 Photographer: _____ Phone _____
 Soloist or Additional Instrumental Music: _____ Phone _____
 Number expected: _____ Will dress at Church? _____ Arrival Time _____
 Will use and bring unity candle? _____
 Will use kneeling bench? _____ Candelabra? _____
 How do you want to be introduced at the conclusion of the Wedding Ceremony? _____
 Number of Attendants: _____ Name of Maid/Matron of Honor: _____
 Number of Groomsmen: _____ Name of Best Man: _____
 Guest Book Attendant: _____ Number of Ushers: _____
 Names of any children included in the ceremony and their role and ages:
 Ring Bearer _____ Flower Girl _____
 Other _____

For Office Use:	
Deposit \$ _____	Date Received: _____
Full Payment \$ _____	Date Received: _____

The Wedding will not be scheduled on the church calendar until the application and deposit are received and the pastor has had an initial meeting with both the Bride and the Groom together.

Schedule of Facility Use Fees/Honorariums for Weddings

Use of Facilities: (Facility Fees are paid to Epworth UMC)

	<u>Sanctuary</u>		
	(active, attending members or their children)	\$250	
	(non-active, non-attending members/children and non-members)	\$500	
	<u>Parlor/Chapel</u>		
	(active, attending members or their children)	\$100	
	(non-active, non-attending members/children and non-members)	\$200	
*Pastor's Honorarium:		\$200	
(includes pre-marital counseling and wedding preparation; paid directly to pastor)			
Name _____			
Organist Honorarium: (present at both rehearsal and wedding; paid directly to the organist)		\$150	
Name _____			
Sound System/Greeter/Custodial Services Honorarium:		\$150	
(present at both rehearsal and wedding; paid directly to custodian)			
Name _____			
Wedding Coordinator Honorarium:		\$150	
(present at both rehearsal and wedding; paid directly to wedding coordinator)			
Name _____			
		Total	
Non-Refundable Deposit, DUE with Application		(\$100)	
(to be credited towards use of facilities fee)			

*For active, attending members or their children of Epworth United Methodist Church, the pastor's honorarium is a suggested amount.

The honorarium and/or fees for additional vocal and instrumental music or additional participating clergy are the responsibility of the wedding party.

The honorariums listed above for staff and volunteers are suggested honorariums and are considered minimums consistent with the time and gifts of our staff and volunteers. All honorariums or gifts received by staff or volunteers are the income and property of the staff or volunteers and not the church.

The facility fee covers the cost of the use of candelabras.

All fees/honorariums are to be paid in full during church office hours four weeks before the ceremony. Please make one check out to Epworth UMC for facility charges minus the deposit and make separate checks out for the honorariums to the individuals named above. The checks will be held by the church until the day of the wedding.

The above fees are subject to change.



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Wedding Guidelines

1. The pastor of Epworth UMC will plan and conduct all services in the Sanctuary and/or Parlor/Chapel. Consideration for the participation of additional clergy is at the discretion and invitation of the pastor of Epworth UMC.
2. Our Church Organist shall play the organ and/or piano at all Sanctuary and Parlor/Chapel weddings. If our Church Organist is not available, a replacement organist will be provided by the church.
3. Weddings are a worship service. The altar table nor pulpit furniture will not be moved from the altar area.
4. Premarital counseling is to be arranged by the couple with the pastor six months to a year in advance of the wedding. The pastor requires 4-6 premarital counseling sessions.
5. The couple must contact the Church Organist to plan the wedding music, which is to be chosen in consultation with the Church Organist.
6. The couple is to meet with the Wedding Coordinator at least one month in advance of the wedding.
7. All decorating of the Church/Sanctuary must be approved by the Wedding Coordinator and/or pastor.
8. Designated dressing rooms for the bride and groom and their attendants will be provided upon request.
9. Flash photographs must not be taken during the ceremony. Photographers are to speak with the pastor prior to the wedding. Photographers are encouraged to attend the rehearsal. Photographers are not permitted behind nor at the side of the altar during the wedding ceremony. Roaming during the wedding ceremony is not permitted.
10. Throwing bird seed, confetti, or rice is not permitted on church property. The use of real rose petals and aisle runners are not permitted.
11. No use of alcohol or tobacco is permitted on Church property, including the parking lot. Those found in use of alcohol or tobacco or under the influence of alcohol will be asked to immediately leave Church property and will not be permitted to participate in the wedding ceremony.
12. Weddings must be scheduled at least 6 months in advance.
13. Weddings for members or non-members will not be scheduled earlier than one year in advance.
14. Evening weddings will not be scheduled after 6:30 p.m.
15. Any special requests need to be reviewed in advance with the pastor.
16. Wedding receptions may take place at the church; however, no food preparation is permitted. Wedding receptions will incur additional costs for facility use and additional custodial and wedding coordinator honorariums.
17. The Church reserves the right to limit times you can access the building on the day of the rehearsal and the day of the wedding due to other possible church activities being held on that day.
18. Plan on arriving to the church no earlier than 3 hours prior to the start time of the wedding ceremony. Plan on vacating the church no later than 2 hours after the start time of the wedding ceremony.
19. All trash and decorations must be removed and/or discarded in the church's dumpster.
20. We will not schedule weddings on Sundays, nor on holidays including: Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, the 4th of July, during Holy Week, the weekend preceding or following Thanksgiving, Memorial Day Weekend, Labor Day Weekend, nor any other 3 day holiday weekend.

21. The Church will not schedule more than one wedding on the same day. The church reserves the right to schedule a wedding on a Friday and Saturday of the same weekend.
22. No items, other than sanctuary decorations, may be left in the church overnight including wedding dresses and tuxes.
23. No candles may be carried by attendants, placed in the aisles, the windows, nor used by the congregation during the wedding ceremony.
24. Sparklers may not be used during the wedding ceremony or anywhere on church property, including the parking lot.
25. Wedding bulletins and the purchase of a unity candle are the responsibility of the wedding party in consultation with the pastor.
26. The Wedding will not be scheduled on the church calendar until the application and deposit are received and the pastor has had an initial meeting with both the Bride and the Groom together.