



*First United Methodist Church*

# WEDDING GUIDE



First United Methodist Church  
1838 SW Jefferson, Portland, Oregon

**503/228-3195**

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Weddings at First United Methodist Church are joyous, meaningful, and worshipful occasions. Though weddings are social and legal events, our focus is on their spiritual significance. The wedding ceremony celebrates the gift of human love in the context of God's gift of love. All the words, music, and moments of the service are intended to reflect the divine dimension of a human act of commitment.

This booklet is designed to help you plan your wedding at First Church. It contains all the procedures, policies, and fee structures. If at any point you have questions or concerns you may contact the church's Wedding Coordinator or the church office.

## **Steps In Planning Your Wedding at First United Methodist Church**

**1**

### **Visit a worship service at First Church.**

If you are not a member or constituent of First United Methodist Church, it may be helpful for you to visit a worship service. It will give you an idea of "who we are" and "how we do things." Feel free to introduce yourself to one of the pastors following the service and let them know you are considering having your wedding at First Church.

**2**

### **Check on the availability of the church for your desired wedding date.**

While it is a good plan to reserve your wedding date well in advance, the church will not reserve a wedding date further than one year in advance. Also, when reserving your date, make sure that you clear the date of your rehearsal as well. Rehearsals are generally held the evening prior to the wedding.

**3**

### **Make your wedding deposit.**

A deposit of \$100.00 is necessary to reserve your wedding date on the church calendar. When you make your deposit, you will fill out a form giving the basic information regarding your details. Make checks payable to: First UMC.

**4**

**Make contact with the church Wedding Coordinator.**

Your application will be forwarded on to our Wedding Coordinator. She will be in contact with you soon thereafter. She will begin to let you know the information she will need in order to coordinate the wedding. She will also be available to you if you have questions or concerns about the wedding.

**5**

**Make contact with the pastor performing your wedding.**

All weddings conducted at First Church are performed by the clergy of this local church. Other United Methodist Clergy in good standing in the Oregon-Idaho UMC Conference, upon special invitation may perform weddings at First Church. Clergy from other recognized denominations may be allowed to participate in the ceremony at the invitation of a First Church pastor. If you do not have a clergy preference a clergyperson will be assigned to you. For a detailed discussion of pastoral policies see pages 7 and 8 of this booklet.

When it grows closer to your actual wedding date, the pastor performing your wedding will contact you and begin to set up scheduled appointments for premarital counseling and the planning of your ceremony. If at any point you have a question or concern about the ceremony, contact the pastor performing your wedding.

**6**

**Make contact with the organist.**

Early in the process your Wedding Coordinator should make you aware of the organist performing your wedding. Only First Church organists will be allowed to perform at First Church weddings, unless special permission is granted. Your organist will be assigned by First Church's Director of Music.

If you have other special musical needs, be sure to discuss them with your Wedding Coordinator and the Director of Music. Elsewhere in this booklet the policies regarding wedding music is discussed at more length.

**7**

**Make your final wedding payment.**

Your final wedding payments are due three days prior to the wedding, according to the payment schedule on page 6 of this booklet.



**MUSIC GUIDELINES AND POLICIES**

**Selections of Music and Musicians**

To oversee the appropriateness of the music, all musical selections and musicians for your wedding ceremony need the approval of the Director of Music, who can be contacted through your Wedding Coordinator.

**Music Selection Meeting**

A meeting will be scheduled for the organist and the couple to make all decisions regarding the music for your ceremony. This meeting should be scheduled soon after the first meeting with the clergy and Wedding Coordinator.

**Prerecorded Music**

Prerecorded music of all types is not permitted.

## Photography Guidelines

Capturing your wedding on film is an important goal for most wedding couples. It is important that you go over these photography policies with your photographers well in advance of your wedding day. It may be helpful to show them this booklet before you hire them. Some photographers may not be willing to work within these restrictions and you will need to know that in advance.



### Still Photography

Flash photography is not permitted during the ceremony. Only natural light photography is permitted. There are no exceptions.

Still photographers must remain behind the last pew of the main level during the ceremony. The ceremony begins with the seating of the parents. Movement up and down the center and side aisles will not be permitted or tolerated at any time.

### Video Taping

All video cameras must be placed in the balcony areas of the sanctuary. Placement of video cameras in any visible portion of the Chancel area is not permitted. No video cameras will be placed in any visible chancel or main aisle location. Placement of all video equipment must be approved by the pastor and the Wedding Coordinator.

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## About Candles

The church will provide two candleabras for use on the sanctuary platform, if requested. You will be responsible for purchasing non-drip candles if the candleabras are used.

If the pew candle holders are used (there is a \$35.00 additional charge for the pew candle holders) you will need to provide non-drip candles for these as well.

## Building Use

### The Rehearsal

The wedding rehearsal is usually held the night before the ceremony. It is necessary for all participants, including ushers, to attend the rehearsal. The officiating pastor or someone designated by the officiating pastor is in charge of the rehearsal. The rehearsal will last from 45 minutes to an hour. There will be an overtime charge of \$25 for any period over one hour.

### Alcoholic Beverages

There will be no alcoholic beverages of any kind permitted on the premises at any time. If alcohol is found on the premises, the deposit will not be refunded.

### Smoking

Smoking is only allowed outdoors at the designated smoking shelter.

### Rice, Birdseed and Flower Petals

It is not permitted for guests to throw rice, birdseed, or flower petals as the couple exits the church. Bubbles may be blown outside as the couple departs. Real or artificial flower petals may not be scattered or used inside in any part of the church. Artificial flower petals may be scattered, however, a \$30.00 custodial surcharge will be made.

### Property Damage

Any movement of sanctuary or chapel furniture must be done with approval of the pastor and the Wedding Coordinator. If furniture is moved, proper care must be taken that it is not damaged and it must be returned to its proper location. Some items of furniture may not be moved. Items may not be attached to church furniture in such a way as to damage it. If damage does occur, repair or replacement will be deducted from the wedding deposit.

During Christmas and other holidays, decorations appropriate to the season will be in the sanctuary or chapel. These will not be moved.

## Wedding Fees

A \$100 deposit is required to reserve your date on the calendar. This deposit is a payment on the facility use charge. Three days prior to your wedding the following individual checks are due in the church office:

Balance of First UMC Facility Use

Pastor

Organist

Wedding Coordinator

Sound Person

### Standard Charges

Pastor	\$200
Organist	\$200
Coordinator	\$150
Sound	\$100
Pew Candles	\$035 (if used)

### Facility Use

Members of First UMC Portland	
Sanctuary	\$250
Chapel	\$150
Non-Members - Sanctuary \$750	
Non-Members - Chapel \$500	



## Pastoral Policies

A joyful ministry of the pastors appointed to serve this church is to officiate over ceremonies of Christian marriage. In United Methodist tradition, marriage ceremonies are considered worship services. Such services are preformed under the authority of the current The Book of Discipline of the United Methodist Church, The Book of Worship of the United Methodist Church, the laws of the State of Oregon and the wedding policies of this congregation.

Wedding couples need not be members of First United Methodist Church, but should understand that ceremonies of Christian marriage are conducted as integral to the faith and belief of this denomination and with due respect of the traditions and values of the Christian faith. In some cases, it may be advisable for couples to seek civil rather than religious officials.

### Selection of Pastors

Wedding couples may choose pastoral leadership to conduct their service from the currently appointed pastoral staff. If a couple does not have a clergy preference, the senior pastor will make an assignment.

Another United Methodist pastor in good standing in the Oregon-Idaho Annual Conference may, by written invitation of the senior pastor, be invited to conduct marriage services in our church building.

A pastor in good standing beyond the Oregon-Idaho Annual Conference or from another denomination may be invited to assist in services of Christian marriage in our building at the written invitation of the pastor conducting the service.

Copies of invitations to conduct or assist in services shall be included in the files retained by the congregation for the scheduled ceremony.

### Authority of the Pastor

The pastor conducting a service of Christian marriage in this facility shall have responsibility and authority to determine whether a ceremony is appropriate as well as the content and nature of the service. (see The Discipline of the United Methodist Church, 2000, paragraph 331(i))

Before a ceremony is confirmed on the congregation's calendar, the approval of the pastor conducting the service, as well as approval of the building schedule, is necessary and payment of appropriate fees and deposits

### **Pre-Marriage Counseling**

The pastors may conduct services after appropriate counsel with both the prospective bride and groom. (see The Discipline of the United Methodist Church, 2000 paragraph 331(i)) Such counsel usually requires two or more one-hour sessions. Sessions involve both discussion of the nature and understanding of Christian marriage and the details of the anticipated ceremony.

### **Responsibilities for the Ceremony**

Under normal circumstances, the pastor conducting the ceremony will conduct the wedding rehearsal in cooperation with the Wedding Coordinator. The pastor will conduct the ceremony and sign all official wedding documents.

As time is available, the pastor may attend the rehearsal dinner or the reception at prior invitation of the wedding couple.