

*Wedding*

*Manual*



**Wilmore Free Methodist Church**

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## INTRODUCTION

We are pleased that you are interested in using Wilmore Free Methodist Church (WFMC) for your wedding and we look forward to sharing our facilities with you.

Our goal is to provide the support personnel and the setting which will uphold the sacredness, the beauty, and the joy of a Christian marriage ceremony.

We will work diligently to enable you to experience your wedding as a true spiritual celebration. We will do our best to enhance the consciousness of God's presence, both in your mind and in the minds of those who share in the celebration with you. By listening and providing careful guidance, we hope to serve you in the Spirit of Christ.

Christ "adorned and beautified" a wedding with His presence at a place called Cana of Galilee. We hope that you and your guests will experience His presence at your wedding celebration, as well.



## Wedding Ceremonies at WFMC

A Christian wedding is first and foremost an occasion of Christian worship and should be approached with this in mind.

Christian worship is primarily focused upon God. Adoration of God, praying to God, knowing God, and communicating with God.

We are called to worship God in every area of life, and since God has ordained marriage between one man and one woman, it is appropriate that marriage begin in His presence, Christian weddings, like all worship experiences, are to be conducted with integrity.

With this in mind, please understand:

1. The officiating pastor is the primary leader of the service.

The couple to be wed will consult with the pastor about items to be included in the service, such as readings, appropriate music, vows and other details.

2. The WFMC pastoral staff reserves final authority to approve or disapprove wedding details.

3. The service must be submitted and approved no later than 3 weeks prior to the wedding. (If possible, it is to the couple's advantage to submit complete wedding plans to the WFMC pastoral staff even earlier!)

Every effort must be made to insure that the service is done in a manner that glorifies God.

*For this reason a man will leave his father and mother and be united to his wife, and the two will become one flesh.*

Ephesians 5:31



## Your Church Wedding Host

The church has a staff representative who will assist the bride and groom in preparation for the wedding. WFMC requires the wedding host to be present at all rehearsals and weddings.

The wedding host is not a wedding coordinator but rather is the onsite church representative. WFMC strongly recommends the use of a wedding coordinator or having a family member serve in this capacity.



## Scheduling Weddings



Regular attendees\* of WFMC may request the facilities as far in advance of the ceremony as they wish.

Non-attendees may schedule the church no more than six months prior to the wedding date. Due to the nature of the required mentoring/ counseling process, **all weddings must be scheduled at least 14 weeks prior to the desired date.**

No weddings or rehearsals will be scheduled on Sundays, holidays, during Holy Week, or the month of December.

*\*Regular attendee defined: the bride, groom, parents or grandparents of the bride or groom participate in the life of the WFMC consistently. Practically, this means attending worship services at least 3 Sundays per month, plus engaging in other educational and service ministries of the church.*

### To schedule a wedding at WFMC:

1. Obtain a wedding manual and reservation forms from the church office.
2. A tentative wedding date can be penciled in on the master calendar at this time. However, the reservation is ***tentative*** and will be held only for two weeks.
3. Once the reservation request form is received and approved by the church staff, the wedding date is added officially to the church calendar.
4. At this time, the wedding host will contact the wedding couple to schedule an appointment with the senior pastor.  
*This is required regardless of who is officiating the ceremony.*
5. WFMC requires pre-marital mentoring or counseling. When and how this is done will be discussed with the interviewing pastor.\*\*
6. Non-attendees must provide a \$100.00 deposit to the church at the time of the interview with the pastor.
7. Two months before the wedding, the wedding host will contact the wedding couple to schedule a meeting to discuss wedding set up, the rehearsal, and the ceremony.
8. The balance of the wedding fees are due two weeks prior to the wedding date. The “Fee Schedule” is located at the end of this manual.

5\*\* — If the WFMC Senior Pastor is not officiating the ceremony, once the couple has met with the Senior Pastor, the couple must schedule an appointment with the officiating pastor.



## Pre-Marital Mentoring

WFMC requires engaged couples to have pre-marital counseling or mentoring, WFMC provides opportunity for engaged couples to participate in a mentoring process with a married couple in the church.

Each WFMC mentor couple has been trained in the mentoring process and will provide a relaxed, enjoyable and informative pre-marital mentoring experience.

If the couple wishes to pursue another certified program, that option can be discussed when meeting with the senior pastor.

For more information about our mentoring program, please visit the website: [www.prepare-enrich.com](http://www.prepare-enrich.com)

### **What to Expect with WFMC Pre-Marital Mentoring:**

1. After the wedding reservation has been received and the couple has subsequently met with the senior pastor, the couple will receive an email invitation to participate in an online pre-marital inventory.
2. Once the inventories are processed, the results are sent to the Pre-Marital Mentoring team and a mentoring couple assigned to the couple.
3. The mentor couple will contact the bride and/or groom to arrange a meeting and begin the mentoring process.

The bride/groom should allow at least eight weeks to complete the mentoring process.



## Available Facilities

### **SANCTUARY:**

- The WFCM sanctuary is first and foremost a sacred place of worship. Please remember it is not a not a multi-purpose room.
- The sanctuary seats up to 400 people.
- The platform has a grand piano, organ, pulpit, communion table, and altar rails. (See page 11)

**BRIDE'S ROOM:** The bride and her attendants may dress for the wedding in this room. One full length mirror, two cosmetic mirrors, and a garment rack is provided.

**GROOM'S ROOM:** The groom and his attendants may prepare for the ceremony in this room. One mirror and garment rack will be provided.

### **BUILDING C**

- The reception may be conducted in this adjoining multi-purpose building.
- The reception decorating, setup, and cleanup will be discussed with the wedding host.

**NURSERY Facilities:** We apologize, but nursery facilities are NOT available.

NO adhesive tape is to be used on furniture, woodwork or walls for decorations anywhere on the church campus.

Smoking, use of alcoholic beverages, illegal drugs, and dancing are prohibited in the church facilities or on the church property.

Room set-up must be discussed with the wedding host and approved by the church staff. As with all furniture arrangements (See page 13) the Facility Administrator will set up as well as remove any church tables and chairs used for the reception.



## The Ceremony

As stated earlier, a Christian wedding is first and foremost an occasion of Christian worship and should be approached with this in mind.

**Vows:** Think carefully before departing from the two thousand year old tradition of using sacred vows in your marriage ceremony. These basic wedding vows have been tested and found adequate through centuries of ceremonies.

**Music and Musicians:** Music should be chosen in accordance with the nature of a Christian worship service. Your wedding is a witness to your family and friends. **Remember**, WFMC pastoral staff reserves the right to disapprove the use of any music that is not conducive to, or promoting, a Christian worship service.

**Attendants:** The number of attendants selected by the bride and groom is at their discretion. The primary purpose is to give witness to the vows that the couple makes before God. A minimum of two attendants are required to sign the necessary legal documents following the ceremony.

**Bulletin:** WFMC does not prepare bulletins for weddings. We do encourage good taste in producing the bulletins.

**Post Ceremony Celebration:** NO rice may be used. The use of Bird seed and bubbles may be used outside.

**Food and Drink:** These are NOT permitted in the sanctuary or foyer area before, during, or after the rehearsal and wedding ceremony.

## Media & Production Support

All sanctuary weddings require an audio technician. *Only the church staff can operate the equipment and move sound or musical equipment.*

All media used during the ceremony/reception such as CD/DVDs, pictures or video presentations must be given to the wedding host at least two week in advance of the wedding.



## Photographs

- NO FLASH PHOTOGRAPHS may be taken during the ceremony. The “ceremony” begins when the grandparents are seated.
- *The photographer should remain stationary and unobtrusive during the ceremony*, remembering that this is a public worship time and not a production. Those attending should be able to focus on the service without the distraction of a photographer, as well as to minimize distraction to the minister, couple, and musicians.
- Photographers are **NOT** to stand on the sanctuary chairs.
- If the photographer wants to set up a backdrop for your photography session, please let the Host know well in advance.

If you plan to have photos taken before the ceremony, please begin one and a half hours before the wedding finishing a minimum of 45 minutes before the wedding begins. The wedding party may return to the sanctuary for photographs for up to 30 minutes after the ceremony. Please inform the wedding host regarding your schedule for photos.

## Videos

Videotaping of the wedding ceremony by an official videographer is permissible. The wedding host should be informed at least two weeks in advance of these plans. The following guidelines will apply:

- Any videotaping should be done from a stationary position that has been discussed and approved by the wedding host and the officiating minister.
- The Videographer is not to walk around during the ceremony.
- The aisles must be kept clear.
- The recording should be silent and not require lighting changes or lighting other than the normal sanctuary lighting.
- Microphones should be placed near the camera so the microphone cable does not present a walking hazard, unless technology is being used.

Videographers, if they have never taped a wedding in this church, should make every effort to be present at the rehearsal to acquaint themselves with the sanctuary.

## Sanctuary Set Up / Decor

Plans for the decorations must be approved by the wedding host at least two weeks prior to the rehearsal. Decorating must be done during church office hours (M-F, 8:30-4:00), unless alternate arrangements have been made with the wedding host at least two weeks before rehearsal.

Aisle Runner—a disposable aisle runner is recommended since it can be cut off after it is pulled down the aisle. The church is carpeted so an aisle runner may be optional. The length of the sanctuary from the platform to the back is 72 feet.

Pew Decorations: There are 16 rows. Decorations can be attached with florist pins, ribbon, or chenille wire. **Pew chairs must not be moved.**

A Unity Candle may be used. The communion table may also be used for the placement of the unity candle. If using a candelabra, a protective floor covering must be placed under the candelabra.

Small arrangements may be placed in the windows along the sides of the sanctuary. However, open flame candles may **NOT** be placed in the windows or any area other than the platform.

No adhesive tape or any device which penetrates the surface of the furniture or building may be used to fasten decorations.

Furniture may be moved only by the Facility Administrator — as follows:

- podium and communion table may be moved to allow entrance to the platform.
- altar rails may also be widened to help facilitate movement.
- one row of chairs at the front on either side of the aisle may be removed
- The choir chairs will not be moved
- The bell tables will not be moved
- Certain seasonal decorations will not be removed.

***You will need to assign someone to remove all non-disposable items (bows, candles, décor, greenery, etc.) from the premises immediately following the ceremony, including the bride's room and groom's room.***

This must be done within 30 minutes of the end of the wedding ceremony. We do not have storage space for the items, and the rooms will need to be reset for Sunday services.

## Receptions

Building C is available for wedding receptions. It comfortably seats 200-250. Please refer to fee section for applicable fees (page 14).

Reservation of Building C must be submitted on the room reservation request form and approved by the church staff.

Receptions should last no longer than 4 hours.

- ***Saturday weddings and receptions must be finished by 7:00 p.m., including clean-up.***

- Monday-Friday weddings must be finished (including clean-up) before 9:00 pm.



The room can be set up with round tables that seat 8 or 8ft rectangular tables. We have 14 round tables available or 30 rectangular tables.. Plans for the set up of the room must be given to the wedding host no less than 2 weeks prior to your wedding. (Room is 90' X 50')

The church provides the Sound Technician for receptions. Only the Sound Technician is permitted to move sound or musical equipment.

Portable furnishings or accessories may be brought in for decoration. However furnishings from around the building may not be moved.

You must provide all your own paper/plastic products, serving items, and linens.

The kitchen is not a full-service kitchen.

The reserving party assumes all responsibility for any damage done to the facility, furnishings or fixtures by the wedding party and the wedding guests.

Please remember that no adhesive tape is to be used on furniture, woodwork or walls for decorations in the sanctuary and in Building C.

Smoking, use of alcoholic beverages, illegal drugs, and dancing are prohibited in the church facilities or on the church property.

Room set-up must be discussed with the wedding host and approved by the church staff.



## Flowers

- Arrangements of fresh flowers/greenery may be used. An aisle cloth **MUST** be used if fresh flower petals are to be used by the flower girl(s).
  - Your florist should tag all boutonnieres and corsages for easy distribution to wedding party recipients.
- 
- One person should be made responsible for distributing the corsages/ boutonnieres.
  - The florist should deliver the flowers in time to be distributed before pre-ceremony photography sessions (if scheduled) or an hour before the ceremony.
  - If needed, you may instruct the florist to check with the wedding host regarding the delivery of flowers.
  - The wedding host should be consulted before any floral arrangements are placed in the sanctuary.

The florist will be held responsible for any damage caused by the floral arrangements to the building and/or furniture. They are responsible for cleaning the floor and furniture should an accident occur. Florists who fail to follow these regulations may forfeit their right to serve weddings in this church.

## Building Prep / Clean up

- ◆ The Facility Administrator will prepare the facilities for the rehearsal, wedding, and reception, according to directions you have discussed with the wedding host.
- ◆ As soon as all items (décor, food, personal items, bags, clothing, etc.) have been removed, the sanctuary and dressing rooms will be cleaned by the Facilities Administrator.
- ◆ The disposal and clean up of all food and decorations following the wedding/reception is the responsibility of the bride/groom and their representative, **and needs to be completed within 30 minutes of the ceremony's end.**

## Fee Schedule

### REGULAR ATTENDEES

CHURCH \$225.00

- 1.5 hours facility for rehearsal
- 4 hours facility for wedding
- Custodial Fees
- On-site church host
- Sound Technician

CHRISTIAN MINISTRIES CENTER \$225.00

- 5 hours facility
- Custodial Fees
- On-site church host
- Sound Technician

### NON-ATTENDEES

CHURCH \$300.00

- 1.5 hours facility for rehearsal
- 4 hours facility for wedding
- Custodial Fees
- On-site church host
- Sound Technician

CHRISTIAN MINISTRIES CENTER \$300.00

- 5 hours facility
- Custodial Fees
- On-site church host
- Sound Technician



## Fees Continued....

Attendees: Submit payment to the Wilmore Free Methodist Church two weeks prior to the wedding.

Non-attendees: At the time the wedding is confirmed, a deposit of \$100.00 is required to hold the date. The \$100.00 deposit will be applied toward the church facility fee. (*Your check should be made payable to the Wilmore Free Methodist Church with "(Name) wedding" noted in the memo field.*) The balance of all applicable fees must be paid by check to the church and submitted to the church office two weeks prior to the wedding.

The honorarium for the minister and musicians should be discussed with them individually.

**IMPORTANT:** Any damage to the church facility by the wedding party will be the responsibility of the parties at fault and/or the individuals who reserve the facilities. Ultimately the bride and groom will be considered liable for the damages.

## Refunding Of Fees

### Over 30 Days Before Wedding Date:

\$75.00 of the \$100.00 deposit will be refunded if cancellation is at least 30 days in advance of the scheduled wedding date. An amount of \$25.00 will be retained by the church to cover administrative costs.

### Less Than 30 Days Before Wedding

Anyone canceling the use of the church facilities less than 30 days in advance of the scheduled wedding date will forfeit the \$100.00 deposit.

## Photos of Church Sanctuary



**The WPMC sanctuary looking toward front**



**Left side—Piano/Organ**



**Right side—Podium**

## Rehearsals

Please be aware that only one and a half hours will be allowed for the rehearsal, from arrival to departure. For this reason, it is **very important that the entire wedding party be on time.** 😊

- \* Please have all participants arrive 15 minutes before the rehearsal time.
- \* Please remind the attendants and other wedding participants that a rehearsal is greatly hampered if everyone involved in the wedding is not present **and** on time. The bride and groom will be responsible for preparing any attendants who miss the rehearsal.
- \* Make sure that everyone knows the exact location of the church, and allow plenty of travel time. You may wish to mail reminder cards to all participants two weeks before the wedding.
- \* Members of the wedding party are to be reminded that the rehearsal is conducted in a holy place and should be respected as such. Wedding parties and guests should dress and act in keeping with a sacred place. Short shorts, halter tops, etc. are not appropriate.

The wedding rehearsal will be conducted by the officiating pastor or his/her designate.

*Remember the WFCM officiating pastor is the one in charge of directing the rehearsal, not the wedding coordinator or any other party. The wedding coordinator's responsibility is to support the pastor in facilitating an efficient rehearsal and wedding. If you are not using one of the church pastors, please be sure the officiating pastor's preference is clarified.*

## **Initial Reservation Check List**

- Completed all necessary forms and returned them to the church
- Met with staff pastor
- Met pre-marital mentoring or counseling requirements
- Paid \$100 deposit (non-attendees only)
- Wedding program submitted to WFMC staff for approval

## **Two-Weeks-To-Go Check List**

To make sure everything goes smoothly at the rehearsal, have you:

- ◆ Contracted with a wedding coordinator?
- ◆ Met with the church host regarding all facility use requirements?
- ◆ Contacted all support personnel (Florists, photographers, caterers, decorators, church sound personnel, etc.) and scheduled their arrival at the church facility with the Host?
- ◆ Reminded your wedding party of the exact time of the rehearsal (see "Rehearsals concerning time allotments)?"
- ◆ Secured all paper/linen products to be used in the reception (and for the wedding party, if applicable)?
- ◆ Secured a clean up crew for the Sanctuary after the wedding and Building C that will work within the time constraints of the facility use under the direction of the Host?
- ◆ Assembled materials needed for decorating (remember no adhesive tape is allowed to be used on church walls or furniture)?
- ◆ Secured approval from the wedding host/church staff for furniture arrangement/ re-arrangement .
- ◆ Made arrangements with the Host regarding a time for the decorating to be completed?
- ◆ Communicated to your wedding party that a respectable level of dress and behavior should be observed during the rehearsal and wedding.
- ◆ Communicated to the officiating pastor that she/he or her/his designate will be responsible to conduct the rehearsal?
- ◆ Made final payment of the balance due to the church office?
- ◆ Finalized paperwork at the courthouse?
- ◆ Invited the officiating pastor to the rehearsal dinner?
- ◆ Communicated to your photographer/videographer the requirements regarding photographs taken in the sanctuary (see pg. 10)

## The Christian and Principles Regarding Marriage 2011 Book of Discipline The Free Methodist Church, USA

At creation God instituted marriage for the well being of humanity (Genesis 2:20-24; Mark 10:6-9). Marriage is the joining of one man and one woman into a lifelong relationship which the Scriptures call “one flesh.” Sexual intercourse is God’s gift to humanity, for the intimate union of a man and woman within marriage. In this relationship, it is to be celebrative (Hebrews 13:4).

Marriage, between one man and one woman, is therefore the only proper setting for sexual intimacy. Scripture requires purity before and faithfulness within and following marriage. Likewise, it condemns all unnatural sexual behavior such as incestuous abuse, child molestation, homosexual activity and prostitution (1 Corinthians 6:9; Romans 12:6-27).

We hold that marriage can only be the union of “one man and one woman” who have made a public covenant and vow before God and the state (Genesis 2:20-24; Mark 10:6-9). , it would be a breach of the doctrine of our church for ministers or members of the Free Methodist Church to conduct the marriage or blessing of a union between a same-sex or same-gender couple. In light of our beliefs, ministers and members of the Free Methodist Church shall not perform marriages or unions of same-sex or same-gender couples.

We hold that our congregations are stewards of the church property. Performing a marriage or blessing between a same-sex or same-gender couple in any Free Methodist Church building or on any Free Methodist property would be a violation of consecrated Free Methodist property. Therefore, such blessings or marriages may not be performed at Free Methodist churches or on Free Methodist properties.

Further, we believe that marriage the Free Methodist Church deems doctrinally acceptable, legal and appropriate should be safeguarded and supported by both the church and society and should be formalized with public vows. It is not enough for a couple to live together in private commitment; we believe that they are to covenant before God and the state.

## Basic Church Information

The staff of the Wilmore Free Methodist Church prays happiness and success will be granted to you in your life together and sincerely hopes your wedding will be a sacred and beautiful occasion. We trust that participation in a local church will be a part of your new relationship together. If you are attending our church and are not part of another local congregation, we invite you to visit the Wilmore Free Methodist Church and become involved in one of our many ministries. We believe that couples will grow closer in their marriages if they attend church and are active in a congregation of believers.



The following is a list of services and activities at WFMC:

Sunday Worship I.....	8:30 a.m.
Sunday School.....	9:40 a.m.
Sunday Worship II.....	10:50 a.m.
Sunday Night Worship.....	6:00 p.m.
Wednesday Night Family Night.....	7:00 p.m.

*May God richly bless you both.*

*Please do not hesitate to let us know if there is any other courtesy we may extend to you.*

Adopted by the Board of Administration of the  
Wilmore Free Methodist Church.  
Revised and Updated by Staff  
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