



*Weddings*  
*at*  
*First United Methodist Church*

60 EAST NORTH STREET  
SPRINGBORO, OH 45066  
937-748-2612  
[WWW.FUMCOFSPRINGBORO.ORG](http://WWW.FUMCOFSPRINGBORO.ORG)





### *Congratulations on your wedding!*

We are delighted that you have chosen to seek God's blessing on your union by being married according to Christian marriage. We at First United Methodist Church are eager to help make your wedding as beautiful and memorable as possible.

Although your wedding day will be one of the most special days in your life, please remember that a wedding is also a worship service and must be treated with reverence. To consider all the possible elements of your wedding and to ensure the integrity of the worship service, you should plan to speak with Pastor Amy Haines as early as possible in the planning process. In order to extend every help and courtesy to you, our customary procedures and policies are outlined below for your review.

### *Making the Reservation*

Please contact our church secretary at 937-748-2612 or [rebecca-fumc@gmail.com](mailto:rebecca-fumc@gmail.com) to begin the process of reserving the church. She will be able to check our church calendar regarding available dates and time. If space is available, your names will be tentatively entered on the church calendar. Confirmation of the wedding reservation will be made upon receipt of the signed reservation form (at end of this brochure) and with receipt of the \$50 deposit in the church office.

Due to our Saturday evening church services, Saturday weddings need to begin no later than 2:30 for afternoon ceremonies or after 7:30 p.m. for evening ceremonies. In addition, some days throughout the year are not available for weddings: Easter weekend, Christmas in Springboro, Christmas Eve and Christmas Day.



### *Officiating Pastor*

Weddings at FUMC are typically officiated by Pastor Amy. However, it is possible for the couple to have a minister from another church. We just ask that you consult with the church secretary and Pastor Amy to make these arrangements.

A significant phase in preparation for your wedding is the conference with the pastor. A minimum of three sessions will be scheduled with the pastor, allowing time to get acquainted, answer questions and discuss the ceremony. Once a wedding date has been set, **the couple should initiate the contact with the pastor** to set the date and time of the first meeting. Subsequent meeting times will be set during the first meeting.

### *The Ceremony*

The wedding ceremony of the United Methodist Church reflects an understanding that Christian marriage is rooted in worship and arises from scripture, the traditions of the universal church and the practices of our denomination. One purpose of the conferences with the pastor is to discuss ceremonial possibilities. Any variations, of course, must be in good taste and conform to the doctrines and practices of the United Methodist Church. If a Wedding Consultant/Planner is to be used, it must be understood that the pastor will be in complete charge of the church ceremony.

### *Receptions*

Receptions may be scheduled in our Fellowship Hall. Contact the Church Secretary for details. There are to be no alcoholic beverages served and no smoking in the church building.



### *The Rehearsal*

The wedding rehearsal gives the entire group an opportunity to know what is required of each person in the ceremony. It is important that the rehearsal begin on time because of the number of persons involved. At least one hour should be allowed for the rehearsal, usually the evening before the wedding. **The marriage license should be given to the pastor at the rehearsal.**

### *The Facility*

The Sanctuary seats approximately 175 people. In the initial planning of your wedding, we recommend that you visit the church prior to reserving the church.

### *Flowers, Decoration, and Candles*

FUMC's Sanctuary is very beautiful without any additional decorations. However, many brides wish to place additional bouquets in front of the church, on the altar, along the pews, and/or on the window wells. Often a Unity Candle is placed on the altar, with an accompanying display of greens and flowers. The church will provide the two altar candles. All other candles are the responsibility of the wedding party. Two seven-candle candelabras are available for use. It is required that dripless candles be used in the candelabras. The church also has available sheers that can be placed on the back windows of the Sanctuary to allow the bride to not be seen prior to entering the Sanctuary.

If bows, ribbons or any other decorations are to be placed on the ends of the pews or on the window wells, they may not be fastened with nails, staples, screws or tape. The decorations may be attached by tying with ribbon, pipe-cleaners, floral wire or other



### *Flowers, Decoration, and Candles continued*

wire twist ties. An aisle cloth, if desired, should be procured from your florist. The aisle cloth for the Sanctuary should be 45-50 feet long. (Please note: We recommend an aisle cloth not be used as it is difficult to roll out smoothly on the carpet and becomes a trip hazard.)

### *Music, The Organist, and Vocalists*

First United Methodist has available several options for music during your ceremony. We have two organists on staff who may be available to play either the organ or the piano. We also have a sound system that may be used to play pre-recorded music. Finally, we can provide contact information for other musicians and vocalists. You can contact them directly to discuss their availability and fees. The pastor has the final say concerning music chosen from the secular music arena.

If additional vocalists or instrumentalists would like an organ accompaniment, they should contact the organist to arrange a time for practice. Normal organist fees, as well as rehearsal fees, are listed in the Wedding Fee Schedule found on the last page.

### *Resource Person*

The church will have a staff member on hand for all hours the wedding party is in the church on the wedding day. This person can help with any last minute needs and direct the wedding party to church resources. There will be a small fee associated with this staff person, as noted on the Wedding Fee Schedule.



### *Photography, Video Tape and Sound Recordings*

Some couples have friends or family take pictures, while other hire professional photographers. In either instance, **no flash pictures may be taken once the spoken part of the ceremony begins.** Flash photography is permitted as members of the bridal party come down the aisle and as they leave. During the ceremony itself, “available light” photographs and video tapes are permitted, but the photographer/videographer must not be conspicuous.

If you are making arrangements for video and audio recording, please inform and confer with the officiating pastor.

### *Dressing Rooms*

A dressing room is provided for the bride and her party. Another room may be provided for the groom and his party, if they so desire. The rooms will be opened at a time arranged with the church secretary. Valuables should not be left in these rooms. Please, also arrange for someone to check the rooms after the wedding for personal items and cleanliness. We ask that any boxes, hangers, disposable garment bags, etc., be placed in the trash cans or next to them in each of the rooms.

*Love one another with genuine affection,  
and take delight in honoring each other.*

*Romans 12:10*



### *Church Courtesy*

We ask that all observe the rule that there be no smoking in any part of the church building, nor within fifty feet of any doorway. We also ask that there be no throwing of rice, confetti, or birdseed either inside or outside the church. The use of these materials may present safety hazards to guests and can damage church furnishings, floors, and carpet. Therefore, a \$50.00 service charge will be added to any wedding where these items are used and must be cleaned away. Blowing of bubbles or ringing of small bells are acceptable alternatives. Alcoholic beverages are not allowed to be consumed on church property

### *Honoraria and Basic Expenses*

There are certain unavoidable basic expenses for all weddings. Any local church is maintained by the contributions of its members and friends. It is natural that all who use its facilities should wish to make a contribution. A reimbursement fee is necessary for custodial care and for the services of those on the church staff who will be assisting you. The Wedding Fee Schedule on the next page details the fees you will incur.

In order to reserve the church, a \$50 deposit will need to be paid. All other fees, including the pastor's honorarium, are due one week before your wedding date. Checks may be made out to First UMC. The check should be given to the church secretary. The standard honorarium for the pastor is noted on the Wedding Fee Schedule.



*First United Methodist Church  
Wedding Request*

Bride's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

E-Mail \_\_\_\_\_

Groom's Name \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_

E-Mail \_\_\_\_\_

Church Member?    Yes    No

Wedding date requested \_\_\_\_\_

Ceremony time requested \_\_\_\_\_

*Please note that due to Saturday services, Saturday ceremonies will need to begin no later than 3:00 p.m. for afternoon ceremonies or begin no earlier than 7:30 p.m. for evening ceremonies.*

Rehearsal date and time requested \_\_\_\_\_

Time wedding party will arrive at church \_\_\_\_\_

Number of rooms requested \_\_\_\_\_

Reception at church?    Yes    No

Reception time requested \_\_\_\_\_

Pastor Amy Haines or home church pastor (please provide name)

\_\_\_\_\_

Church musician or own musician \_\_\_\_\_





## Wedding Fee Schedule

Service	Non-member	Member	Fee Rec'd and Date
Sanctuary	\$250.00	—	
Fellowship Hall	\$75.00	—	
Pastor	\$100.00	\$100.00	
Organist	\$75.00	\$75.00	
Organist Rehearsal with soloist	\$25.00	\$25.00	
Resource Person*	\$12.00/hour	\$12.00/hour	
Custodian—Wedding**	\$12.00/hour	\$12.00/hour	
Custodian—Rehearsal**	\$12.00/hour	\$12.00/hour	

\*Resource person required for all hours wedding party in building (typically two hours).

\*\*There will be two hours charged for custodian cleaning for wedding service and two hours for cleaning for reception.

A \$50 non refundable deposit is due to reserve your date.


Date rec'd \_\_\_\_\_ Check # \_\_\_\_\_

**All fees are due one week before your wedding date. Please make checks out to First UMC.**

Please fill out this form and return to the church office.







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