

# First United Methodist Church of Dunedin

## *Contract of Fees for Non-Church Members*

Our goal for your wedding is to help you make your wedding all that you've dreamed it could be and at a minimum expense. The fees charged are designed to help us defray our expenses and involve the necessary people who will participate in making that dream come true. (Any couple desiring a Christian ceremony but unable to afford these fees may work out special arrangements with the minister.) All fees are paid before the wedding: A non-refundable \$ 50 deposit is to be paid upon reservation of the date and facilities on our church calendar. Balances due (individual checks) are due prior to the wedding day or at the wedding rehearsal and should be given to the pastor or wedding coordinator. A statement of checks needed will be mailed to you two weeks before the wedding.

### **FACILITY USAGE FEES:**

Sanctuary	\$ 300.00
Chapel	\$ 150.00
Friendship Hall ( <i>Full</i> )	\$ 200.00
Friendship Hall ( <i>Half</i> )	\$ 150.00

### **WEDDING PERSONNEL FEES:**

Officiating Minister (with required counseling sessions)	\$ _____
Wedding Coordinator (includes required consultation)	\$ _____
Organist for wedding (w/ required consultation)	\$ <u>150.00</u>
Organist/pianist rehearsal with soloist or instrumentalist	\$ <u>25.00</u>
Custodial fee for wedding/rehearsal	\$ <u>75.00</u>
Custodial fee for wedding/rehearsal and reception	\$ <u>100.00</u>
Sound Technician	\$ <u>100.00</u>
Church Soloist	\$ _____
Nursery Worker for Wedding	\$ _____
Wedding Bulletin ( <i>\$.15 cents each plus \$35 preparation fee</i> )	\$ _____
<b><i>Deposit - \$50.00 non-refundable</i></b>	<b><u>- \$ 50.00</u></b>
Amount due one(1) prior to Wedding Day	\$ _____

Person responsible for payment of fees: \_\_\_\_\_

Phone: \_\_\_\_\_ Wedding date: \_\_\_\_\_

Prepared by \_\_\_\_\_ Date \_\_\_\_\_



## Wedding Guide

We are pleased that you are considering being married in the Sanctuary or Chapel of our church. This booklet has been prepared to acquaint you with our church policies and suggested steps, which will make this important event both meaningful and sacred.

A Christian wedding is, first and foremost, a service of worship, and one should think of the wedding as worship throughout. In that light, all elements (music, readings, etc) should be appropriate for a service of worship as well as consistent with Christian values.

A wedding does not take place in isolation, but in community. This community usually includes a worshipping fellowship plus other family and friends who join you in celebrating, rejoicing and participating in the beginning of your new life together.

The ministers and staff involved keep all of this in mind as they help you to plan your ceremony. They will do everything they can to make this very special occasion in your life a memorable, sacred, uniting event.

As with all services of worship, the minister is in charge at all times. All physical arrangements, as well as the ceremony itself, are subject to his approval. The minister will consult directly with the bride and groom on all matters related to their wedding and any decisions necessary will be made with them only. It is your responsibility to see that all those participating in your wedding plans (family, florist, decorator, etc) adhere to these guidelines.

**PRE-PLANNING:** As soon as you decide to be married, telephone the church office at 727.733. 4139 for an appointment to discuss possible dates available for your ceremony and the fees involved. Since our church calendar fills quickly, we urge you to make proper reservations with the church office well in advance for the wedding, rehearsal and reception.

**COUNSELING:** United Methodist Church ministers are required to share with the couple in premarital counseling sessions prior to the wedding. Couples are encouraged to make appointments with the minister early in the planning process.

**MARRIAGE LICENSE:** Once issued, the marriage license is valid for 60 days. The wedding must occur during this period of time. The minister *cannot and will not* perform the marriage without a valid license. The license must be in the minister's hand prior to the wedding day.

**THE CEREMONY:** The ministers from our church must be in charge of the wedding. They will be glad to invite another guest minister to assist them in the wedding. The form of the ceremony, the vows, readings, sermon, prayers, etc. will be discussed by the minister and the couple.

**BRIDEIGROOM DRESSING AREA:** We have two rooms available for the bridal party and the groomsmen to dress in near the Sanctuary if so desired.

**DECORATIONS:** In decorating the Sanctuary or Chapel, all religious symbolism must be maintained. There will be an open Bible, two altar candles and *paraments* which will be either white or the current color of the Church season. The pulpit, lectern, altar rails and cross will be free from any decorations unless approval is received in advance from the minister. *No nails, tacks, screws, etc may be used for attaching decorations.* Only our liquid candles may be used for the unity candle and candelabras. Greenery on the candelabras may be attached. Bows, etc. may be attached to the pews as long as they are properly attached.

**MUSIC:** If you desire music for your wedding, the church's Director of Music will assist you in planning appropriate music. The church organists are familiar with our organ and experienced in working with our minister and other wedding staff as a team. For this reason, one of our organists must play for all weddings held in our Sanctuary. He or she will be glad to involve additional musicians. Vocal and instrumentalist music used in the service will be sacred and appropriate for a religious ceremony. Favorite non-sacred music may be used at the reception. A consultation is required with our Director of Music before making plans for the music.

**REHEARSAL:** It is essential that all elements of the ceremony be rehearsed. Members of the wedding party need to be instructed to be prompt for both the rehearsal and the ceremony. The rehearsal will generally require about one (1) hour. *No person in the wedding party under the influence of drugs or alcohol will be allowed to take part in the rehearsal or in the ceremony itself. The minister's judgment is final in this matter.*

**PHOTOGRAPHER:** The primary rule is that any photography be done in an inconspicuous manner. No flash photography should be taken during the ceremony by the photographer or guests. Professional photographers will be permitted to take three shots from the rear of the Sanctuary using available light. Ushers will be instructed to ask any guests using a flash to refrain till after the service. Videotaping is permitted from a stationary location using available light. Any questions concerning photography should be directed to the minister or wedding coordinator.

**RECEPTION:** Friendship Hall is available for receptions with a first-class. This policy does allow church members to prepare at-home refreshments for serving at receptions without using our kitchen equipment or supplies. Outside caterers will be permitted, provided that the Food Director or representative is present and reimbursed at the usual rate of \$25 per hour (\$15 per hour for church members) for the entire pre-reception, reception and clean-up. Outside caterers are required to provide the church with proof of General Liability and Product Liability Insurance.

**GENERAL INFORMATION:** Smoking and alcoholic beverages are *not permitted* in any of the church buildings, nor may alcoholic beverages be served anywhere outside on church property. Birdseed may be thrown in the parking lot area or on the patio; bubbles may also be used. Additional answers to questions may be directed to the minister or wedding coordinator on request.

**NURSERY:** Our church nursery may be used for infants through five years old only. There is a \$25 rental fee for use of the room and our nursery worker during the ceremony. Additional amounts for use during reception will be negotiated.

**FIRST UNITED METHODIST CHURCH OF DUNEDIN**

421 Main Street P.O. Box 1556

Dunedin, Fl. 34698

Office: 727.733.4139 Fax: 727.733.7813

**WEDDING APPLICATION**

*(Complete and return to church office 45 days prior to wedding date)*

Date of Ceremony: \_\_\_\_\_ Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Bride's Full Name: \_\_\_\_\_

Address: City, State & Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

First Marriage? Yes \_\_\_\_\_ No \_\_\_\_\_ If not, Date of dissolution \_\_\_\_\_

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

Address: City, State & Zip: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

First Marriage? Yes \_\_\_\_\_ No \_\_\_\_\_ If not, Date of dissolution \_\_\_\_\_

Reception at Friendship Hall: Yes \_\_\_\_\_ No \_\_\_\_\_ Estimated # of guests: \_\_\_\_\_

Florist: \_\_\_\_\_ Photographer: \_\_\_\_\_

Videographer \_\_\_\_\_ Church Organist desired? \_\_\_\_\_

Church Soloist? \_\_\_\_\_ Other Soloist? \_\_\_\_\_

Will Bride and Bridesmaids dress at church? \_\_\_\_\_

Will you be using FUMC's Wedding items *(Check if needed)*?

\_\_\_\_\_ Candelabras \_\_\_\_\_ Unity Candle \_\_\_\_\_ Kneeler