



A WEDDING GUIDE

FIRST UNITED METHODIST CHURCH

108 S. Cedar Street

Lexington, Illinois 61753

Rev. Dr. Ray Owens, Pastor

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Church Telephone: (309) 365-7371

Parsonage Telephone: (309) 365-3521

Dear Bride and Groom:

We are pleased that your marriage will be held in Lexington's First United Methodist Church. Whether your plans call for a large wedding or a small one in our sanctuary, every effort will be made to insure that the service is one of dignity and beauty.

In order that every detail is carefully planned and performed, we urge you to refer to this guide in making your arrangements. It has been prepared to foster a harmonious relationship between families and the church. While we encourage creativity that will make the occasion especially meaningful, certain rules and procedures must be followed to avoid difficulty and misunderstanding.

LEGAL REQUIREMENTS

Before any wedding may be performed, it is necessary for the bride and groom to secure a license in the county in which the ceremony is to occur. The County Clerk's office for McLean County is Room 704 of the McLean County Law and Justice Center, 104 W. Front Street, in Bloomington, telephone 309-888-5190. Questions about your date and place of birth, parents' name, etc., will be asked. You will need to bring your driver's license and if you are under 21 you will need to bring your birth certificate. The license fee is \$24.00 and must be paid in cash. Persons under age 18 must be accompanied by a parent or legal guardian.

You should bring the license to the rehearsal and give it to the pastor. The pastor will complete the information required and have it prepared for your signatures before the ceremony.

You will need to notify the Secretary of State, Social Security, your insurance company, among others about your name change as soon after the ceremony as possible.

FLOWERS

Your florist has probably previously arranged our sanctuary for weddings and is familiar with our facilities. Flowers on the altar are permissible, but should not be so ostentatious that they detract from the cross or altar appointments. We suggest a bouquet that is no wider than 24 inches and not more than 18 inches high. Unless you are planning to use it elsewhere (at a reception, for example), it may be left for use at our regular services on Sunday morning.

The florist also may supply white bows that may be attached with ribbon (no scotch tape, florist clay or bare wire) to the pews and candelabra.

If an aisle runner is desired, your florist may provide one. It is our experience, however, that these runners are a needless expense since we already have a beautiful carpet in the sanctuary. They are usually made of disposable material these days and often look quite shabby by the end of the service.

Flowers are ordinarily delivered a short time before the ceremony and placed on the altar or left in one of the pews. You will want to appoint a friend or a relative to see that the corsages and boutonnieres are presented to the correct attendants, parents and ushers.

CANDELABRA

Our church has a lovely set of seven-branch candelabra, which you may use in the service at no cost. You will need to purchase the candles for the candelabra. Each candelabrum holds (7) 7/8 inch candles. Straight candles (not tapered) are preferred and it is suggested that they are 12 to 18 inches tall. As this is an old piece you may wish to purchase florist tape to place around the bottom of any candles that do not fit snugly.

It is a popular addition to the service for the bride and groom to light a unity candle during the ceremony. If you desire to use the unity candle, you will need to purchase one.

MUSIC

Securing appropriate music for a formal wedding is an important part of the ceremony and should be selected with great care. Only music that sounds appropriate on an organ or piano should be considered. Our organist is an accomplished musician with a considerable amount of music. She will be pleased to offer suggestions and must approve all selections.

Vocal music should contain a religious text or if using a secular love song its words should be such that they are tasteful enough to be sung in our sanctuary. A vocalist singing a selection written for a piano or guitar will need to have an accompanist acquainted with those instruments. Our church organist will be glad to make arrangements with you. Our organist is Barb Coffey 309-365-8439. It is your responsibility to call her and make arrangements. See the Fees Schedule for costs.

RECEPTION

If your reception is to be held in our church, our United Methodist Women will serve it for you. However, the family will be responsible for preparing all food and for providing and placing decorations.

THE PASTOR

The pastor is responsible for officiating all wedding services in this church. If a member of the family of the bride or groom is an ordained minister, and it is desired that he or she assist in the service, this may be requested through the pastor.

It is usual for the pastor to meet two or more times with the couple to be married. The pastor will direct the rehearsal. If the pastor and spouse are to be included in the social activities involved (rehearsal dinner, reception, etc.), they should be specifically invited.

It is customary for the officiating pastor to receive an honorarium for the special time and attention rendered. See the Fees Schedule for this information.

CUSTODIAN

The custodian will see that the sanctuary and church are completely cleaned prior to your wedding ceremony. She will then re-clean the entire church in preparation for Sunday services. Our custodian is Libby Burge. She can be reached at 309-365-8058. It is your responsibility to call the custodian and tell her your date and the times of the rehearsal and wedding ceremony. See the Fees Schedule for costs.

USHERS

In a sanctuary wedding, it is necessary to have at least two or three ushers. The aisle is relatively long and every woman is escorted to her seat, requiring a number of trips. One usher should be designated "Head Usher" and make certain all the duties are performed correctly. While we urge all ushers to attend the rehearsal, it is essential that the Head Usher be present.

The bride and groom will need to have previously decided which usher will seat special guests like parents and other family members. Ushers may be assigned the responsibility of lighting the candles, or two older children or a youth may do it. Be sure to request these persons to be present at the rehearsal.

PHOTOGRAPHS

You are welcome to have as many pictures of your wedding as you wish; however, pictures during the ceremony, whether by amateurs or professionals, are restricted to available light only. No flash pictures may be taken while the religious service is in progress.

Many photographers request that most group pictures be taken before the actual ceremony. If pictures are to be taken after the ceremony, every consideration should be given your guests waiting for you at the reception. Plan with your photographer exactly which pictures you desire, and he can plan to make optimum use of time.

REHEARSAL

A rehearsal will enable details to be worked out smoothly to avoid any confusion. Usually, the pastor will conduct the rehearsal on the evening before the ceremony.

The bride and groom should secure the rehearsal date and time on the church calendar and in the pastor's schedule soon after the wedding date has been confirmed.

The rehearsal requires about one hour, and every person who is involved in your wedding should be present.

GENERAL INFORMATION

The bride's dressing room is located in Rooms 4 and 5 on the sanctuary level and is available for the bride and her attendants. Someone should be responsible to see that all clothing, cosmetics, and such are removed after the ceremony.

The groom and his attendants usually come dressed for the wedding. However, the men are welcome to dress in Room 11 on the sanctuary level and relax there prior to the ceremony.

If gifts are brought to the wedding, someone should be appointed to receive them and see that they are taken to the reception especially if the reception is held elsewhere.

Because of the difficulty of clean-up, rice is prohibited from use following the ceremony. Birdseed may be used, but it is to be distributed at the door as people exit from the church.

No smoking or alcoholic beverages are permitted at the church.

NAME OF COUPLE _____ DATE OF WEDDING _____

SCHEDULE OF FEES**BUILDING USE****Sanctuary and dressing rooms**

Members	no charge	
Non-Members	\$100.00	\$ _____

Fellowship Hall (Reception)

Members	no charge	
Non-Members	\$100.00	\$ _____

PASTOR'S HONORARIUM

This is in recognition of the pastor meeting for pre-marital counseling sessions, providing the PREPARE evaluation assessment, directing the rehearsal, and officiating at the wedding ceremony.

Members	\$100.00	
Non-Members	\$200.00	\$ _____

PREPARE SCORING FEE.....\$35

This is for scoring the "Premarital, Personal and Relationship Evaluation." The check should be made payable to "PREPARE" and given to the pastor at the first counseling session.

CHURCH ORGANIST

This is in recognition of the organist's music consultation with the bride and groom, wedding rehearsal, practice with soloist(s), and the wedding ceremony. The check should be made payable to Barb Coffey and given to her at the first meeting with her.

Members	\$100.00	
Non-members	\$150.00	\$ _____

CUSTODIANS

This is in recognition of the custodian cleaning the church before and after your rehearsal and wedding. The check should be made payable to "Libby Burge" and given to the pastor at the second counseling session.

Members	\$50.00	
Non-Members	\$100.00	\$ _____

TOTAL FEES: \$ _____

WITH THE EXCEPTION OF THE BUILDING USE FEES, THE CHECKS SHOULD BE MADE PAYABLE TO EACH INDIVIDUAL INVOLVED IN THE WEDDING AND NOT TO THE CHURCH.

We have read the planning guide and understand its instructions.

Bride

Groom

Couples copy

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SCHEDULE OF FEES

BUILDING USE

Sanctuary and dressing rooms

Members no charge
Non-Members \$100.00 \$_____

Fellowship Hall (Reception)

Members no charge
Non-Members \$100.00 \$_____

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