

First United Methodist Church

210 W. Center St.
Paxton, IL 60957

pumc@paxtonumc.com

www.paxtonumc.com

Wedding Guidelines and Fees

Please note the following guidelines so that together we can make your wedding ceremony a meaningful event.

The pastor requires four one-hour premarital counseling sessions in order for him/her to officiate your wedding. The main goal of these sessions is for you and him/her to get to know one another. During these sessions, the two of you and the pastor will work through the book, Growing Love in Christian Marriage, an official United Methodist Resource, and plan your wedding ceremony using liturgy from The United Methodist Book of Worship. The book and counseling sessions are offered to you free of charge. A wedding ceremony is a worship service and all components of the service should reflect such. All arrangements are subject to the approval of the pastor.

The facility will not be reserved and/or the pastor committed to officiate until the following fees are paid. The fees will not be paid to those providing their services until after the completion of the wedding ceremony. Fee payment should be made payable to "First United Methodist Church."

Members of the Church Family¹

Custodian without use of Dining Room	\$ 75.00
(with use of Dining Room)	(\$100.00)
Organist ²	\$100.00
Sound Technician	\$100.00
Pastor ³	\$150.00

Non-Members of the Church Family

Use of building (includes custodial fee)	\$150.00 per floor
Organist	\$100.00
Sound Technician	\$100.00
Pastor	\$150.00

The church has two oil-filled candelabra that may be used free of charge. The wedding couple will have to provide their own unity and family candles (with holders) if they are to be included in the wedding ceremony. Bulletins will be typed and printed free of charge, with the wedding couple paying for or providing the bulletin stock.

Please bring your marriage certificate to the wedding rehearsal. In Illinois it must be obtained 24 hours prior to the wedding ceremony and is good for 60 days.

It is the policy of the United Methodist Church that all its facilities be smoke and alcohol free.

No cellophane tape or wires may be used to affix decorations to the building or furniture.

¹Membership of the church family will be determined by the pastor.

²A church-approved organist may substitute for the church's organist.

³A church-approved pastor may officiate, while it is required that the appointed pastor assist.

Wedding—General Information

- The pastor of FUMC is expected to perform all wedding ceremonies at FUMC.
- The pastor of FUMC will consult the couple to be married for a substitute if he/she is unable to officiate at the wedding.
- The pastor of FUMC shall be in charge of the ceremony.
- The pastor may designate a Wedding Consultant from the church to assist in the rehearsal and ceremony. If the couple already has a Wedding Consultant, that person will coordinate all activities involved in the rehearsal and wedding with the pastor.
- Members of other congregations requesting the use of FUMC facilities shall have a responsible party arrange for keys, lighting instructions, and the proper use of church facilities. If a couple engaged to be married want the services of another clergy member to participate in their wedding, the invitation must be approved and extended **by the pastor of FUMC. It is a serious breach of ministerial etiquette for the invitation to come from any other source.**
- All fees shall be paid at least three weeks prior to the wedding rehearsal. Refunds will be granted up to 2 weeks before the wedding.
- The marriage license should be brought to the wedding rehearsal and left with the pastor for proper preparation.
- Final approval of music for a wedding will be made with the church organist in consultation with the pastor of FUMC.
- Person(s) taking professional photographs/video recording of the ceremony shall attend the rehearsal and be properly informed about the etiquette of photography of a sacred ceremony. These sessions will be helpful to the couple and to the church so that everything will go smoothly.
- Arrangement for an organist and a sound technician will be made through the church office in consultation with the pastor of FUMC.
- In order that persons preparing for marriage may be properly prepared for the ceremony, the pastor will hold a minimum of four counseling sessions with the couple seeking to be married. The purpose of the sessions is to help the couple understand the nature of Christian marriage, their covenant relationship and the use of the building for the ceremony.
- **The throwing of rice is prohibited.**
- Decorating of the Sanctuary or the Dining Area for a wedding or rehearsal dinner shall be limited to the day of rehearsal or the day of the wedding.

I/We agree to the above terms and have paid the above fees to schedule the ceremony and reserve the building on:

_____ for the ceremony and
Date/Time

_____ for the rehearsal.
Date/Time

Signed by representative of marrying couple:

_____ Date _____

Signed by representative of First UMC:

_____ Date _____