

Congratulations!

We are pleased that you have chosen
Orchard United Methodist Church
in which to be joined in marriage.

We hope this information will be helpful in planning for your wedding and/or reception.

Your Wedding

This Wedding Booklet is to help in planning for your wedding here at Orchard United Methodist Church. These policies and practices grew out of the experiences of couples who were married here over the years. We hope this booklet aids in your preparations for this most important part of your wedding day!

The Wedding Service

The Wedding Ceremony is a religious service. The pastors will use the Service of Christian Marriage from the United Methodist Order of Worship. This service will be reviewed with the couple prior to the wedding and changes/additions to the service can be made in consultation with the pastors. All changes to the service must be consistent with the theology of the church.

It is our goal to make your wedding a moment of worship that honors God and makes the service as personal to you as possible. We look forward to the exchange of ideas in creating a personal service which remains true to our tradition and yet is unique to you.

It is understood that the rehearsal and the wedding will be conducted in a manner of mutual respect. It is expected that immediately prior to both the rehearsal and the wedding members of the wedding party will refrain from the use of alcoholic beverages and drugs. The use of these substances will not be tolerated on the premises. It is the responsibility of the bride and groom to inform all members of the wedding party.

Officiating/Consulting with the Pastors

All weddings shall be under the direction of one of the pastors of Orchard United Methodist Church. Another pastor may assist them, and in special circumstances a visiting pastor may be granted the privilege of conducting the wedding ceremony.

Wedding Costs

Orchard United Methodist Church offers couples several wedding options ranging from the basic ceremony to a variety of enhanced services. Decisions on the part of the bride and groom as to any extended services will determine the fees charged.

Deposit

A non-refundable deposit /sanctuary fee is required to schedule your wedding.

Member Deposit	\$150
Non-Member Sanctuary Fee	\$200

Wedding Fees

One week prior to the wedding an itemized statement of wedding fees will be sent to the bride. All remaining wedding fees must be paid **in cash, in full** the Monday prior to the wedding.

Required Fees:

On-site Pastor/Marriage Support Fee	\$300
Off-site Pastor/Marriage Support Fee	\$400
Materials	\$ 35
Custodial Fee	\$100
Wedding Director/Hostess	\$100
w/Holy Communion	\$115
Sound Tech	\$ 50

Optional Fees:

Organist	\$200
w/soloist	\$250
Additional Music Fees*	\$ _____
Media Tech	\$ 50
Aisle Candles	\$ 20
7-Branch Candelabra	\$ 20

**Additional music fees to be negotiated with individual church musicians/soloists, if desired and requested.*

The Wedding Rehearsal

The rehearsal takes about an hour and usually occurs the night before the wedding. All persons participating in the service, including parents, should be present and on time. If there are little ones in your family, you may want a ring bearer or flower girl. They should be old enough to take instructions. This can be a beautiful part of the ceremony, but one word of caution: small children are unpredictable and the wedding day always brings stress that is hard on small children.

At the rehearsal, the pastor will be in charge as you practice the service that has been created during the consultation sessions.

If using a unity candle, it would also be helpful to bring it for the rehearsal.

The Wedding

The bride, groom, and attendants should be ready a half-hour before the ceremony. The church will be open two hours before the service. An earlier time may be arranged with the wedding director.

Children attending the wedding service are to be accompanied by their parents and not left unattended in any rooms of the church. Childcare can be provided by the church only when special arrangements have been made at least two weeks before the wedding.

After the ceremony, if desired, the reception line will form in the narthex (right outside the sanctuary) or, if desired and weather permitting, outside the main church entrance.

Experience has taught us **NOT** to allow rice, birdseed, flower petals, or confetti to be thrown at the Church. Bridal parties have shared how uncomfortable it is to have rice in their hair/clothing at the reception.

Three (3) premarital consultations are required, at mutual dates arranged between the officiating pastor and the wedding couple. Through the counseling process, we will strive to create a service that both the pastor and you agree upon.

Music

The church organist* usually plays for all weddings in the church. A guest organist/ musician may be requested, but must be approved by the church. (*Piano music may also be requested.) After the first consultation with the pastor, the wedding couple should contact the organist (or pianist) to discuss the music that will be used at the wedding.

We believe that music is an integral and meaningful part of a wedding ceremony. We feel that the most appropriate music for a wedding is that which best reflects the sacred nature of the ceremony. We will help you be sure that the music at your wedding is done with quality and integrity.

If you are having a soloist, we suggest that you engage your soloist after discussion with the organist. Church soloists are available. All soloists are expected to make an appointment to rehearse with the organist. Soloists must provide music for the organist.

Arrangements

Wedding dates will be put on the church calendar after the receipt of the Wedding Information form and the requisite deposit is received.

Orchard Church requires the services of a wedding director, who, under the general guidance of the pastors, assists them at the rehearsal, the wedding, and assists the wedding party with such details as ushering duties, placement of candles and/or flowers, wedding party processional and recessional, personal needs, etc. Please contact the church wedding director to discuss specific arrangements. (See provided contact card for organist and wedding director phone numbers. Fees are listed under Wedding Costs in this booklet.)

Church Facilities

The Church Sanctuary has a seating capacity of 250. The Bride's Room and Parlor are provided for the bride and her attendants; an air conditioned room is provided for the groom and groomsmen.

The video screen at the front of the Sanctuary remains in place. You may request a customized video projection screen from the administrative assistant two-weeks in advance of the wedding for an additional fee.

On-site catering services and the Ministry Activity Center are available for receptions. Please contact the administrative assistant for availability and applicable fee schedules for room rental. Catering services and fees are provided by the caterer. Contact information for the caterer can be obtained from the church office.

SMOKING is NOT PERMITTED anywhere in the church building. ALCOHOLIC BEVERAGES are NOT PERMITTED anywhere on the church grounds.

Photography and Videography

Photography is an important part of your wedding day, and we wish to cooperate with you to help with these important memories. Please share the following policies with your photographer and/or videographer.

1. All photographers, amateur and/or professional, are asked to respect the ceremony and the church.
2. No flash pictures are to be taken or videotape lighting used in the Sanctuary during the ceremony.
3. Video personnel may set up equipment in the chancel area of the Sanctuary. They must remain in place during the ceremony and must be properly attired.
4. During the processional and recessional, flash pictures may be taken provided the photographer respects the congregation and does not delay the ceremony.
5. Pictures may be taken before the ceremony or in the Sanctuary after the wedding.
6. Pictures may be taken at any time during the reception.
7. We have a seasonal Memorial Garden at the south end of the church building where you may want to have pictures taken before or after the ceremony.

Ceremony Necessities/ Accessories

Please bring your marriage license to the church office on the Monday before the wedding.

The church furnishes candles on the altar. If desired, we can provide additional candles at a nominal fee (see Optional Fees under Wedding Costs), such as candelabras, and aisle candles. If you wish to have a unity candle as part of your ceremony, it is your responsibility to provide that.

The white aisle runner, if used, is provided by the bride through her florist. The aisle is approximately 100 feet long. Florists should be asked to have flowers and aisle runner in place at least one hour before the ceremony. The bride and florist should coordinate with the wedding director for delivery of the flowers.

The wedding party is responsible for any flowers that are used in connection with the wedding and/or reception. If you would like to leave your altar flowers for use in the Sunday worship service, please let the Wedding Director know by the Monday before the wedding so that proper acknowledgement can be put in the Sunday bulletin.

We look forward to sharing your special day with you!

Orchard United Methodist Church

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