

# First United Methodist Church

*401 W. Randolph*

*Enid, Oklahoma 73701*

*Telephone: (580) 237-2041*

## *Official Wedding Handbook*

**Senior Pastor**

*Randy Mitchell*

**Associate Pastor**

*Susan Southall*

**WEDDING COORDINATORS:**

**Phillip Whitaker (580) 233-5648**

**Pam Schoenhals (580) 874-2320**

FIRST UNITED METHODIST CHURCH  
Official Wedding Handbook  
For

Bride: \_\_\_\_\_

Groom: \_\_\_\_\_

Coordinator:

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Minister:

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Organist:

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Sound Technician:

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

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

Wedding: Date \_\_\_\_\_ Time: \_\_\_\_\_

# **Enid First United Methodist Church**

## **About Christian Marriage**

In our society, marriage involves social, legal and, where desired, religious considerations and customs. The Church recognizes the validity and importance of each of these elements. The social aspect of marriage will be emphasized in showers, luncheons, rehearsal dinners, receptions and parties. The legal considerations are cared for through the laws of the state.

The responsibility of the Church, both to God and to the Bride and Groom, is to provide for the expression of the Christian meaning of marriage. A service of Christian marriage should explicitly and symbolically emphasize the Christian view of marriage. Your wedding day is one of the most joyous and sacred days of your life, and the ministers and staff of First United Methodist Church are eager to share in the joy and sanctity of the occasion.

In planning for your ceremony you will work with members of the church staff, who are dedicated to help make your wedding at First Church a significant and celebrative act of Christian worship. They will bring to their conversations with you their special skills and training in worship, music, and Christian theology. The staff will seek to join you in planning a wedding ceremony that is true to our Christian commitment as well as personally meaningful to you. They understand that, as in everything we do as Christians, our personal preferences in planning the marriage service are disciplined by our commitment to honor God in worship and to witness with integrity to the special character of Christian marriage.

The Administrative Council of First United Methodist Church, Enid, has authorized the publication of this booklet in order for you to become familiar with our policies and procedures pertaining to a Christian wedding.

# **A STATEMENT OF WEDDING POLICIES**

We at First United Methodist Church are pleased to have the opportunity to share information with you about our wedding policies. We hope that this handbook will answer many of your questions and help you in planning your wedding ceremony.

The Sanctuary or Wesley Chapel is available if the bride, the groom, or one of their parents is a member of this congregation. Non-members must be granted permission to have a wedding at First Church by the Senior Pastor prior to setting a date.

## **MINISTERS**

One of the First Church ministers will be in charge of the wedding ceremony. The Bride and Groom must secure the services of the First Church minister of their choice before the reservation can be finalized.

*Persons desiring an additional minister to share in the performance of the wedding ceremony must secure the approval of the First Church minister prior to issuing an invitation.*

Christian ministers are called to be “your servants for Jesus’ sake” (II Corinthians 4:5). Ministers are not called upon merely to perform ceremonies but rather to be Christ’s agents in assisting persons to enter Christian marriage and to witness to this purpose in a genuine act of worship. Therefore, the ministers of First Church will have preparatory consultations with the Bride and Groom. Please contact the minister at least one month prior to the wedding to set a date for this consultation.

## **SCHEDULING YOUR WEDDING**

Weddings may be held when services are not scheduled in the sanctuary or chapel, excluding certain holidays or special times recognized by the personnel policy of this church.

Weddings may NOT be scheduled during the following:

New Years Eve/Day, Easter Week, Memorial Day Weekend, the Weekend before Vacation Bible School (usually in early June), Fourth of July, Labor Day Weekend, Thanksgiving Weekend, the Month of December (Wesley Chapel may be available), and any other days in which the church will be closed or a holiday creates a long weekend.

**Saturday weddings may be scheduled up to 7:00 p.m. (starting time). Weddings with receptions in the church facilities are to be scheduled no later than 5:00 p.m. (starting time). (The weekend after Vacation Bible School, wedding receptions may not be scheduled in Fellowship Hall.)**

## Setting the Date

A tentative reservation of a requested date is made at your first inquiry. The tentative reservation is held for two weeks. During this two-week period the date of the wedding is set based on the availability of the First Church minister of your choice and the church calendar. **In order to secure the facilities, you must return the Wedding Data Form along with the deposit.** The deposit is refundable up to 60 days before the wedding in the event of cancellation.

## Wedding Facilities

Weddings may be held in the Sanctuary—capacity: 400 people (550 including the balcony), or in Wesley Chapel—capacity: 80 people.

## Wedding Coordinator

It is the responsibility of the Wedding Coordinator to see that your wedding rehearsal and ceremony run smoothly. In order to accomplish this, **please contact the Wedding Coordinator to work out details as soon as your wedding date has been set.** The Wedding Coordinator will conduct the wedding rehearsal.

## The Wedding Rehearsal

Wedding rehearsals will be limited to one hour. It is very important that the time indicated for the rehearsal be observed. If participants arrive late, a full rehearsal will not be possible. **Please inform your wedding party of the importance of being on time.**

## Organist & Wedding Music

**It is the policy of First United Methodist Church to use our organist for all Sanctuary and Wesley Chapel weddings. Acquiring the services of the organist must be done as far in advance as possible.** A consultation with our organist needs to be scheduled at least one month prior to the wedding. Our organist can be a valuable resource in selecting music for your wedding.

The music should emphasize the Christian view of marriage and contribute to the worship mood of the service. Remembering that a church wedding is a **sacred** ceremony, the texts of vocal music must reflect the sacred nature of the occasion. Final approval must be obtained from our church organist. **CD's may ONLY be used to accompany vocal or instrumental solos, duets, etc.** The person/persons requiring pre-recorded accompaniment must make arrangements with the sound technician for rehearsal if in the sanctuary.

## Sanctuary Audio/Visual System

**It is the policy of First United Methodist Church to use one of our trained personnel to run the sanctuary A/V system.** The church will schedule a sound technician for the rehearsal and the wedding. A brief consultation with the sound technician needs to be scheduled at least one month prior to the wedding **if** using pre-recorded audio or video. An audio recording of the ceremony is available on CD. The use of the projectors and screens is also available. All video material must be in good taste and avoid risqué or questionable poses. Presentations will only be allowed before the Processional or must be three minutes or less in length if used during the Unity segment of the service.

## Nursery

A nursery will be scheduled upon request with the expense being billed to the wedding party. **A four-week notice must be given in order to secure nursery personnel.** An approximate count must be called into the church 2 weeks before the wedding.

# **FLOWERS AND DECORATIONS**

**It is the responsibility of the Bride to make certain that the florist and/or decorator is aware of these guidelines for the use of flowers and decorations at First United Methodist Church.**

1. Florists and other decorators may begin decorating the sanctuary or chapel on the day of the rehearsal, **providing that no other worship services or rehearsals are scheduled in the facility that day.**
2. The Altar Table is a sacred symbol in our sanctuary and is not to be moved. **We ask that the Holy Bible and the brass candlesticks not be removed and that they remain in plain sight.** Additional candles and flowers may be placed on the Altar Table provided the Holy Bible is not obscured.
3. The sanctuary pulpit and piano are wired for the sound system and **are not to be moved.**
4. **Under no circumstances are tacks, nails, glue, or tape to be placed in the carpet, pews, or furniture.** Nothing may be done that might deface or damage any part of the sanctuary/chapel furniture or equipment.
5. **Candles must be of the drip-less variety.** The florist will be responsible for cleaning the wax from all floor coverings and furniture in the event of spillage. The florist shall also be responsible for any resulting damage if this policy is ignored.
6. **No fresh flower petals or artificial snow** are allowed on the carpet.
7. Due to possible hazards involved, **there shall be no throwing of rice or wedding confetti.** Birdseed is permissible.
8. Decorations, flowers, candles, etc., must be removed from the building immediately following the wedding ceremony.

Any damage to the furniture or furnishings while using the church facilities will be the responsibility of the wedding party and all repair work will be done to the satisfaction of the First United Methodist Church and billed to the responsible party.

The main request is for the use of common sense, courtesy, and consideration in the use and placement of decorations. Your cooperation in following these guidelines will be greatly appreciated.

**The church reserves the right to deny access to the building to any florist and/or decorator who is unwilling to abide by these policies.**

# **THE WEDDING PARTY**

**It is the responsibility of the Bride and Groom to make certain this policy is known to all members of the wedding party.**

It is expected that the wedding party will recognize the church as a house of God, and will conduct themselves at all times in a manner acceptable to a place of worship. **No alcoholic beverages or illegal substances are permitted on the church premises at any time.** This includes both the interior and exterior of the church and its parking lots.

The wedding rehearsal or wedding will not be performed if any member of the wedding party is under the influence of alcohol or illegal substances.

There shall be **no smoking** in the building. This regulation applies to everyone at all times while in the church building.

## **DRESSING ROOMS**

The Bridal Party may dress at the church. Wedding attire (dresses and tuxedos) may be brought to the church the day of the rehearsal. It is the responsibility of the Bride and Groom to arrange for the care of the property before, during, and after the wedding, and the removal of items immediately following the ceremony. We encourage the wedding party not to leave purses, wallets, or other valuables in the dressing rooms. **The church assumes no responsibility for any items left at the church at any time.**

## **PHOTOGRAPHY**

**It is the responsibility of the Bride to make certain the photographer is aware of these guidelines.**

Wedding photos may be taken before and/or after the wedding ceremony.

**All photography will cease 30 minutes before the ceremony. This policy will be strictly enforced.**

**Flash pictures** are not to be taken in the sanctuary/chapel from the time the first guests are seated until the recessional of the Bride and Groom. **Exception:** Flash pictures of the wedding party may be taken from the rear of the room as they enter and exit the sanctuary/chapel.

**Non-flash pictures** may be taken from the rear of the room and/or balcony of the sanctuary/chapel during the service.

**Photographers** should stand at the rear door or balcony rather than in the aisle.

Any questions or clarifications of these policies are to be directed to the Wedding Coordinator.

**The church reserves the right to deny access to the building to any photographer who is unwilling to abide by these policies.**

# **THE WEDDING RECEPTION**

The following options are offered to the Bride who wishes to hold her wedding reception at First Church — *(See Fee Schedule)*:

## **Option 1: Served by United Methodist Women.**

### **UMW Furnishes:**

Silver: Punch Bowl and ladle  
Serving knives and cake knives  
Candelabras with white candles  
Bowls for mints and nuts (optional)  
Silverware

Crystal: Plates and cups

Other: Punch  
Tablecloths

### **Your Responsibilities:**

Cake  
Flowers (optional)  
Nuts and /or mints  
Napkins  
Guest book  
Decorations for guest table and serving table (optional)

## **Option 2: Served by an outside caterer.**

Caterers or Bride will furnish serving pieces, plates, cups, silverware and tablecloths (tablecloths may be rented from the church). Caterer will serve and clean up. If caterer wishes to use any church equipment or personnel, arrangements should be made with the church.

### **Round Table Cloths**

Round table cloths belonging to the United Methodist Women may be rented for a cleaning fee (*see "Linen Laundering" under "Fee Schedule"*). Table cloths must be reserved through the church.



# **MARRIAGE LICENSE**

You may secure your marriage license from any county in Oklahoma. In Enid, it may be purchased at the Garfield County courthouse. You may want to call the Court Clerks office at (580) 237-0232 to check on hours they are open and the cost of a marriage license.

**The marriage license must be presented to the Wedding Coordinator at the rehearsal.**

## **GENERAL INFORMATION**

**First United Methodist Church**  
401 W. Randolph Avenue  
Enid, Oklahoma 73701-3707

**Telephone: (580) 237-2041**

**Fax: (580) 242-3435**

**[E-Mail: umc@firstchurchenid.com](mailto:umc@firstchurchenid.com)**

### **Office Hours:**

**9:00 a.m.- 4:00 p.m.**

**Monday-Thursday**

**9:00 a.m.- 12:00 p.m.**

**Friday**

## **WALK – IN WEDDING**

A “Walk-In” Wedding is available at First Church at minimal cost. The Bride and Groom and at least two witnesses (but as many guests as desired) may meet the minister at the church and be married in the Sanctuary or Chapel at a pre-approved time. It is understood that there will be no wedding coordinator, organist, soloist, sound technician, special flowers/decorations or anything else that would normally require pre-planning. One consultation session with the minister before the service is required and the ministerial fee still applies.

# FEE SCHEDULE

The total cost of the wedding must be paid at least one month prior to the wedding date. Fees are to be made to the individual performing the service for your wedding. A statement will be sent to you designating fees and to whom checks should be written. Please send all checks to FUMC and we will disburse them accordingly. Thank you.

## DEPOSIT

Members: \$100.00 (refundable until 60 days prior to the scheduled event)

Non-Members: \$300.00 (refundable until 60 days prior to the scheduled event)

FIRST METHODIST CHURCH MINISTER . . . . . \$100.00 (MEMBERS)  
\$150.00 (NON-MEMBERS)

## CUSTODIAL — *Rehearsal/Wedding fee includes:*

1 hr. rehearsal, 1 hr. prior to scheduled wedding, 1 hr. during wedding, and 1 hr. after wedding for clean-up.

The above does not include rehearsal dinners, receptions, or decorating before/after the rehearsal.

Rehearsal Dinner & Wedding Reception fees include 1 hr. during event & 1 hr. after event for clean-up

	<u>MEMBERS</u>	<u>NON-MEMBERS</u>
Sanctuary —Rehearsal/Wedding	\$125.00	\$125.00 ( <i>custodial</i> )
	\$ 0.00	\$275.00 ( <i>Building Fee</i> )
Wesley Chapel—Rehearsal/Wedding	\$ 75.00	\$ 75.00 ( <i>custodial</i> )
	\$ 0.00	\$ 75.00 ( <i>Building Fee</i> )
Rehearsal Dinner—Parlor	\$ 75.00	\$ 75.00 ( <i>custodial</i> )
	\$ 0.00	\$ 75.00 ( <i>Building Fee</i> )
Wedding Reception—Parlor	\$ 75.00	\$ 75.00 ( <i>custodial</i> )
	\$ 0.00	\$ 75.00 ( <i>Building Fee</i> )
Rehearsal Dinner—Fellowship Hall	\$100.00	\$100.00 ( <i>custodial</i> )
	\$ 0.00	\$ 75.00 ( <i>Building Fee</i> )
Wedding Reception—Fellowship Hall	\$100.00	\$100.00 ( <i>custodial</i> )
	\$ 0.00	\$ 75.00 ( <i>Building Fee</i> )

***Custodians will receive additional remuneration (\$15.00 per hour) when required to do additional work beyond the duties described above.***

# **FEE SCHEDULE (Continued)**

WEDDING COORDINATOR... 1-6 ATTENDANTS 7-12 ATTENDANTS 13+ ATTENDANTS  
\$75.00 \$125.00 \$175.00

*(Attendants include Bridesmaids & Groomsmen.)*

SANCTUARY A/V SYSTEM..... \$50.00 *(1 hr. Rehearsal & 1 hr. Wedding)*  
*Additional services such as video editing or media conversion to ensure compatibility with the sanctuary A/V system will require additional fees at the rate of \$20 per hour.*

ORGANIST ..... \$150.00

Fee is limited to the following:

- 1 – Consultation for selecting music for the wedding
- 1 – Rehearsal with soloist(s)
- 1 – Wedding Rehearsal
- 1 – Wedding

*Additional services will require additional fees.*

*Playing for the reception is not included in this fee. Arrangements need to be made directly with the organist if his/her services for the reception are desired.*

CANDELABRAS (2 pairs available) ..... \$10.00 per pair

AISLE CANDLES (3 pairs available).....\$25.00 (all 3 pair)

OPEN DOORS (in excess of one hour before wedding).....\$15.00 per hour (6 hour max.)

NURSERY (2 workers).....\$50.00

*Must have a 4 week notice to provide nursery services.*

*Children 6 weeks —10 years only!*

LINEN LAUNDERING.....\$3.00 per tablecloth

## United Methodist Women (UMW) RECEPTION

	<u>Member</u>	<u>Non-member</u>
Up to 100 persons	\$150.00	\$250.00
Each additional person	\$1.50	\$1.50

# WEDDING PREPARATION CHECKLIST

For your convenience, here is a check list of important contacts for your wedding:

- \_\_\_\_\_ Contact the church to schedule your wedding
- \_\_\_\_\_ Contact First Church Minister of your choice

## **As soon as your wedding date is set**

- \_\_\_\_\_ Contact Wedding Coordinator
  - \_\_\_\_\_ Give church policy guidelines to florist/decorator
  - \_\_\_\_\_ Give church policy guidelines to photographer
- 

## **One month before the wedding**

- \_\_\_\_\_ Contact First Church Minister for pre-marital counseling
  - \_\_\_\_\_ Contact Organist to select music for wedding ceremony
  - \_\_\_\_\_ Contact Sound Technician (if using pre-recorded audio/video)
  - \_\_\_\_\_ Pay all Wedding Fees to the church
  - \_\_\_\_\_ Contact Church about Childcare (if desired)
  - \_\_\_\_\_ Contact Wedding Coordinator again
- 

## **2 weeks before the wedding**

- \_\_\_\_\_ Call in approximate Nursery count to church (if applicable)
  - \_\_\_\_\_ Provide Sound Technician with all media to be used in the wedding.
- 

## **Before Wedding Rehearsal**

- \_\_\_\_\_ Make certain Wedding Party is made aware of church policies concerning alcoholic beverages, smoking, etc.
- \_\_\_\_\_ Obtain and bring Marriage License to rehearsal