



Wedding Policy and Guide

Wedding Celebrations

The union of a couple is an exciting occasion and First United Methodist Church of Enid, Oklahoma is honored to share with couples the gift of holy marriage. Weddings are available for church members, visitors, and guests not previously affiliated with the church.

The wedding ceremony is a worship service where the couple pledge themselves to one another in the presence of God and begin their marriage with Christ as the foundation. The following policies and procedures have been formulated to help your wedding go as smoothly as possible.

Date and Time

Dates and times for weddings at FUMC Enid are to be arranged in consultation with the FUMC Enid pastor based on availability and the preference of the couple.

Weddings may be arranged during the week Monday through Saturday. Weddings on Saturdays in the church building must start no later than 6pm to allow time for clean up and preparation for Sunday worship. Weddings cannot be scheduled on Sundays.

Setting the Date

To schedule your wedding contact the church Administrative Assistant regarding the date you wish to schedule. The tentative reservation of a requested date will be held for two weeks. During this time the Administrative Assistant will contact the FUMC Enid pastor to check their availability. The pastor may contact the couple with further questions.

In order to secure the church facilities, you must make a deposit (see Fee Schedules). The deposit is refundable up to 60 days before the wedding in the event of a cancellation.

Wedding Facilities

The Sanctuary or Wesley Chapel is available for weddings. Weddings may be held in the Sanctuary—capacity: 400 people (550 including the balcony), or in Wesley Chapel—capacity: 80 people. The Fellowship Hall is available for rehearsal dinner and/or wedding receptions should the wedding party need the space. Additional fees may apply (see Fee Schedule).

Who Will Officiate?

Pastoral ethics require the FUMC Enid pastor conduct wedding services held at the FUMC Enid church, unless another pastor is invited to share in the wedding or act on behalf of the pastor of FUMC Enid. Any requests for another pastor or lay person to officiate or assist in the service must be approved by FUMC Enid's pastor. Pastors involved will need to have been ordained through a licensed seminary degree program.

Premarital Preparation

Once the FUMC Enid pastor has contacted the couple, they will schedule to meet 3-4 times to do premarital preparation. Topics include communication, conflict resolution, financial management, and experiencing God.

The purpose of these meetings is to help the couple prepare for marriage and to help the pastor care for them in this process.

The Wedding Coordinator

The Wedding Coordinator represents the church and works with the couple and the FUMC Enid pastor in coordinating the many details of the wedding and rehearsal within the church.

When the wedding date has been confirmed by and placed on the church calendar by the FUMC Enid pastor, the Wedding Coordinator will be assigned and will call and discuss plans and answer questions. They will assist with rehearsal and will be at the church during the designated time for the rehearsal and the wedding ceremony.

Structure of the Wedding

A Christian wedding held in the church is a service of worship, celebrating the joining of a couple in holy marriage. Consequently, all parts of the service are to be consistent with the present worship practices of the church.

Generally, the outline for the wedding will take on a traditional form. The family may suggest other items to be included in the wedding, with the approval of the FUMC Enid pastor.

Weddings for Non-members and Inactive Members

Conducting weddings for people who have no prior affiliation with the FUMC Enid church is a normal part of ministerial obligation. However, the FUMC Enid pastor shall have discretion to determine if he/she or the church will participate.

Wedding Music and Audio Visual

Only music appropriate to a worship service shall be used. FUMC Enid music staff will participate unless otherwise arranged between the pastor and couple. Sacred or Christian music are appropriate. Some secular music is appropriate for the service when in line with Christian values and must be approved by the FUMC Enid pastor.

Taped instrumental and accompaniment music, soloists and solos, anthems, and guest musicians must have the FUMC Enid pastor's approval. All songs selected for the service must be approved by the pastor, including video presentations.

In cases where an outside organist/pianist is desired, permission must be secured from the pastor. Additional musicians or soloists may be utilized.

The church will schedule a sound technician for rehearsal and the wedding. A brief consultation with the sound technician needs to be scheduled at least two weeks prior to the wedding if using pre-recorded audio or video. An audio recording of the ceremony is available on flash drive. The use of projectors and screens is also available.

Video Presentation

If a video is to be used during the service, it must be submitted to the church office 24 hours prior to the wedding for review. All presentations should be in mp4 format on a flash drive provided by the wedding party.

If the video presentation is played during the wedding, it should be limited to 10 minutes; otherwise, it may be played before and after the wedding.

Decorations

The wedding party may wish to decorate the sanctuary.

The following guidelines need to be followed for all decorations:

- All displays or pictures must be appropriate to a worship setting.
- No nails, tacks, staples, or screws shall be put in the walls or attached to the pews.
- All decorations must be removed within 3 hours of the conclusion of the wedding.
- No furniture shall be removed from the church building.
- No furniture from the sanctuary may be moved without the permission of the pastor or wedding coordinator.
- The flower girl may only scatter silk flower petals. No fresh flower petals or artificial snow are allowed on the sanctuary carpet.
- Due to possible hazards involved, there will be no throwing of rice or wedding confetti. Birdseed is permissible.
- Flowers may be arranged by the wedding party which can begin decorating the sanctuary or chapel the day of rehearsal. Placement of the flowers will need to be approved by the pastor or wedding coordinator.

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

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

All photography will cease 30 minutes before the ceremony.

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.

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

Rehearsal Dinner and/or Wedding Reception

The Fellowship Hall may be reserved to have rehearsal dinner and/or the wedding reception. Additional fees will apply and may vary if the wedding party requires food preparation from the church.

Walk In Wedding

A "Walk-In" Wedding is available at First Church at minimal cost.

The couple 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.

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 FUMC Enid pastor at the wedding rehearsal.

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 will be no smoking in the building.

This regulation applies to everyone at all times while in the church building.

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.

Deposit

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

Inactive members

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

Pastor's Services: \$150 (members)
(during the wedding) \$200.00 (non-members)

Premarital Preparation: \$100
(prior to the wedding)

Wedding Coordinator: \$150

Musicians: \$150 (per person)

Audio Visual Technician: \$150

Custodian: \$150

Reserving fellowship hall
for rehearsal dinner: \$150

Reserving fellowship hall
for a wedding reception: \$300

Active and Inactive Members Defined

For the purposes of this policy, active members are defined as those members of First United Methodist Church Enid who regularly attend church services and contribute to the church, as they generally provide regular financial and personal support for the church. These privileges are also extended to the following:

- Homebound members.
- Faithful attendees of the church who attend regularly but who have not officially joined the church as an official member.
- Those who have served as former pastors of the church.

Forms to Fill Out

Please read and fill out the Building Reservation Request and Agreement found at the end of the Building Use Policy and Guide for First UMC Enid.