

### TIME LINE

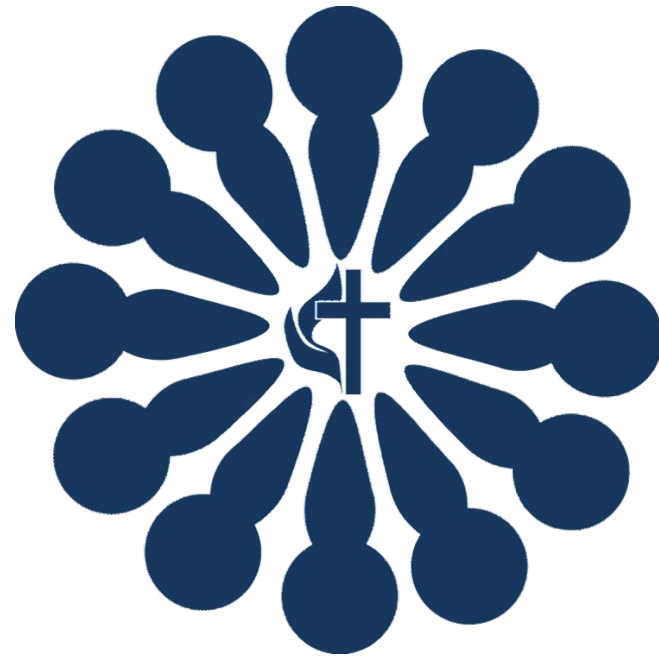
The following time line is provided for your convenience. Use the blank to the left of each task to fill in the date that applies to your wedding so you know exactly when each item must be completed. (Note: You can always do things early; we welcome that.)

- \_\_\_\_\_ Deposit Due to MFUMC at the time of booking.  
A scanned copy of your information sheet will be sent to you via email as a receipt. Be sure to note the Minister and Director assigned to your wedding.
  
- \_\_\_\_\_ (2 months before wedding) Schedule counseling session with the MFUMC Minister who will officiate at the ceremony.
  
- \_\_\_\_\_ (Six weeks before wedding) Communicate/meet with Organist to select music and arrange for desired soloists/instrumentalists.
  
- \_\_\_\_\_ (1 month before wedding) Remaining fees due in Church Office.
  
- \_\_\_\_\_ (1 week before wedding) Contact your Wedding Director to finalize plans.
  
- \_\_\_\_\_ (Before start of rehearsal) Marriage License due to minister.

### WEDDING DAY TIME LINE

- 3 hours prior to ceremony.....Florist may begin decorating. All decorations should be in place 2 hours prior to ceremony.
  
- 2 hours prior to ceremony.....Photographer/Videographer and wedding party may arrive and begin dressing/taking pictures.
  
- 35 minutes prior to ceremony.....All Sanctuary/Chapel photography ends. Unmanned cameras must be set in place. Prelude music begins.

*Weddings*  
*at*  
**FIRST UNITED  
METHODIST CHURCH**  
*of*  
**MARIETTA**



56 WHITLOCK AVENUE  
MARIETTA, GA 30064  
770-429-7800

## Notes

## Notes

Welcome to Marietta's First United Methodist Church (MFUMC)! We are pleased that you have chosen our church for your wedding. It is our wish to do everything possible to make this a joyful experience and an appropriate expression of our mutual faith in Christ and in the Church.

Your wedding in the church is, of course, a service of worship. When two people enter into the holy bond of marriage, you not only pledge to each other your faith and trust, but you also enter into a covenant with God. The selection of music, flowers, greenery, candles and scripture should elicit a sense of reverence, dignity and joy among all participants, as well as a faithful sensitivity for the integrity of the church and the traditions of our faith.

Church staff and members will assist you and we trust that all your relationships here will be warm and friendly. Even if you are not a member of the church, we consider you part of our church family during your time here.

One of the most significant things you can do to make your wedding a happy and memorable occasion for you and all concerned is to read through this booklet and become familiar with its details.

It is the responsibility of the bride and groom to ensure that the wedding party, the guests, the photographer, the florist, the caterer, the musicians and all other participants observe these policies. Please contact your Wedding Coordinator with any questions or requests for clarification.

## **SCHEDULING:**

To schedule a wedding, contact the Wedding Coordinator at 770-429-7800 to determine the availability of the date you desire. A tour of the church can be scheduled at that time. Upon completion of tour, a completed wedding application and non-refundable deposit are made as a contract and the wedding will then be booked with the church. These indicate that the bride and groom have read the booklet and intend to follow the stated policies. The booklet of policies can also be found on our website.

The Coordinator will schedule the date with one of the ministers of Marietta First United Methodist Church and with one of our Wedding Directors.

We do not schedule weddings on Holy Days (Easter, Christmas), on legal holidays or when large church events are scheduled.

## **AVAILABLE FACILITIES:**

Sanctuary—seating for 750

Latimer Chapel—seating for 90

Log Chapel—seating for 30

Park Pavilion—seating for 100, grassy area – 300+ (chair rentals required)

Hodges Garden—seating for 75 (chair rentals required)

## **RECEPTION FACILITIES:**

**(Wedding Receptions are only available for member weddings.)**

Family Life Hall—With dance floor, seating for 250

Without dance floor, seating for 300

Reception Hall— (Dance floor built in) seating for 125

Wedding receptions are scheduled to last no more than three (3) hours and must conclude by 9:00 p.m.. Receptions are allotted no more than twelve (12) consecutive hours for delivery of food/materials, decorating, caterer preparation, the reception itself, and removal of all items at the conclusion of the event.

The church's Wedding Coordinator can provide additional information regarding reception planning.

## **Blessing of the Marriage**

## **The Lord's Prayer**

## **Benediction**

## **Presentation of Bride and Groom**

## **Recessional**

\*Stand

## **RECOMMENDED SCRIPTURES FROM *THE UNITED METHODIST BOOK OF WORSHIP:***

Genesis 1:26-28, 31a

Song of Solomon 2:10-14, 16a; 8:6-7

Isaiah 43:1-7

Isaiah 55:10-13

Isaiah 61:10-62:3

Isaiah 63:7-9

Romans 12:1-2, 9-18

I Corinthians 13

2 Corinthians 5:14-17

Ephesians 2:4-10

Ephesians 4:1-6

Ephesians 4:25-5:2

Philippians 2:1-2

Philippians 4:4-9

Colossians 3:12-17

1 John 3:18-24

1 John 4:7-16

Revelation 19:1, 5-9a

Matthew 5:1-10

Matthew 7:21, 24-27

Matthew 22:35-40

Mark 2:18-22

Mark 10:42-45

John 2:1-11

John 15: 9-17

## **THE ORDER OF SERVICE:**

The wedding ceremony follows the order of service in the *The United Methodist Book of Worship*. Any changes or additions to the wedding ceremony must be approved by the officiating minister of MFUMC.

The United Methodist Church requires that Holy Communion, when offered, must be offered to all persons present regardless of religious affiliation. Holy Communion may not be restricted to the bride and groom.

Suggested Order of Service:

### **Prelude**

### **Chiming of the Hour**

### **Seating of Grandparents**

### **Seating of Mothers**

**Solo – (optional)**

### **Procession of the Wedding Party**

### **\*Procession of the Bride**

### **Greeting**

**\*Scripture Reading – (optional)**

### **Charge to the Couple**

### **Giving of the Bride**

### **Exchange of Vows**

### **Blessing and Exchange of Rings**

### **Declaration of Marriage**

### **Lighting of Unity Candle (optional)**

## **OFFICIATING MINISTER AND CEREMONY:**

A minister of Marietta First United Methodist Church presides over every wedding. The wedding service conveys a sense of the decorum and awe, as well as ministerial leadership, that under girds the worshiping life of this congregation. All wedding services follow the traditions and rituals of the United Methodist Church, as found in the *The United Methodist Book of Worship*.

If you would like a guest minister to assist in the ceremony, please address this at the time of booking with the Wedding Coordinator. The officiating minister will invite the guest minister and determine the respective roles within the worship service.

## **PRE-MARITAL COUNSELING:**

Pre-marital counseling with the officiating minister is a requirement for marriage. It is the responsibility of the bride and groom to schedule a meeting with the minister at least two months prior to the wedding.

The ministers of our church do not offer long-term, in-depth counseling, but will refer you to a recommended counselor if you so request or if he/she thinks you might benefit from such an experience.

## **LICENSE:**

It is the responsibility of the couple to obtain the marriage license. **Bring the license to the rehearsal. The rehearsal will not proceed without a valid license.**

## **WEDDING DIRECTOR:**

The church assigns a trained Wedding Director to each wedding. The Director is the contact person for any questions concerning your wedding once original arrangements have been made. The Director is responsible for conducting both the rehearsal and the wedding which includes the traditions of seating, processions, recessions and placement of the wedding party. Each director will have an assistant to help coordinate on the wedding day. Outside bridal consultants are welcome to help the bride and her attendants in the Bride's Room/Parlor. Once the bridal party leaves the Bride's Room the Director will coordinate the activities of the wedding party.

Your Wedding Director will meet with you several months prior to your rehearsal and wedding to help you plan your ceremony. Your Wedding Director is available to answer questions via email and phone. Another in person meeting can also be scheduled closer to the wedding if needed.

**MUSIC:**

A wedding is a sacred service and the music should be conducive to the worship of God. It should be in keeping with the magnitude of the wedding yet reflect its festiveness as well. Only live music is allowed at a wedding service. No tapes or CDs are allowed.

Classical and contemporary selections should emphasize not only the love shared by the couple but the love God has for them. Secular songs are more suited to the reception following the ceremony.

Our church organist plays for all weddings, either at our Reuter pipe organ or our Steinway piano. If the organist is not available on your date, they will identify guest organists familiar with our organ and piano.

After the wedding date is approved, please make an appointment with the organist to select the music and arrange for desired soloists and guest musicians. This should be done at least six weeks prior to the wedding date. The church organist has a wealth of resources and information for planning wedding music and is happy to assist you. Our organist will consult with you about organ selections, soloists or instrumentalists. The organist must approve all music, including the texts of soloist selections and/or outside musicians at least 4 weeks before the service.

Rehearsal times for guest musicians must be arranged with the church organist not less than 2 weeks prior to the wedding. Vocalists are responsible for arranging with the organist for rehearsals. It is the responsibility of the soloist and instrumentalist to provide their music in the proper key prior to the rehearsal.

**SOUND ENHANCEMENT:**

MFUMC is equipped with sophisticated sound equipment that enables your guests to hear and enjoy all that is spoken and sung. Only the church's staff sound technician may operate the sound equipment of the church. Sound for our outside venues requires rental.

**REHEARSAL:**

The wedding rehearsal is important for each participant in the ceremony. Every member of the wedding party must be present and on time.

Rehearsals are scheduled for one hour. We cannot delay the start of the rehearsal to wait for members of the wedding party to arrive. Ask your wedding party to arrive 15 minutes earlier than the scheduled time of your rehearsal. Be sure to allow for afternoon traffic.

The order of worship, traditions of seating, placement of attendants, and instructions to the ushers, groomsmen, and bridesmaids are reviewed at the rehearsal.

Your Wedding Director will provide all direction during the rehearsal. The minister may or may not attend the rehearsal.

The organist at MFUMC does not attend the rehearsal. Soloists and instrumentalists must arrange another time to practice with the organist. Practice involving church sound equipment must be scheduled at another time. A sound check is available two hours prior to the wedding.

**PROGRAMS:**

If you wish to prepare a printed program to distribute to wedding guests, please discuss the order of service and the music selections with the assigned minister and organist, respectively. A typical order of service can be found in this handbook. Please submit a proof of your program to your Wedding Director before going to print. Printing of the program is the responsibility of the couple.

**FLOWER GIRLS/RING BEARERS:**

We strongly urge you to choose flower girls and ring bearers who are at least 4 years old. Experience has shown that younger children are often overwhelmed by the wedding experience. The flower girl may carry a basket of flowers but she may not drop petals (or anything else) as she walks. The ring bearer should not carry the real wedding rings.

**LEAVING THE CHURCH:**

For safety reasons, no rice, birdseed or confetti may be thrown in or outside of the buildings. Due to fire safety issues, sparklers are prohibited. Bubbles are allowed as the couple leaves the church.

**DRESSING ROOMS:**

The Bride and her attendants will have use of the Parlor (next door to the Chapel) 2 hours prior to the ceremony for dressing and otherwise preparing for the wedding. We do not, however, have facilities to accommodate hairdressers or makeup specialists. Please have these services performed before you arrive at the church. The groom and his groomsmen will have use of the Library Conference Room. We strongly advise the wedding party to remove all personal belongings from these rooms before the wedding begins. The church cannot be responsible for any personal items or clothing that may be lost, stolen, or damaged. Light refreshments (bottled water, cut up fruit, crackers) may be served and consumed in the dressing rooms.

**OTHER POLICIES:**

Our church campus is designated as a no-smoking area and smoking is not permitted inside the building and includes vaping. Urns are provided by the outside doors for smokers. No alcoholic beverages of any kind are permitted on the church property.

Pets are not allowed in the Sanctuary or Chapel as guests or members of the wedding party. No signage is allowed as a part of the wedding ceremony.

Food and drinks should be confined to reception areas and dressing rooms. No food or drink is allowed in the Sanctuary or Chapel.

**FLORIST/DECORATIONS:**

The Sanctuary and Chapel of MFUMC are beautiful and conducive to worship in their design even if no extra decorations are used for the wedding. We encourage a minimum of decorations so that the beauty of the setting may be experienced and that nothing will detract from the sanctity of the wedding. To ensure that there is no distraction, we have instituted the following guidelines, which apply to all wedding florists.

- The church is available 3 hours prior to the ceremony for decorating.
- All decorations should be in place 2 hours before the start of the ceremony.
- Only live arrangements may be used.
- No tape, nails, tacks, staples or any form of adhesive may be used to attach decorations to the woodwork, furniture (including pews) or floors.
- Mechanical candles are provided by the church.
- The church has brass candelabra that may be used during your wedding.
- Candles or open flames may not be carried by anyone or mounted outside the Chancel rail. These policies are set in accordance with our insurance and the City Fire Marshall.
- No arrangements are permitted on the Altar table or Altar railing.
- Aisle runners/cloths are not permitted.
- No church furnishings (including the cross) may be moved.
- Seasonal decorations (such as Christmas greenery already in place) may not be removed for a wedding.
- The florist must remove all decorations immediately following the service. The church does not remove decorations or store the florist's candelabras or other items. The church is not responsible for any floral supplies left after the service.

If your florist has not worked at MFUMC, it is strongly advised they make a site visit to view and measure decorating areas.

Some wedding parties request to leave their floral arrangements for use in Sunday worship in honor or memory of special family members. Volunteers rearrange the flowers for shut-ins and hospital patients. Please inform the Wedding Director if you will leave your flowers. The flowers will be placed in our Gathering Area outside the Sanctuary and acknowledged in the Sunday worship bulletin.

**PHOTOGRAPHY:**

MFUMC recognizes the value of wedding photography as a lasting remembrance of this most special occasion. It is important, however, that photography not be allowed to detract from the solemnity of the worship service.

In keeping with this spirit, your photographer will need to know:

- The building will be open and available 2 hours prior to the wedding.
- Music begins 35 minutes prior to the ceremony. At this time all Sanctuary/Chapel photography ends and any unattended cameras must be set in place.
- Once the wedding service begins, the professional photographer may take time exposure or photos without flash from the balcony. No flash photography is allowed during the wedding ceremony by the photographer or guests.
- No roaming with the camera is allowed during the ceremony.
- Photographs are permissible during the recessional only from the Narthex doorway of the Sanctuary.
- Photography in the Chapel or Sanctuary after the ceremony is limited to 30 minutes.
- The photographer must return any items or furniture moved for pictures. In addition, the photographer is cautioned against marring furniture, standing on the pews or kneelers, or placing camera equipment on the pews or furniture in the church.
- Photographs involving the Minister(s) should be taken before any others.

Please remind all guests that this is a worship service and to refrain from taking pictures during the wedding ceremony. Flashes not only disrupt the ceremony, but may also interfere with the pictures taken by your photographer.

If your photographer has not worked at MFUMC, it is strongly advised that he/she schedule a site visit. The Wedding Coordinator has an album with photographs from past weddings. Our grounds and facilities are beautiful and provide many creative photograph opportunities.

**VIDEOGRAPHY:**

As with still photographs, MFUMC recognizes the value of wedding videos as a lasting remembrance of this most special occasion. It is important, however, that videography not be allowed to detract from the solemnity of the worship service. MFUMC does not provide audio or videotapes of the ceremony. The bride and groom must secure a professional videographer for this service. The videographer must make sure their system does not interfere with that of the church

Accordingly, the following policies apply to all videographers, amateur and professional:

- The building will be open and available 2 hours prior to the wedding.
- The videographer may tape before the ceremony in any available part of the building, but must complete all videography on the main floor of the church at least 35 minutes before the service when the prelude music begins.
- No roaming with the camera is allowed during the ceremony.
- Video personnel may operate a camera in the Sanctuary balcony as long as it is not a distraction.
- Video cameras in the front of the Sanctuary may not be manned. They must be completely hidden and operated remotely.
- For weddings in the Chapel, the camera must remain at the back.
- A wireless microphone is allowed on the groom so long as it is set at a different frequency from the wireless microphones used by the ministers. This must be arranged through the MFUMC sound technician.
- No lighting changes or additional portable lighting are allowed.

**NURSERY SERVICES:**

The church can provide, for an additional fee, a nursery for small infants and children whose parents attend or participate in the wedding service. All nurseries must be arranged **NO LESS** than 10 days prior to the wedding. Only MFUMC nursery workers may supervise children. Nursery arrangements are made with the Director of Children.