

First United Methodist Church



Weddings

Contents

Setting the Date	1
The Pastors	1
Role of the Wedding Coordinator and Operations	1
Pre-Marital Counseling	2
The Wedding Service	2
Rehearsal	2
The Wedding Party	2
Dressing Rooms	3
Flowers and Decorations	3
<i>Policies for Florist</i>	3
Music	4
<i>Organist/Pianist</i>	4
<i>Vocalist</i>	4
<i>Instrumentalist</i>	4
Policies for Photographer and/or Videographer	5
Venue Options	5
Cancellation Policy	6
Liability	6
Special Notes	6
Acknowledgement of Policies	7



FIRST UNITED METHODIST CHURCH
W I N T E R P A R K

We are delighted you are considering First United Methodist Church of Winter Park for your wedding. Walking alongside couples as they unite their lives in the Spirit of Christ is one of the most meaningful ministries of the Church. It is our joy and privilege to support you in planning a memorable wedding day and, more importantly, to help prepare you for a strong, Christ-centered marriage.

This booklet is designed to help you plan a wedding that reflects your faith, celebrates your love, and marks a sacred moment of lifelong commitment. These guidelines are based on years of experience and thoughtful preparation to help create a joyful and worshipful celebration that honors God and your relationship.

Who May Be Married at FUMCWP:

Weddings at First United Methodist Church of Winter Park are typically reserved for church members. At the discretion of the pastors, this may include family members of members. We believe that marriage is best when celebrated in the context of an ongoing relationship with the church family. The pastors will decide with this ongoing connection in mind.

We encourage you to reach out to discuss your interest further with our team.

— First United Methodist Church of Winter Park



First United Methodist Church is pleased to have our facilities available for your wedding. We will extend every possible courtesy to you and hope that your ceremony is as beautiful as you dream.

In order that we may assist your wedding party in their use of our facilities to the best possible advantage, the following policies and procedures have been established.

We ask that you read the policies and procedures and acknowledge and agree to abide by them by signing and returning the "Acknowledgment of Services" page by email LynnR@fumcwp.org or mail to 125 N. Interlachen Ave. Winter Park, FL 32789, to the attention to Lynn Rogo, Church Wedding Coordinator.

Setting the Date

Weddings require careful planning, and the more time you can allow, the better. We recommend that you start planning six to twelve months in advance.

Wedding rehearsals are normally the day before the wedding. The rehearsal will take no longer than one hour and may be scheduled through 6:00 p.m.

The Pastors

The Pastors of our church look forward to working with you to help make your wedding a meaningful expression of your commitment to each other and to Christ, and to help you prepare for a life-long covenant of growth and love together. First United Methodist Senior Pastor must approve the use of outside officiants.

Role of the Wedding Coordinator & Operations

The wedding coordinator is the source of information regarding wedding procedures at our Church. They will answer any questions about florists, photographers, videographers, and caterers. The wedding coordinator is here to help make your wedding as special as possible. They will guide the couple regarding any limitations about the Church policies. If a professional wedding consultant is hired, he or she will work under the direction of the wedding coordinator.

The wedding coordinator will assist the couple with their wedding plans, conduct the rehearsal, and coordinate the ceremony.

Once the dates have been scheduled, the wedding coordinator will be in contact with you no later than two months prior to your wedding date. If you have employed an outside Wedding Planner, please have them contact the Wedding Coordinator and Operations no less than two weeks prior to the scheduled wedding date.

Pre-Marital Counseling

First United Methodist Church of Winter Park is committed to supporting and nurturing healthy Christian marriages. We believe that Christian marriage is built on love, faith, commitment, and a strong understanding of relationship dynamics.

Premarital counseling is an important part of this preparation. Upon request, we can provide a list of recommended counseling resources. After completing your premarital counseling with your pastor, you will meet to finalize the details of your wedding service.

The Wedding Service

The wedding is a service of worship in which we celebrate God's gift of human love and establish the couple's covenant in holy matrimony.

Our pastors will meet with you to determine the format of your service. There are decisions you will need to make regarding the service, which may include, but are not limited to:

- selection of congregational hymns
- selection of appropriate scripture and a person to read it during the ceremony
- selection of solos or special music
- other

Rehearsal

The wedding rehearsal is an integral part of the preparation of a wedding. The purpose of the rehearsal is to familiarize the wedding party with the procedures for the wedding, to enable them to be as comfortable as possible with the arrangements and to enhance the beauty of your ceremony. It is imperative the rehearsal begins promptly at the scheduled time. One hour will be reserved for rehearsals.

This is your special day, and we know you will want your wedding to flow smoothly. Please encourage your wedding party to be on time for the rehearsal

The Wedding Party

It is expected that members of the wedding party will recognize the fact this is a church and will conduct themselves at all times in a manner befitting the atmosphere of a place of worship.

Immediately prior to both rehearsal and wedding, it is expected that members of the wedding party will refrain from the use of alcoholic beverages. No rehearsal or wedding will be performed if any member of the wedding party is under the influence of alcohol. No alcoholic beverages may be served on the church premises at any time. Smoking is NOT permitted anywhere in the buildings at any time.

Dressing Rooms

We can provide two rooms for dressing and preparing for the day. One room is in the Parlor of the Sanctuary. Another room can be made available by the Sacristy.

It is the responsibility of those being married to designate a person to care for the property of the wedding party before, during, and after the wedding. FUMCWP will not be responsible for personal belongings. Please remove everything from the rooms utilized immediately following the wedding ceremony.

Flowers and Decorations

We ask outside vendors hired for decorations to conform to our policies and procedures. It is the responsibility of those being married or a Wedding Planner to inform these decorating parties of these requirements as plans are made.

- Decorations must not be attached to the pews or other furnishings by pinning, gluing, nailing, or tacking. No tape of any kind may be used.
- No vines or other greenery may be hung from the walls, fixtures, ceilings, or furniture.
- Bows may be fastened to the ends of pews and chairs by ribbons or pew holders.
- The use of sparklers is not permitted inside or outside on hard surfaces.
- Confetti or rice may not be thrown in the buildings or on the grounds. Bird seed may be thrown in outside areas only.
- Glitter is not permitted.
- When placing flowers, palms, and other decorations, care must be taken to ensure the floors, carpets, walls, and furnishings are not damaged.
- Plants and flowers may not block the visibility of the altar. One arrangement of flowers, or the unity candle arrangement, may be placed on a round table.

The church provides white paraments to be used at all weddings as well as a kneeling bench. The church will furnish altar and aisle candles (12) upon request.

Flowers may be delivered to the church 1 ½ hours prior to the ceremony. Decorations must be removed within one hour following the service.

Policies for Florist

It is the responsibility of the Couple to ensure that the florist is aware of the following policies:

- Due to safety concerns, we do not permit aisle runners.
- Construction of unique or artificial settings is not permitted unless prior approval is received from church staff.
- Adequate precautions must be taken to protect the carpet, woodwork, and furnishings of the church.
- The commercial supplier and Couple are responsible for damage.

Music

The Music Ministries Department at FUMCWP can be very helpful to you as you plan the music for your wedding. Keep in mind that a marriage service is a worship service.

The Wedding Coordinator and Operations will give you the contact information for our Music Ministries, so you can schedule a meeting as soon as possible to discuss the date, time and music. At this consultation the Couple will need to choose all music for the wedding.

FUMCWP Music Department can schedule and secure the following:

Organist/Pianist

The Organist/Pianist does not attend wedding rehearsals. Rehearsals with soloists are scheduled separately.

Vocalist

You or your vocalist should provide the necessary sheet music. All songs to be sung must be approved by FUMCWP Music Department. Please note that there is an additional fee.

Instrumentalist

Various instruments may be used upon approval by FUMCWP Music Department. This would be an additional fee that will vary for these musicians.

Policies for Photographer and/or Videographer

It is the responsibility of the Couple to ensure that the photographer and/or videographer is aware of the following policies:

- Pictures may be taken of the bridal party in the narthex preceding and during the wedding processional.
- At the conclusion of the processional, the photographer may enter the Sanctuary and proceed no more than half of the pews from the back of the Sanctuary.
- NO flash pictures may be taken from the rear of the church during the ceremony.
- A video camera may be setup in the narthex crosswalk by the rear of the sanctuary, or both sides of the doors no more than half of the pews.
- There can be NO MOVEMENT from one location to another during the ceremony.
- Formal wedding pictures may be taken prior to or following the ceremony. Should you choose to take pictures prior to the ceremony this must be scheduled with the Wedding Coordinator and Operations.

Venue Options (Pricing to be discussed):

Sanctuary/500 Guests

- Premarital Counseling
- Organist/Pianist
- Sound Technician
- Wedding Coordinator
- Custodial Support

Marcy Chapel/50 Guests

- Premarital Counseling
- Organist/Pianist
- Wedding Coordinator
- Custodial Support

Lakeside Chapel/100 Guests

- Premarital Counseling
- Sound – subject to change on requirements
- Wedding Coordinator
- Custodial Support

- * Pastor Honorarium to be paid to the officiating pastor by cash or check at the rehearsal.
- * Live Stream is available for an additional fee
- * 1 hr. reception room space is available for an additional fee
- * Additional fees may apply if the wedding start time is delayed due to tardiness.

A non-refundable full payment secures your date, time and chosen facility. Payment may be in the form of a check or cash.

Checks should be made payable to First United Methodist Church Winter Park and mailed to 125 N. Interlachen Ave., Winter Park, FL 32789.

Cancellation Policy

A full refund will be given for any wedding cancelled more than ninety days prior to the requested date. If the wedding is cancelled within the ninety days, fifty percent of the fees paid will be refunded.

Liability

First United Methodist Church will conduct all wedding ceremonies in accordance with The Book of Worship of the United Methodist Church will not be liable for any deviations of this standard of worship and ceremony. First United Methodist Church will not be liable for any breakage, loss, or other performances required of the Wedding ceremony, rehearsals, and reception. First United Methodist Church will not be liable for any guest or their behavior. The wedding party and their guests shall adhere to all policy and procedures of First United Methodist Church.

Special Notes

- Under no circumstances will alcoholic beverages be permitted on the premises. No one under the influence of alcohol will be allowed to participate in the rehearsal or attend the wedding.
- Smoking on the premises is prohibited.
- Rice, confetti, and sparklers are not permitted for safety reasons.
- The Church cannot accept delivery of any wedding attire.
- The Church cannot be responsible for personal items such as clothing, jewelry, cameras or purses, which may be brought to the Church. It is strongly recommended that all valuables used in the dressing areas be removed by a designated person.
- It is the responsibility of the person making arrangements for the wedding to see that all members and guests of the wedding are informed of Church policies.

Acknowledgement of Policies

Alcohol and drugs are not permitted on the premises of First United Methodist Church at any time. The use of such items will be cause of IMMEDIATE cancellation of previously scheduled special events. We reserve the right to enforce the policy on the day of the event.

First United Methodist Church Winter Park is not responsible for any injuries sustained on the premises or for personal property left on site.

Event Contact

Date

Wedding Coordinator and Operations

Date



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