

# ***WEDDING GUIDELINES***

## ***GRACE UNITED METHODIST CHURCH***

### **RESERVING THE DATE**

Dates should be set on the master calendar of the church as far in advance as possible, with the approval of the Pastor. Due to certain liturgical or seasonal uses of the Sanctuary, no weddings may be booked on Easter weekend and occasional other weekends e.g. Christmas Season.

Reserving a date requires a \$100.00 non-refundable deposit to the church. The deposit must be received within the first month after speaking to the pastor. This deposit will be applied to the total cost of the wedding.

### **OFFICIATING CLERGY**

The Pastor of Grace United Methodist Church shall preside at every wedding conducted in the Church. Other clergy may assist in the ceremony upon the approval and invitation of the Calvary pastor that would be officiating your ceremony.

### **THE CEREMONY**

It will be the couples responsibility to schedule a meeting with the Grace United Methodist Church pastor. The content and arrangement of the wedding ceremony will be discussed by the couple with the officiating pastor. You are welcome to include vocal music, special readings, scripture, and/or a homily in addition to the vows and other parts of the ceremony. The readers should be present for the rehearsal. Holy Communion may be celebrated at the request of the couple.

### **PRE-MARITAL COUNSELING**

Pre-Martial Counseling Appointments should be arranged directly with the officiating pastor.

### **MARRIAGE LICENSE**

The State of Maryland requires a marriage license issued by the jurisdiction in which you are married. You will need to obtain this from the Clerk of the Court of Harford County.

### **THE ORGANIST**

The regular church organist or a guest organist engaged by the Grace Church Organist will play for all church weddings. It is the responsibility of the couple to contact the organist as soon as possible after the wedding date is set on the calendar.

The Director of Music/Organist of Grace United Methodist Church is available to help you in the planning and selection of music for your wedding service. Anything pertaining to the special music (guest organists, instrumentalists, vocal soloists, etc.) must be discussed with the organist for your wedding. *All music must be approved by the Director of Music/Organist of Grace Church one month before the wedding.*

### **FLOWERS AND DECORATIONS**

You are welcome and encouraged to have floral arrangements and candles to enhance the beauty of your wedding. Your choice of flowers – silk or fresh – is welcome. NO tape, tacks, staples, nails, or wire may be used to attach these arrangements to the pews or altar table, however. We have 38 pews. Each pew seats up to 10 persons comfortably. All live arrangements, plants, etc. must be in waterproof containers. The church will be available two hours before the wedding ceremony for the florist to deliver and decorate the sanctuary. All flowers must be removed from the church following the ceremony. Candles may be used on the altar table, but not down the aisles. Couples wishing to include a unity candle lighting as a part of their ceremony will need to provide their own unity candle.

### **Restrictions on use of church items:**

All borrowed or rented equipment should be removed from the church the same day or prior to the next worship service. The church will not be responsible for the care of rented ferns, etc.

*NOTE: Sanctuary décor is subject to the current worship schedule at the time of your ceremony and will remain in the sanctuary as they are for our Sunday worship services. Please take this into account when scheduling your wedding.*

### **PHOTOGRAPHS AND VIDEO**

Flash photographs may not be taken once the spoken service has begun. Videotaping of the service is allowed only from designated stations agreed upon with the pastor. All photography must comply with the guidelines provided.

### **REHEARSALS**

Rehearsals are usually held the evening before the wedding. Our wedding coordinator will work with you to schedule the rehearsal with the officiating clergy. The main purpose of this time is to acquaint the wedding party and family with the ceremony and various movements which are required of the participants, and to practice them. At this time, final details can be determined and questions can be answered in preparation for the ceremony itself. All members of the wedding party are expected to attend the rehearsal which takes approximately one hour. At the rehearsal please provide the following to the pastor:

- Wedding license issued by Harford County
- Wedding program and unity candle, if used
- All church fees and honorariums (church, organist, clergy, wedding coordinator, etc.)

### **WEDDING COORDINATOR**

Some couples to be married elect to hire the services of a person to coordinate details pertaining to their wedding. However, in all matters relating to the coordination of the wedding details involving the church, the church's wedding coordinator will be in charge. When decisions need to be made regarding the wedding service, the Pastor will refer to the Bride and Groom ONLY. The church wedding coordinator will coordinate and conduct the wedding rehearsal and the service.

**FEES:**

- Sanctuary \$500
- Wedding Coordinator \$200
- Sound A/V \$100
- Clergy \$400
- Organist \$250
- Custodian \$100

Checks should be made out to individuals. These fees should be given to the wedding coordinator at least one week prior to the date of your wedding. This does not include additional fees for special music, or soloists and additional practices.

**NO SMOKING OR ALCOHOL IS PERMITTED IN THE BUILDING OR ON THE GROUNDS!**

If you have further questions, please check with the wedding coordinator or the pastor. We want to make every effort to create a special day for you!

**Wedding Coordinator**

Jeanette Curry  
jeted255b@gmail.com

**Pastor**

Rev. Dr. Braulio Torres  
artbyte1976@gmail.com

**Church Office**

(410) 272-0909  
gracemethodistchurch@yahoo.com

# GRACE UNITED METHODIST CHURCH WEDDING AGREEMENT

\_\_\_\_\_ and \_\_\_\_\_

have requested that they celebrate their service of marriage on *(date)* \_\_\_\_\_

at *(time)* \_\_\_\_\_, and have given a minimum **deposit of \$100.00** non-refundable fee to be applied to the total of the church sanctuary fee.

We have read the wedding guidelines and agree to follow the guidelines as set by Grace United Methodist Church.

Date: \_\_\_\_\_

Groom: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Bride: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Wedding Coordinator: \_\_\_\_\_