

WEDDING PREPARATION MANUAL



Planning Your Wedding
As An Act of Worship & Covenant

Provided by
Ginter Park United Methodist Church
1010 West Laburnum Avenue
Richmond, Virginia 23227
Telephone (804) 262-8651
Fax (804) 553-3132
www.ginterparkumc.org
(Revised December, 2017)

Now that you are preparing for marriage...

Congratulations on your upcoming wedding! The Ginter Park Church family rejoices with you! Marriage is a holy covenant and we are glad to be part of this special time in your lives.

This booklet is intended to give you all the guidelines and information necessary to make your wedding a meaningful one, and assure that the day and surrounding tasks run smoothly.

You will need to meet in person with me, or one of my associates for pre-marital counseling.

This is important for several reasons. First, it will give us an opportunity to get to know one another. Second, it will enable us to discuss issues that will play a central role in your marriage – common values, hopes and dreams, children, religious background and spiritual convictions.

Third, it will give us the opportunity to talk about marriage in general and your wedding service in particular. We look forward to meeting with both of you and assisting in making this a special and memorable time.

The Rev. Dr. Dennis Lipke

Pastor

INTRODUCTION

The Christian wedding ceremony at Ginter Park United Methodist Church includes two primary commitments. One commitment is the personal covenant which a bride and groom make with each other: "...to have and to hold, from this day forward, for better or worse, for richer for poorer, in sickness and in health, to love and to cherish, until we are parted by death..."

The other commitment is the religious covenant, which a bride and groom make with God to understand their life together in relation to Christian community (not necessarily United Methodist). This second commitment is implicit throughout the marriage ceremony in the language, the symbols, the location (before the altar), the officiant (the minister), and the expressed intention to those who will be married under the authority of the Church.

The Senior Minister of Ginter Park United Methodist Church is under an obligation to counsel all persons desiring to be married here, and to determine that it is the sincere expectation of such persons to enter into both of the above commitments.

At Ginter Park United Methodist Church, we perform marriage ceremonies for both members and non-members. In order to be considered a member of Ginter Park United Methodist, one person to be married must have had their membership on file for one year prior to the date of the wedding. In addition, we ask that you participate in the life of the church through regular participation in worship, and other activities, and that you are known to the treasurer of our church.

The Senior Minister, at his/her discretion, may elect to marry non-members of Ginter Park United Methodist Church. In such a case, we would welcome your participation in our worship and life of the church and require that you follow all guidelines in this manual. Sometimes couples ask if another clergyperson may perform the ceremony here at Ginter Park United Methodist Church or participate in the ceremony. The Senior Minister or a member of the Ministerial Staff at Ginter Park United Methodist Church shall conduct all wedding ceremonies

at this church. Participation of any other clergyperson in the wedding ceremony shall be at the discretion of the Senior Minister.

The procedures here outlined are not intended to complicate or make difficult the Christian wedding ceremony. They are intended to clarify the meaning of being married "in the name of Jesus Christ" and to preserve the historic integrity of what it has always meant to be married in and by the Church.

CONTACTING THE MINISTER

The Minister is available to help with your wedding plans, provide you with assistance in planning a meaningful wedding, and provide counsel in preparation for marriage. The Minister is available for all premarital counseling sessions during his/her regular office hours, Tuesday - Thursday, 9:00 AM-5:00 PM. (and after hours, by appointment.) To insure that the time you request can be honored, contact the Church Office and Minister well in advance. Several sessions with the couple will be required to prepare for the wedding and marriage. The Minister may be reached by contacting the Church for an appointment. Our Church policy states that the Senior Minister or another member of the Ministerial Staff at Ginter Park United Methodist Church shall perform all weddings at the Church. Please bring this manual to the first consultation with the Minister.

STEPS TO SCHEDULING A WEDDING

1. Call the Church Office (262-8651) and speak to the Church Secretary about the availability of the sanctuary/chapel for the date and time you are requesting. The Church Secretary will send you a wedding manual and will consult with the Minister concerning his availability. Please note the following restrictions: No weddings shall be scheduled from mid-December (Advent II) through January 6th (Epiphany). In addition, no weddings shall be scheduled from the Saturday preceding Palm Sunday through Holy Week and Easter. Also, no weddings are scheduled on the following holidays and the weekends closest to those holidays: 4th of July, Memorial Day, Labor Day and Thanksgiving. Also, no evening weddings after 5:00 PM shall be scheduled.
2. No wedding ceremony will be confirmed on the church calendar until the initial forms have been completed and returned to the church office. In addition, non-members must submit a non-refundable security deposit of \$200.00. After the completed forms and deposit have been received at the Church Office, the couple shall contact the Senior Minister and schedule the first meeting.
3. Following contacts with the Church Office and Minister, the couple shall schedule a meeting with our Organist/Minister of Music, Jerry Field (804-262-8651). A form is included in this manual that shall be returned to him prior to the meeting. A copy of the form for wedding music shall also be returned to the church office after the couple has met with the Organist/Minister of Music. You may also want to keep a copy for your files. Please fill out all forms as completely as possible prior to meeting with the Organist/Minister of Music
4. The couple shall also contact a member of the Altar Guild. The contact person is Laura Roberts (262-8651). The services of the Altar Guild and church's Wedding Coordinators shall be

used for all weddings at Ginter Park United Methodist Church. The couple shall meet with the Wedding Coordinators at least 2 months prior to the wedding date.

5. Any Mistress of Ceremonies or Wedding Planner shall follow the direction of our Wedding Coordinators and shall meet with the Wedding Coordinators at least two weeks prior to the wedding.

LEGAL REQUIREMENTS

A valid marriage license from the Office of the Circuit Court Clerk of the Commonwealth of Virginia shall be in the hands of the Minister at least two weeks before the wedding rehearsal date. Application may be made at the Clerk of the Court's Office of the jurisdiction where either the Bride or Groom lives. The license is good for 60 days. No waiting period is required between the issuance of the license and the wedding ceremony. Two documents are issued: a license and a Certificate of Marriage. Both documents shall be given to the Minister who will file the completed license with the Court. The Certificate of Marriage will be completed by the minister and handed to the couple after the ceremony. Any visiting clergy person **MUST** be licensed to perform marriages in the Commonwealth of Virginia. For further information call the Clerk of Court's Office in the county or city in which you reside.

THE WEDDING CEREMONY

Each couple and each wedding is unique. The Minister will discuss with the couple the Service of Marriage of the United Methodist Church. Special additions such as a unity candle and/or scripture readings will be discussed at this time. In addition, the Bride and Wedding Party shall respect, at all times, that the Church is a place dedicated to the worship of God. Behavior in this space shall reflect this. Running, shouting and playing in the church is not allowed. Children shall not be allowed to play in this area and shall be supervised at all times. **The sanctuary is to be ready for worship one hour before the service, and the sanctuary shall be vacant one hour after the ceremony has ended.** All decorations, photography and video set-ups, as approved by the Senior Minister, shall be completed two hours before the beginning time of the ceremony. No animals of any kind shall be allowed to participate in the wedding, unless they are needed as guide animals.

The Church's Altar Guild will contact the bride regarding rehearsal and wedding procedures in the Church and will assist the Minister in directing the rehearsal and ceremony. They will also provide an acolyte to light candles in the service, if desired. Ginter Park United Methodist Church Altar Guild also provides a Mistress of Ceremonies to help in the direction of your wedding. No other wedding directors are necessary. However, you may use one if you chose. All wedding directors shall agree to operate under the direction of the Minister and the Altar Guild.

We do not provide tracking!!! We suggest that the couple contact Coleman's Florist for this (or their own florist may also be willing to provide this.). Cost for this runs around \$85.00. The paper or plastic tracking is not suitable to be used – people slip on it too easily!!

Bulletins shall include these statements:

“Please turn off all cell phones and other electronic devices.”

“Flash photography is not allowed during the worship service.”

“After the service, you may take pictures.”

MUSIC

As soon as the date for the wedding is cleared with the Minister and has been posted on the Church calendar, the bride shall contact the Organist/Minister of Music, Jerry Field (262-8651), to discuss the music for the wedding. At this time, the Organist/Minister of Music will discuss his availability, the music for the wedding, the use of soloists and/or other instrumentalists and fees. The Organist/Minister of Music is responsible for ALL music at weddings. Meeting with the organist is mandatory. No other musicians may be used in the ceremony without the approval of the Organist/Minister of Music. A convenient time for the Organist/Minister of Music to meet with couples is at 12:30 PM following Sunday worship services. Other times may be scheduled that shall be mutually convenient.

Music is used to enhance the occasion and to add joy and dignity to the wedding ceremony. Music selections will be in keeping with the traditional music used at the 11:00 AM services at Ginter Park United Methodist Church. (Non-liturgical and other music are more effective when used at the reception.) The Organist/Minister of Music, in consultation with the minister, shall determine the acceptability of selected music for this service.

When possible, we suggest that members of the church's choir be used as soloists in weddings. These soloists are competent musicians, familiar with the style of music used at weddings. All pre-approved musicians shall provide 2 original copies in the proper key of approved music to be used. All musicians shall know their music thoroughly prior to the rehearsal with the Ginter Park Director of Music. Soloists shall not participate in the wedding rehearsal.

Here are some scripture lessons that are appropriate for weddings. This is not an exhaustive list.

OLD TESTAMENT

Genesis 1: 26-28, 31

Genesis 2: 18-24

Psalms 30 (widow & widower)

Psalms 33: 1-5

Psalms 37: 3-7

Psalms 67

Psalms 100

Psalms 103

Psalms 145:9-21

Ecclesiastes 4:9-12

Jeremiah 31:31-34

Isaiah 55:12-13

GOSPEL

Matthew 5:1-12

Matthew 19:4-6

John 2:1-11

John 15:9-17

EPISTLE

Romans 8:31-39

Romans 12:1-2, 9-18

Ephesians 5:2, 21-33
Ephesians 3:14-21
Colossians 3:12-17
1 John 4:7-12
1 Corinthians 13
Hebrews 11:1-2
1 John 3:18-24
1 John 4:7-16

THE REHEARSAL

The rehearsal is usually held the day/evening before the wedding. It helps the participants gain familiarity with what is expected during the service. All members of the wedding party, including ushers, and parents shall attend. **It is essential that the wedding rehearsal begin on time.** When all are present and on time, the rehearsal should not last over an hour. The Minister is in charge of the rehearsal. Other musicians, as appropriate, shall rehearse with the Organist/Minister of Music one hour prior to the wedding rehearsal, or at a mutually convenient time.

THE WEDDING DAY

The Bridal party may dress and/or assemble at the Church in rooms designated prior to the ceremony. If the Church is to be used for dressing, please advise the church by completing forms provided. It is suggested that the bride and other female members of the wedding party arrive two hours prior the ceremony if they wish to dress at the church. Because the day of the wedding can be very busy, please remember to make sure that all your personal belongings are removed from the church.

The Groom and Best Man should meet the Minister no later than twenty minutes prior to the ceremony in the Minister's office.

Ushers shall arrive one hour before the time of the wedding. Candles shall be lighted at least fifteen minutes before the ceremony begins. (The order for lighting the candles will be reviewed at the rehearsal). The ceremony shall begin at the appointed hour. All seating of guests, mothers, and music selections, etc., shall be completed by the appointed time of the wedding so that the processional can begin at the appointed hour.

OTHER REGULATIONS

It is suggested that guest books be used at the reception rather than at the wedding. If used before the wedding, the book shall be closed ten minutes before the service begins; otherwise a backup of those wanting to enter the service is created, possibly delaying the beginning of the service.

SPECIAL NOTES

The use of alcoholic beverages is **PROHIBITED** in United Methodist churches and on all adjoining property. If alcoholic beverages are discovered on the property, your deposit will be forfeited. Smoking is also prohibited in all church buildings.

For safety reasons, no birdseed, rice, confetti or other items may be thrown in the Church or on the church grounds.

No receiving line shall be used in the Sanctuary following the service. Photographs shall be taken immediately after the service in the Sanctuary.

MARRIAGE LICENSE AND FEES

All fees due to the Church shall be paid two weeks before the wedding at the Church Office. This includes all fees paid directly to individuals. It is the responsibility of the bride and groom to obtain the necessary marriage license. (See legal requirements). Bring the marriage license to the rehearsal and give it to the minister.

RESPONSIBILITY FOR SAFEKEEPING OF PERSONAL ITEMS

The Church cannot be held liable for such items if lost, stolen or damaged.

USEFUL INFORMATION

Seating Capacity of the Sanctuary: approximately 350

Nave is approximately 85 feet long (from altar).

Handicapped restroom available on the same floor as the Sanctuary. A chair lift is available from the sanctuary level to the social hall.

A handicapped ramp is available at the Memorial Garden entrance.

The center pews seat 7 adults. The side pews seat 3 adults.

INFORMATION FOR FLORISTS

We welcome your participation in an upcoming wedding at Ginter Park United Methodist Church. The Church is a place dedicated to the worship of God, therefore, all decorations shall be in keeping with the sacred nature of this space.

All decorations shall be complete at least two hours before the beginning time of the ceremony.

The Church's Altar Guild is available if you have any questions regarding decorations, and will be pleased to assist you regarding wedding procedures in the Church.

FLOWERS AND DECORATIONS

After the florist has been selected, the florist will consult with the Altar Guild regarding the arrangement of flowers. A single floral arrangement for the altar may be used. This arrangement should not be over 24" wide, 22" deep and 18-20" in height. The florist shall be responsible to provide protective materials to be placed under all floral tubs, and other floral arrangements in order to protect carpet, floors, and furnishings. The use of additional items that affect the decor shall be determined in consultation with the couple to be married, Mistress of Ceremonies and the GPUMC Altar Guild. Standing candelabra, altar candles, and a kneeler are available from the Church. Candles may only be used in the Chancel where the floor, carpets and other furniture can be protected. A unity candle stand is also available for your use. Candles for this shall be provided by the Bride, and it is suggested that these be candles made for use as unity candles with the largest candle being drilled out at the bottom so as not to split or break. No other candles other than altar, candelabra or unity candles shall be used. For any questions, please contact the Altar Guild.

TACKS, NAILS, TAPE OR GLUE SHALL NOT BE USED TO FASTEN ANY DECORATIONS TO THE PEWS, FURNITURE OR BUILDING. Please contact the Altar Guild for more information regarding their use.

The florist shall be responsible for any damages caused from any decoration they provide. The florist shall contact the Altar Guild to arrange for an appropriate time for flower delivery. Decorations shall be removed following the ceremony. If desired, altar flowers may be left at the Church after a wedding for use on Sunday. Please advise the Altar Guild if this is to be done.

Church furnishings shall not be removed from their positions. Kneelers shall not be moved, stood upon, or have items placed on them.

Traditional seasonal church decorations shall remain in the church for all weddings. These shall not be moved or altered in any way.

The building shall be left in the condition in which it was found.

INFORMATION FOR PHOTOGRAPHERS & VIDEOGRAPHERS

We welcome your participation in an upcoming wedding at Ginter Park United Methodist Church. The Church is a place dedicated to the worship of God. Therefore, we ask that all activities associated with photographing or videotaping the ceremony shall be in keeping with the sacred nature of this space.

All photography and/or video set-ups shall be complete two hours before the beginning time of the ceremony.

PHOTOGRAPHING THE WEDDING

Most couples desire the services of a professional photographer and/or videographer to capture highlights of the wedding event. Flash pictures may be taken only before the wedding processional begins and after the wedding service has ended. No pictures may be taken in the sanctuary one hour prior to the ceremony. The photographer shall, discreetly and in a non-distractive manner, take non-flash pictures with silent shutter mechanism from the balcony during the ceremony. Photographs of the bridal couple may be taken during the recessional. It is appropriate to pose for pictures with the entire wedding party immediately following the ceremony.

Video taping (without auxiliary lighting) of the service shall be done from the balcony only.

Video operators shall agree to abide by the Church's rules. There will be no extra lighting and no wiring strung in the Chancel area, down the aisles or over the balcony. Remote microphones for the wedding party are not allowed because of problems with existing audio frequencies.

The photographer and video operator shall contact the Minister at least one hour before the wedding to review this policy.

Ushers shall advise the wedding guests that no photographs may be taken during the ceremony.

Up to one hour following the service has been allotted for you to take pictures.

FINANCIAL RESPONSIBILITIES

FEES FOR MEMBERS

When the bride and/or the groom are members of Ginter Park United Methodist Church (GPUMC), there is a nominal fee for the rental of the sanctuary, chapel or social hall. There is no fee for bulletin preparation.

Security Deposit (non-refundable) \$100.00 Payable to Ginter Park UMC

Use of Sanctuary \$100.00 Payable to Ginter Park UMC

Use of Chapel \$50.00 Payable to Ginter Park UMC

Use of Social Hall \$100.00 Payable to Ginter Park UMC

Custodial fee for wedding \$100 Payable to _____

Organist/Minister of Music \$TBD Payable to _____

(This includes initial consultation,
1 hour wedding rehearsal and wedding.)

Minister's honorarium TBD (This includes initial consultation, Wedding rehearsal -
1 hour- and Wedding.)

Wedding Coordinator \$100.00 Payable to _____

Caterer fee \$300.00 Payable to Ginter Park UMC

Includes 4 hours to set up, clean up and
2 hour reception.

Does not included dishes, linens, etc...

Custodial services for a reception \$150.00 Payable to

Use of candelabra \$50.00 each Payable to Altar Guild of

Ginter Park United Methodist Church

ADDITIONAL FEES AS APPLICABLE

Every individual soloist and other instrumentalists

Soloists & Other

Musicians varies _____ payable to _____

*****ALL CHECKS ARE DUE IN THE CHURCH OFFICE 2 WEEKS
PRIOR TO THE WEDDING.**

TOTAL \$_____

Please remember that all fees are due in the church office 2 weeks prior to the wedding date.

No weddings shall be scheduled on the church's calendar until all the initial forms and deposit are received.

Fees due _____ by noon.

Person assuming financial responsibilities:

Name: _____

Mailing Address: _____

Telephone: _____

FEES for Non-Members

- Security Deposit (non-refundable) \$200.00 Payable to Ginter Park UMC
- Use of Sanctuary \$1000.00 Payable to Ginter Park UMC
- Use of Chapel \$500.00 Payable to Ginter Park re
- Use of Social Hall \$1000.00 Payable to Ginter Park UMC
- Minister's honorarium \$300.00 Payable to the Senior Minister
(This includes all counseling, rehearsal and wedding.)
- Wedding Coordinators \$200.00 Payable to _____

Custodial services for wedding \$200 payable to _____

Organist/Minister of Music \$TBD Payable to _____

(This includes initial consultation, Wedding rehearsal -

1 hour- and Wedding.)

Soloist/ other musicians varies _____ payable to _____

Caterer fee \$500.00 -Payable to Ginter Park UMC

(Includes 4 hours to set up, clean up, & 2 hour reception. Does not include dishes, linens, etc...)

Custodial services for a reception \$200.00 Payable to

Use of candelabra \$25.00 each Payable to Altar Guild of Ginter

Park United Methodist Church

Bulletin preparation \$50.00 Payable to Ginter Park UMC

(Couple provides paper.)

\$25.00 Payable to Secretary

ADDITIONAL FEES AS APPLICABLE

Every individual soloist and other instrumentalists

Soloists & Other

Musicians varies _____ payable to _____

*****ALL CHECKS ARE DUE IN THE CHURCH OFFICE 2 WEEKS**

PRIOR TO THE WEDDING.

TOTAL \$ _____

Please remember that all fees are due in the church office 2 weeks prior to the wedding date.

No weddings shall be scheduled on the church's calendar until all the initial forms and deposit are received.

Fees due _____ by noon.

Person assuming financial responsibilities:

Name: _____

Mailing Address: _____

Telephone: _____

WEDDING INFORMATION FOR THE MINISTER

And Wedding Coordinators

(To be completed in consultation with the Officiant)

Wedding Date _____ Location _____ Time _____

Rehearsal Date _____ Time _____

Bride's full name _____

Cell Phone _____ Work Phone _____

Bride's e-mail address _____

Home Address _____

Date of Birth _____

Occupation _____

Employed by _____

Number of this marriage _____ Divorced _____ Widowed _____

Church membership _____

Parents' names _____ Attending wedding? _____

Groom's full name _____

Cell phone _____ Work Phone _____

Groom's e-mail address _____

Home Address _____

Date of Birth _____

Occupation _____

Employed by _____

Number of this marriage _____ Divorced _____ Widowed _____

Church membership _____

Parents' names _____ Attending wedding? _____

Wedding bulletin to be used? _____

Responsibility for bulletin _____

Mistress of Ceremonies (if any)

_____ Address _____

Cell Phone _____

If Bride is to be presented in marriage, by whom _____

Maid/Matron of Honor _____

Best Man _____

Bridesmaids and Ushers _____

Flower Girl, name and age _____

Ring Bearer, name and age _____

Location of reception _____

Florist & phone # _____

Photographer & phone # _____
Single/Double Ring Ceremony Number Guests _____
Requests _____
Facilities requested:
_____ Kneeler _____ Unity Candle
Will the wedding party dress at the church? _____
Will the church need to provide bulletins for the wedding? _____
Additional Dates for Consultations with Minister: _____

Notes:

Seating Arrangements and Processional/Recessional Order

Ushers seat Groom's Family _____
Ushers seat Bride's Family _____
Processional
Minster, Groom and Best Man enter from hallway.
Ushers – Double file
Bride's maids – Single file _____
Maid or Matron of Honor or both (single file) _____
Ring Bearer _____
Flower Girl _____
Bride and Father (Bride's mother should rise when the last attendant is in place at the front of the church - maid/matron of honor or flower girl/ring bearer.)
Recessional
Bride & Groom
Best Man & Maid or Matron of Honor
Ring Bearer and Flower Girl
Ushers and Bridesmaids (double file)
Ushers return for:
Bride's parents _____
Groom's parents _____
Bride's grandparents _____
Groom's grandparents _____
The congregation is then dismissed by the Minister. (Ushers DO NOT return to dismiss guests row by row.)
Wedding Music Information Form
Ginter Park United Methodist Church
*Music Consultation Date: _____ *Time: _____

*Rehearsal date _____ Time _____
*Wedding date _____ *Location _____ *Time _____

*Bride's full name _____

*Home phone _____

*Home Address _____

*Work phone _____

*Groom's full name _____

*Home phone _____

*Home Address _____

*Work phone _____

*Are either the Bride or Groom a member of Ginter Park United Methodist Church?

___ yes ___ no _____ name

*Bride's church affiliation/denomination: _____

*Groom's Church affiliation/denomination: _____

*Number of Bridal Attendants: _____ *Maid/Matron : _____ *Attendants: _____

*Flower Girl: _____ *Ring Bearer: _____

*Best Man _____ *Number of Ushers _____

*Officiating Clergy: _____

Names of other approved musicians participating:

Vocal _____

Instrumentalist(s): _____

Note: All music use for the Service will be in keeping with the format/style of music used in the Ginter Park United Methodist Church sanctuary and will be approved by the organist. Pop songs; show tunes, etc. are more effectively used at receptions. Other musicians will rehearse with the organist one-hour prior the rehearsal time. Approved music shall be in the correct key with 2 originals.

Music: To be determined at Consultation

Item Name of Selection Composer _____

Attendants Processional: _____

Bridal Processional: _____

Recessional: _____

Hymn Number: _____ Hymn Name: _____

Hymn Number: _____ Hymn Name: _____

Solo Name Composer Soloists Service Placement

Fee payments for other musicians will be the responsibility of the bride/groom.

Organist wedding fee: \$ _____

A check made out to Rev. _____ will be due in the Church office two weeks before the Wedding Date.

(Signature - bride)

(date) (Signature - groom)

(date)