

FIRST UNITED METHODIST CHURCH PUEBLO, COLORADO

310 W. 11th St.
Pueblo, Colorado 81003
719-544-1917

WEDDING INFORMATION AND POLICY PAMPHLET

Initial

This pamphlet explains FUMC's policies and procedures concerning weddings held at the church or weddings involving our pastor. The Wedding Coordinator will go over the policy with you but we ask you to please, read carefully as there are deadlines and instructions that must be followed in order for you to hold your wedding at FUMC. Thank you for your cooperation and feel free to call Jewell if you have any questions.

Our pastor is to officiate weddings held at the church and our organist is designated to
_____ play at church weddings.

WHO MAY HOLD A WEDDING AT FUMC

The church is available to Brides and/or Grooms who are members and non-members of the church. Non-member reservations will not be confirmed until nine months prior to the wedding date.

RESERVING THE CHURCH & THE DEPOSIT

The **“Wedding Reservation and Consultation Form”** must be completed and returned to the church office with a **\$100 deposit before your wedding will be placed on the calendar**. Neither the church nor the pastor will be committed to a wedding without the deposit and the form filled in and returned to the church office.

_____ Return the form and the deposit to the church office, 310 W. 11th St., Pueblo, Co. 81003.

DEPOSIT FORFEITURE

The deposit will be refunded unless:

- (1) the church office does not have at least one week's notice of a wedding cancellation,
- (2) the time limit for any phase is exceeded (see TIME LIMIT FOR WEDDING DAY, REHEARSAL, and RECEPTION),
- (3) excessive clean-up is required,
- (4) smoking or alcohol use is evident,
- (5) there is property damage.

WEDDING COORDINATOR

Jewell Lowe is our Wedding Coordinator. Her expertise is in meeting with the Bridal couple initially to ensure all guidelines are explained, organizes any special requests through the Church Office, and helps make everything run smoothly for both
_____ the church and the Bridal couple.

COUNSELING

Within ONE WEEK after meeting with the Wedding Coordinator, please call the pastor to set an appointment.

MUSIC

Please contact our church organist, Juanita DeHeart (566-0789) for consultation of appropriate wedding music. The pastor nor Jewell Lowe does not contact her for you. Soloist, etc., must schedule a time through the Wedding Coordinator for rehearsing.

NOTE: If you are using taped music, you must have permission from the copyright holder. Music will not be played more than 30 minutes prior to the start of the wedding. The Wedding Coordinator will arrange for sound system operator.

(See FEE SCHEDULE).

REHEARSAL

Rehearsal will be scheduled when deposit is paid. There is a one (1) hour time limit for the rehearsal, which will start promptly at the scheduled time. All members of the wedding party should attend the rehearsal including parents, musicians, and soloists.

TIME LIMIT FOR WEDDING DAY

There is a **maximum 3 1/2 hour time limit for ALL preparations and activities the day of the wedding**. This includes but is not limited to: 1) decorating, 2) dressing for the wedding, 3) the ceremony, 4) before and after wedding pictures. (This time limit does not include the rehearsal nor a reception held at FUMC.) You may request additional time over the 3 1/2 hour limit with additional fee of \$75 per hour. There will be no receiving lines held in the Church sanctuary due to restrictions by the local Fire Department.

DECORATING

Decorating (and cleaning up the decorations after the wedding) of the sanctuary is included in the 3 1/2 hours allotted for the wedding day. Florist, etc., may arrive at the "opening time." If there is a major set up (and clean up) involved, those in charge should arrange to bring extra help. **No tape** (duct, scotch, masking), **no nails, tacks, etc.**, will be used to attach decorations. Please note that what ever decorations are up in the Sanctuary that has been provided by the Church will not be moved or altered in any way.

PICTURES

You are responsible for notifying your photographer of the time limit so you can work out a photo schedule together, (the Wedding Coordinator will also send the Photographer a copy of photography policy). The Photographer is limited to the seventh row from back of church for processional pictures. YOU are responsible for seeing that the 3 1/2 hour time limit is observed (see DEPOSIT FORFEITURE #2).

Any and all changes in photo schedule must be cleared with the Wedding Coordinator.

NO FLASH PHOTOGRAPHY is allowed during the ceremony. Please advise your family and friends of this rule.

VIDEO TAPING is allowed with permission from the pastor and coordinated with the Wedding

Coordinator. The videographer must be set up 45 minutes prior to the ceremony.

ALCOHOL, FOOD, & SMOKING

Smoking and use of alcohol are **NOT allowed anywhere inside church buildings or on church grounds**. Absolutely no food in the Sanctuary (See DEPOSIT

_____ FORFEITURE #4).

AVAILABLE AT CHURCH

_____ Taper lighters, candelabra with candles, guest book table, music stands & micro-phone.

BIRD SEED AND RICE

_____ NO BIRD SEED OR RICE. Bird seed and rice are dangerous on tile, concrete floors, and sidewalks, it is also difficult to clean up. You may choose to use bubbles or rose petals outside. (see DEPOSIT FORFEITURE #3).

CANDLES

_____ If you use candelabras, it is requested that you use the church candelabras, which match the altar candles. The fee is \$10.00.

FLOWERS

1. If a florist is delivering your flowers, please inform them of pre-arranged opening time.
 2. Please make arrangements for someone to take charge of your flowers following the wedding. Without prior arrangement, flowers left at the church will automatically be given to shut-ins.
 3. If you wish your wedding flowers to be used on the altar for the Sunday worship service, please call the church secretary.
- _____

VALUABLES

1. Do not leave purses, cameras, wedding gifts, clothing and other belongings unattended during any part of the wedding.
 2. Please have someone check for belongings after the wedding as articles left are hard to recover.
 3. The person chosen to handle the guest book will be responsible for any gifts and cards brought to the wedding.
- _____

NURSERY

_____ Wedding Coordinator will make arrangements upon request for the Nursery. Please notify her at least 1 month prior to the scheduled wedding date to make these arrangements. COST: \$50 for the first 2 1/2 hours, \$10 per 1/2 hour after that.

RECEPTION

1. **Reception time limit is 2 1/2 hours from completion of the wedding ceremony.**
 2. You must call the church office to have your reception at the church; this is to reserve the room. More specific information will be provided when you schedule your reception with the church secretary.
 3. The Custodian will set up Booth Hall for the reception. Please inform church office of how you wish to have it set up.
 4. The church does not furnish table clothes or food related items. The church does have available for use clear dishes and silverware. Decorating, serving, and clean up (including dish washing) is the responsibility of the Bridal party, or if reception is catered including dishes it is the caterer's responsibility.
- _____

LICENSE

_____ Marriage license and certificates are to be to the church office **at least 7 days prior to the wedding.**

RECEPTION FEE SCHEDULE

1. Hall rental: additional \$100 deposit with rental fee for Booth Hall of \$175.
(NOTE: the reception hall will only accommodate 150 people total). Custodian fee: \$40 w/o dinner, \$60 with dinner.

WEDDING FEES**

Are to be paid **at least 7 days prior to the wedding**. Please make individual checks (or cash envelopes) payable to each person listed below. NOTE: Fees apply on the initial date of booking the wedding with church office.

These fees are for a 3 1/2 hour time limit. Please make individual checks.

_____	Deposit due at time of booking-payable to First UMC	\$100
_____	Sanctuary	\$200
<u>You may request additional time over the 3 2 hour limit with additional fee of</u>		<u>\$75 pr/hr.</u>
_____	Minister - Pastor Rick Calhoun Church wedding	\$200
_____	Wedding Coordinator – Jewell Lowe	\$200
_____	Music: Organist - Juanita DeHeart (566-0789)	\$150
_____	Custodian – Ron Vertner	
	Wedding	\$75
	Reception	w/o dinner \$40
		w/ dinner \$60
_____	Sound System operator	<u>\$60</u>
		TOTAL \$985 including \$100 deposit
Other:		
_____	Candelabra (includes candles)	\$10
_____	Nursery -	\$50 for the first 2 1/2 hours, \$10 per 2 hour after that.

**Additional fees may be required for exceptional requests

NOTE: Initial arrangements are made with the Church Office Manager, 544-1917. All scheduling changes for your wedding, the rehearsal, and church reception are to be made with the Wedding Coordinator, Jewell Lowe @ 566-1939.

First United Methodist Church of Pueblo Wedding Fees

Your wedding is scheduled for _____. The following fees for your wedding are due to First United Methodist Church Office, 310 W. 11th Street, Pueblo, CO, 81003 by _____.

Please make individual checks payable to:

Sanctuary: First United Methodist Church* Fee: _____

Additional time requested _____ hours Fee: _____

Pastor : Rick Calhoun Fee: _____

Wedding Coordinator: Jewell Lowe Fee: _____

Music: Organist: Juanita DeHeart Fee: _____

Church Soloist _____ Fee: _____

Custodian: Ron Vertner Fee: _____

Custodian fee for reception Fee: _____

Sound System operator _____ Fee: _____

Candelabra rental: First United Methodist Church* Fee: _____

Hall Rental: First United Methodist Church* Fee: _____

Nursery: _____ Fee: _____

Fee: _____

*These fees may be combined in one check. For questions, please contact Church Office at (719)544-1917.