

WEDDING INFORMATION AND POLICY PAMPHLET

FIRST UNITED METHODIST CHURCH PUEBLO, COLORADO

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

Initial

This pamphlet explains FUMC's policies and procedures concerning weddings held at the church. The pastor 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 if you have any questions.

All weddings held at First United Methodist Church will be officiated by our pastor. Our _____ organist is designated to play the church organ 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. Non-member reservations will not be confirmed until nine months prior to the wedding date.

RESERVING THE CHURCH & THE DEPOSIT

The aWedding 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 at 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**
- (5) There is property damage.

COUNSELING

Within two weeks of returning depositing and securing your wedding is on the Church _____ calendar, 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 does not contact her for you. Soloist, etc., must schedule a time through the Church Office 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 pastor 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 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 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 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. Please consult with the Pastor or Church Office about your color scheme to ensure that it will not clash with the _____ Sanctuary decorations.

PICTURES

You are responsible for notifying your photographer of the time limit so you can work out a photo schedule together, The Photographer is limited to the seventh row from back of church for processional pictures. (see DEPOSIT FORFEITURE #2).

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

VIDEO TAPING is allowed with coordination with the Pastor. The videographer should 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.

CANDLES

_____ If you use candelabras, it is required 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.
4. **ONLY ARTIFICIAL FLOWER PETALS** for the Flower Girl to scatter before the Bride comes down the aisle. (Real flower petals leave oil on the carpet.)

BIRD SEED, RICE, ROSE PETALS

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** the Sanctuary front doors. (see DEPOSIT FORFEITURE #3).

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 quest book will be responsible for any gifts and cards brought to the wedding.

LICENSE

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

NURSERY

The Pastor will make arrangements upon request for the Nursery. Please inform him at one of your scheduled appointments. COST: \$50 for the first 2 2 hours, \$10 per 2 _____ hour after that. (Please note: The Nursery is the room where the women dress).

RECEPTION

1. **Reception time limit is 2 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.

RECEPTION FEE SCHEDULE

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. It is the responsibility of the wedding party to clean _____ up the hall of all items brought in and used.

FEE SCHEDULE

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 2 hour time limit. Please make individual checks.

___ Deposit due at time of booking-payable to First UMC	\$100*
___ Sanctuary	\$200*

You may request additional time over the 3 2 hour limit with additional fee of
\$75 pr/hr.

___ Minister - Pastor Rick Calhoun Church wedding	\$200*
___ Wedding Assistant BB Betty Youtsey	\$75*
___ Music: Organist - Juanita DeHeart (566-0789)	\$150*
___ Custodian B Betty Youtsey Wedding	\$75*
Reception	w/o dinner \$40 w/ dinner \$60
___ Sound System operator	\$60*
___ Security person	\$75*
___ Candelabra (includes candles)	<u>\$10*</u>
TOTAL	<u>\$945*</u>
	includes \$100 deposit

Other:

___ Nursery -	\$50 for the first 2 2 hours, \$10 per 2 hour after that.
---------------	--

*Indicates Required Fees **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 Pastor and Church Office,

FIRST UNITED METHODIST CHURCH

of Pueblo

Dear Wedding Photographer:

For your information these are the church policies relating to wedding photographs taken in the church.

If you have any questions, please call the church office at 544-1917 during office hours of 8am - 4pm, Monday - Friday.

WEDDING PHOTOGRAPHER POLICY

The Minister of First United Methodist Church consider the wedding ceremony to be sacred and thus the following policy was implemented.

First United Methodist Church is located at 11th and Court Streets. There are entrances on the north, east, and south sides of the sanctuary.

The length of time assigned to each wedding is 3 ½ hours. This includes time for the bridal party to dress at the church, before and after wedding photos, and the wedding ceremony. Please coordinate with the wedding party on the time you will be taking photographs. If you need more time for photographs, you will need to coordinate this with the wedding couple **and** the Church office.

The wedding prelude music is 30 minutes before the wedding ceremony begins. There will be no photos with flash taken during the ceremony. You will not be allowed at the altar area after the prelude music begins. Nor will you be able to move about in the sanctuary area during the ceremony. You will be allowed to photograph the processional as long as you remain behind the 7th pew from the back of the Church.

Thank you for your cooperation with these policies.

First United Methodist Church

Acknowledgement

I acknowledge that I have read and understand the Wedding Policies for First United Methodist Church.

I understand I am responsible for all the policies and procedures herein and I understand it is my responsibility to inform all people participating in the wedding (wedding party, photographers, musicians, etc. of the policies in these policies.

I understand I will be held monetarily responsible for any damage or loss to the church; extra work for any staff person should the wedding party and their guests fail to follow church policies; the church is not notified of cancellation or change in the schedule at least two weeks in advance.

Bride and Groom signed and dated