



FIRST UNITED METHODIST CHURCH
1750 TWENTIETH STREET
VERO BEACH, FLORIDA 32960

PHONE: (772) 562-1900
FAX: (772) 562-1970

Dear Bride and Groom,

We are pleased that you are considering First United Methodist Church for your wedding. One of the most important decisions in a person's life is the choosing of a life mate. Our church considers the wedding ceremony to be a deeply spiritual and sacred experience. The wedding ceremony is a religious service which celebrates God's gift of marriage; God's gift of love between the bride and groom; and the marriage covenant entered into before God by the bride and groom.

All aspects of the wedding should be Theo centric or God-centered. The service should be both joyous and reverent. The following policies and guidelines have been established regarding personnel involved in the preparation, planning and carrying out of the service; the form of liturgy used in the service; the style of music that may be played and sung; the use of photography and videography; and general conduct during the service. These policies and procedures have been established in order to assure that your wedding reflects both the sanctity of marriage and the religious nature of the covenant you are entering into. These policies and procedures are NON-NEGOTIABLE.

In order to avoid any misunderstanding or disappointment, these policies and procedures should be carefully reviewed. If you desire a Christian wedding as set forth in these policy guidelines, please fill in the blanks on all pages, sign them where applicable and return them to the church address listed above. Your signature will signify your agreement to abide by ALL the policies and procedures regarding weddings held at First United Methodist Church as revealed in this document. Please note that you can type in the information on your computer and then print out all pages of the application form.

We thank you for considering First United Methodist Church for your wedding day and, should your application be accepted, we will do all in our ability to make it the very special day that we believe God desires it to be. It is our desire to join with you in making your wedding as beautiful as it can be...a worship experience that will be meaningful and memorable.

_____ Groom's Last Name _____ (Signature/Date)
_____ Bride's Last Name _____ (Signature/Date)
_____ Wedding Date

WEDDING PERSONNEL

PASTOR: It is the policy of First United Methodist Church of Vero Beach that our Senior Pastor will officiate over all weddings held on the church campus. In exceptional cases, and only by invitation of the Pastor of First United Methodist Church, a guest minister may be invited to assist in the wedding ceremony. The Pastor will provide pre-marital guidance and officiate over the rehearsal and the wedding.

DIRECTOR OF MUSIC MINISTRIES: The Director of Music Ministries will approve all music, musicians and instrumentalists participating in the wedding. Recorded music will not be permitted during the service. All music must be of a Christian nature as deemed appropriate by the Director of Music Ministries. In accordance with the American Guild of Organists, in the event that an outside organist is chosen to participate in the service, the Director of Music Ministries will be paid a bench fee of \$100.00.

WEDDING COORDINATOR: Each bride will be assigned a Wedding Coordinator by First United Methodist Church. Our Wedding Coordinator will assist at the time of the rehearsal and wedding. She will meet with the bride for pre-planning of the wedding details and policies related to weddings held at First United Methodist Church. All decorations must be approved by the Wedding Coordinator. In the event that the bride secures the services of an outside wedding consultant, it is to be understood that the Wedding Coordinator assigned by First United Methodist Church will be in charge of both the rehearsal and the wedding. As always, the decision of the Pastor of First United Methodist Church is final. In the event that the Pastor of First United Methodist Church is not available, the decision of the Wedding Coordinator will supercede that of any outside wedding consultant or guest Pastor.

FACILITY MANAGER: The services of the church Facility Manager will be required for all weddings. The Facility Manager will open up before, clean up following and lock up after the wedding. During the wedding the Facility Manager will run the sound system. A minimum fee is charged for all weddings. Additional charges will accrue if a rehearsal dinner, wedding reception or other wedding related activity is held on the church campus.

RECEPTION COORDINATOR: The services of the church Reception Coordinator are required for all rehearsal dinners, wedding receptions or other wedding related activities held in Wesley Hall or the Christian Life Center Social Hall. The Reception Coordinator must be present throughout the period that the Wesley Hall or the Christian Life Center Social Hall is being utilized.

_____	Groom's Last Name _____	(Signature/Date)
_____	Bride's Last Name _____	(Signature/Date)
_____	Wedding Date _____	

WEDDING PARTY AND PROCESSIONAL (2 OF 2)

MAID OF HONOR _____

RINGBEARER _____

FLOWER GIRL _____

BRIDE _____

ESCCORTED BY (*Generally, the father of the bride*)

_____ Groom's Last Name _____	(Signature/Date)
_____ Bride's Last Name _____	(Signature/Date)
_____ Wedding Date _____	

WEDDING PARTY AND RECESSIONAL

THE RECESSIONAL

BRIDE/GROOM

_____ / _____

FLOWER GIRL/RING BEARER

_____ / _____

MATRON OF HONOR/BEST MAN

_____ / _____

BRIDESMAIDS/GROOMSMEN (*Generally, in order of descending height*)

_____ / _____

_____ / _____

_____ / _____

_____ / _____

_____ / _____

_____ / _____

_____ / _____

_____ / _____

_____ / _____

_____ / _____

MOTHER OF THE BRIDE _____

MOTHER OF THE GROOM _____

THOSE TO BE ESCORTED OUT AFTER THE MOTHERS OF THE BRIDE AND GROOM

(Generally, when applicable, the Bride's Mother's Mother, followed by the Bride's Father's Mother, followed by the Groom's Mother's Mother, followed by the Groom's Father's Mother may be escorted out, if desired, immediately following the mothers of the bride and groom).

Name/Relationship _____ escorted by _____

Name/Relationship _____ escorted by _____

Name/Relationship _____ escorted by _____

Name/Relationship _____ escorted by _____

Name/Relationship _____ escorted by _____

Name/Relationship _____ escorted by _____

PASTOR _____

_____	Groom's Last Name _____	(Signature/Date)
_____	Bride's Last Name _____	(Signature/Date)
_____	Wedding Date _____	

WEDDING POLICIES (1 OF 2)

ALCOHOL, TOBACCO AND ILLEGAL DRUGS: The use of alcoholic beverages, illicit drugs, and tobacco are prohibited on the church property. It is expected that members of the wedding party will refrain from the use of alcohol and/or illicit drugs prior to the rehearsal, wedding, and reception. It is the bride's and groom's responsibility to notify all members of the wedding party and guests of these requirements.

DECORATIONS: Since our sanctuary is already furnished as a place of beauty and dignity, it is recommended that the decorations be limited so as not to upstage the altar. Any flowers, palms, potted greenery, or candelabra should be carefully placed so as not to hide the altar. As in all church decorating, everything should be arranged to direct the attention toward the altar. An aisle runner is required if an attendant is planning to drop live flower petals. This may be secured from the florist at your expense and must not be a disposable runner, but a heavy cloth, laundered runner. The florist and/or others who are engaged by the bride to decorate, will be required to remove all decorations from the buildings immediately following the wedding ceremony, unless prior arrangements have been approved by the church's Wedding Coordinator, and the Reception Coordinator (when used). Those decorating are responsible for any damage due to decorations in the church. More specific requirements concerning decorations include: No thumb tacks, nails, tape, or wire will be used on any walls, furniture, or accessories. Wedding decorations must be worked around what is already in place during seasonal periods, such as Christmas and Easter.

MUSIC: Within the wedding ceremony itself, reverence and discretion are the principle guides in the selection of music. All music must be selected and/or approved in consultation with our Director of Music Ministries. The Pastor and the Director of Music Ministries must assume direct responsibility to ensure that any and all music used during the ceremony is appropriate to the sacred nature of Christian marriage. There are many contemporary secular songs which may have particular meaning for couples, but unless the texts give explicit expression to the Christian understanding of love, marriage, and the Christian home, such music should be reserved for the reception. Couples will need to schedule an appointment with our Director of Music Ministries. He will be happy to assist in the selection of music which will reflect the unique preferences of the couple, as well as help assure that the music chosen will be in keeping with both the joy and sacredness of the occasion. Once approved by the Pastor and the Director of Music Ministries, it is the responsibility of the bride and groom to arrange and pay for any soloists. It is also the responsibility of the bride and groom to assist, if needed, in arranging for a time when the soloist and organist can rehearse prior to the wedding rehearsal. Recorded music is not permitted.

PHOTOGRAPHY AND VIDEOGRAPHY: First United Methodist Church has strict guidelines concerning photography and videography. All photographers and videographers must be local residents of Vero Beach and meet with the Pastor prior to the wedding. In order to maintain the sacredness of your wedding ceremony, NO flash pictures are to be taken during the ceremony following the processional. Pictures by the professional photographer may be taken from the narthex of the sanctuary during the ceremony if no distracting noise is involved. Similarly, in order to maintain the greatest dignity and the most sacred aspect of your wedding ceremony, it is our church's policy that all videography in the sanctuary be done from a stationary place in the choir loft or narthex approved by the Pastor.

WEDDING POLICIES (2 OF 2)

PREMARITAL GUIDANCE: Pre-marital guidance is considered by our church to be an important factor in the establishment of a Christian home. Therefore, the church office should be contacted well in advance of the intended season for the wedding to permit scheduling of pre-marital guidance sessions and for making the necessary wedding arrangements. Sessions should be scheduled between 8:00 AM and 5:00 PM, Monday through Friday. A minimum of two sessions will be required. The initial session should be scheduled within thirty days of tentatively scheduling your wedding date. A second should be scheduled the week prior to the wedding. Others will be scheduled as deemed necessary by the Pastor. Sessions may be scheduled by contacting Pat Munoz in the Church Office.

RESPECT AND CARE FOR THE FACILITIES: For those who have received permission to use the Christian Life Center Social Hall or Wesley Hall, the following rules apply:

--- If you are planning a rehearsal dinner and/or wedding reception, you must contact our Reception Coordinator in advance to discuss how the room is to be set up and to determine a scheduled time for decorating.

--- It is the responsibility of the wedding party to arrange all food services and personnel relative to the rehearsal dinner and/or wedding reception. (Facilities must be left as found. You will be responsible for paying the cleaning contract company for services rendered regarding the cleaning of the Social Hall or Wesley Hall).

-- We require that birdseed be used in place of confetti and/or rice if there are plans for such to be used. If used, it must be distributed outside the church buildings and under no circumstances may it be thrown in any of the church buildings.

RITUAL: The traditional wedding ritual of the United Methodist Church will be utilized in all weddings. Under no circumstances will the bride and groom be permitted to write their own vows.

THE PARENTS OF THE BRIDE AND GROOM: All decisions concerning the wedding will be made by the bride and groom in consultation with the Pastor of First United Methodist Church. Any recommendations of the parents of the bride and groom for the wedding must be expressed directly to the bride and groom who, if they desire, may seek approval from the Pastor of First United Methodist Church. Under no circumstances will changes be made in the wedding service after the rehearsal.

WEDDING LICENSE: It is the policy of First United Methodist Church that the wedding license be brought to the church no later than the rehearsal date, or one week prior to the wedding if there is no rehearsal.

_____ Groom's Last Name _____	(Signature/Date)
_____ Bride's Last Name _____	(Signature/Date)
_____ Wedding Date _____	

WEDDING SCHEDULING PROCEDURE

SETTING YOUR WEDDING DATE: It is preferable that weddings NOT be scheduled on New Year's Eve, New Year's Day, Palm Sunday through Easter Sunday, Independence Day, Thanksgiving Eve, Thanksgiving Day, Christmas Eve, Christmas Day, or other special days which conflict with already scheduled church activities.

HOLDING A DATE FOR A WEDDING: In order to tentatively hold a wedding date, the bride and groom must first complete and sign this ten page document. When the bride or groom, or one of the bride or groom's parents, has been a member of First United Methodist Church for more than one year, the bride or groom may tentatively schedule a wedding date at any time prior to the wedding. Non-members and new members cannot tentatively schedule a wedding date more than six months in advance.

FACILITY AND EQUIPMENT FEES: All facility and equipment fees are to be paid by check or money order to First United Methodist Church VB at the time the sanctuary is to be tentatively held for your wedding. Once the application has been completed, and prior to tentatively holding the wedding date, Pat Munoz, the Administrative Secretary, may be contacted at the Church Office regarding the fees that will be applicable to your church wedding.

WEDDING HONORARIA: All honoraria must be paid six months prior to the wedding date in order to keep the wedding date reserved. Honoraria should be paid by check or money order made payable directly to the individual. Once the application has been completed, and prior to reserving the wedding date, Pat Munoz, the Administrative Secretary, may be contacted at the Church Office regarding the fees that will be applicable to your church wedding.

FEES AND HONORARIA REFUNDED UPON TIMELY NOTICE: All fees will be refunded at 100% with a six month notice, 80% with a five month notice, 60% with a four month notice, 40% with a three month notice, 20% with a two month notice and 0% when notified with less than a thirty day notice.

RESERVING YOUR WEDDING DATE: Once the application has been completely filled out and returned to the church office, and all facility and equipment fees have been paid, the church office will tentatively hold your wedding date. Only after you have met with the Director of Music Ministries, the Wedding Coordinator and completed your first premarital guidance session with the Pastor will your wedding date be reserved. In all situations, the Pastor must approve the wedding date.

_____	Groom's Last Name _____	(Signature/Date)
_____	Bride's Last Name _____	(Signature/Date)
_____	Wedding Date _____	

WEDDING FEES AND HONORARIA

SANCTUARY FEE: A facility fee of \$1000.00 is charged for the use of the sanctuary of First United Methodist Church. This fee is waived if the bride or groom, or one of the bride or groom’s parents, has been a member of First United Methodist Church for more than one year. Custodial fees will apply to both members and non-members utilizing the sanctuary.

CHRISTIAN LIFE CENTER SOCIAL HALL FEE: A facility fee of \$350.00 is charged for the use of the Christian Life Center Social Hall of First United Methodist Church. This fee is applicable to both members and non-members who wish to utilize this facility. Custodial and Reception Coordinator fees will apply to both members and non-members utilizing the Christian Life Center Social Hall. Table cloths are available for a fee of \$5.00 each payable at the time of reservation. A \$350.00 damage deposit is required of all non-members and new members.

WESLEY HALL FEE: A facility fee of \$150.00 is charged for the use of the Wesley Hall of First United Methodist Church. This fee is applicable to both members and non-members who wish to utilize this facility. Custodial and Reception Coordinator fees will apply to both members and non-members utilizing Wesley Hall. Table cloths are available for a fee of \$5.00 each payable at the time of reservation. A \$150.00 damage deposit is required of all non-members and new members.

CANDELABRA: First United Methodist Church makes available a variety of candelabra for weddings. We currently have two 3-candle candelabra, two 7-candle candelabra, window candelabra, aisle candelabra and a unity candle candelabra. These are available to members and non-members for a fee of \$2.00 per candle. The Christ Candles on the altar are lit for all services and there is no fee associated with them. The main candle of the unity candle candelabra is always purchased by the wedding couple.

SANCTUARY HONORARIA

Pastor	\$150.00	\$150.00
Guest Minister to Assist.....	\$150.00	_____
Director of Music/Bench Fee.....	\$150.00/\$100.00	_____
Guest Organist.....	\$150.00	_____
Wedding Coordinator	\$150.00	\$150.00
Facility Manager.....	\$150.00	\$150.00

CHRISTIAN LIFE CENTER/WESLEY HALL HONORARIA

Facility Manager	\$15/HR	_____
Reception Coordinator	100.00 MIN/\$15 HR	_____

_____	Groom’s Last Name _____	(Signature/Date)
_____	Bride’s Last Name _____	(Signature/Date)
_____	Wedding Date _____	

REQUEST TO SCHEDULE A WEDDING

Bride's Name: _____ Called by: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Business Phone _____

Cell Phone: _____ E-Mail _____

Church Membership at: _____

Bride's Parents Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Church Membership at: _____

Groom's Name: _____ Called by: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Phone: _____ Business Phone _____

Cell Phone: _____ E-Mail _____

Church Membership at: _____

Groom's Parents Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Church Membership at: _____

Wedding Date: _____ Day: _____ Time: _____

Rehearsal Date: _____ Day: _____ Time: _____

Requested by _____ (Bride's Signature and Date)

Requested by _____ (Groom's Signature and Date)