



## *Columbia City United Methodist Church*

605 North Forest Parkway  
Columbia City, IN 46725  
(260) 244-7671  
www.columbiacityumc.com

# *Wedding and Marriage Preparation Policies*

## **Marriage Preparation**

Columbia City United Methodist Church has a priority to promote strong marriages. We believe that preparing for marriage is more important than the wedding ceremony itself. The wedding ceremony is however an important step in the process of a strong marriage. A couple's wedding is one of the most important days in their lives as they begin their married life together. Columbia City United Methodist Church assists couples in planning their wedding and preparing for marriage.

Expectations: Couples wishing to be married at Columbia City United Methodist Church will participate in a process of marriage preparation classes. These "classes" will include sessions the couple has with a pastor, and with a mentor couple who is already married. There will be at least three sessions with one of the pastors and usually five sessions with the mentor couple.

The initial session with the officiating pastor will include the details and scheduling of these marriage preparation classes.

## **STEP ONE: Scheduling the Wedding Ceremony**

Contact Cynthia Fletcher,  
Executive Assistant  
260-244-7671

The time and date for both the rehearsal and the wedding will be tentatively scheduled through the church office. This should be done well in advance.

## **STEP TWO: Scheduling with the Wedding Coordinator**

Contact Kim Amburgey,  
260-213-2448

The wedding coordinator will work with the couple in planning the wedding and marriage preparation process. The date will be held only tentatively until the initial meeting with the wedding coordinator when it will be confirmed and agreement will be made to conduct the wedding. Payment of half the fees needs to be paid to confirm the date.

**STEP THREE: Contact one of the Pastors**

Rev. David Arnold  
Rev. Kent Lundy  
260-244-7671

All weddings will include one of the pastors of Columbia City United Methodist Church. Other clergy may assist at the invitation of the officiating pastor.

**STEP FOUR: Contact Executive Assistant**

Cynthia Fletcher  
260-244-7671

Order or copy any bulletins that are desired. She will require 4-6 weeks for delivery. The couple is responsible for the cost of bulletin covers/paper used.

**STEP FIVE: Contact Wedding Planner**

Kim Amburgey  
260-213-2448

Meet with Kim approximately three weeks before the wedding date to review wedding plans and finalize any details.

**ONE WEEK PRIOR TO WEDDING DATE:**

- Final payment of wedding fees due to church office
- Bring marriage license to church office (the church will send it to the court house following the wedding)
- Bring any music CDs or tape and video media to be used during the ceremony to the church office

**The Wedding Ceremony**

*Music*

Music should be chosen to enhance the sense of worship since the marriage ceremony is a service of Christian worship. The wedding coordinator will assist the couple in choosing appropriate music and has the right of final determination. The wedding coordinator will assist in scheduling an organist, soloist and sound & video technicians, if needed.

*Photography*

Photographers engaged to take pictures of the wedding are requested not to take flash pictures during the ceremony. This creates a distraction for all involved in the service and threatens the mood of worship. For similar reasons, no flash pictures are to be taken by friends or families during the ceremony. The wedding party may return to the sanctuary and take pictures following the ceremony. The photographer should consult with the wedding coordinator at least ½ hour before the ceremony. The pastor will be available for pictures if desired.

### *Video*

Please remember that your wedding is a sacred moment, not a television production. The use of video cameras must be used in a way that does not detract from the wedding. If a video tech is videoing the service it will be done from the back of the worship center in the sound booth. If you wish to show a Video, CD or DVD during the wedding you must tell the wedding coordinator, so a video engineer is scheduled. Ask the wedding coordinator for further information.

### *Flowers and Decorations*

The choice of florists is determined by the couple. At the discretion of the couple, the flowers may be left on the altar table for use in the Sunday morning worship service if the wedding is on a weekend. Please tell the wedding coordinator if the flowers are to left after the ceremony. The florist shall place pads under all floral pieces.

The white “runner” or “aisle cloth” is available if desired through the florist but is not needed since the center aisle is carpeted. If a runner is used, the center aisle is 50-75 feet in length.

If you choose to use the candelabras, please ask the florist to use pipe cleaners to attach decorations instead of wire. Pipe cleaners won't scratch the candelabras.

### **General Policies**

The custom of throwing rice, bird seed and/or confetti is not allowed in the building or on the church grounds. It is not environmentally friendly and creates many problems for our church custodian. This is not only a hazard but is tracked into the building.

Since the wedding is a Christian ceremony, it is expected that all members of the wedding party conduct themselves appropriately in the same manner as at any other service of worship. The use of tobacco and alcoholic beverages is not permitted within the church building or on the grounds. If any member of the wedding party attending the rehearsal or the wedding ceremony is under the influence of drugs or alcohol, etc. shall be considered proper cause for cancellation of the ceremony.

The wedding attire: While the Church believes in and accepts the beauty of dress, all attire should be in keeping with the spirit of worship. Any display which tends to detract from the sacredness of the event is unacceptable.

## Fees

When the bride or groom, or the parents of either, are contributing members of Columbia City United Methodist Church, the use of the facilities is available without cost as part of the ministry of Columbia City United Methodist Church.

The following charges are required because of the additional work and preparation for those individuals:

### MEMBER FEES:

#### SANCTUARY WEDDINGS

Wedding Coordinator	\$100.00
Custodian	\$100.00
Organist	\$ 75.00
Sound Engineer	\$ 60.00
Video Engineer	\$ 25.00 (if needed)
Candles/Candelabra	\$ 10.00 (if needed)
<b>TOTAL</b>	<b>\$370.00</b>

#### CHAPEL WEDDINGS

*(50 people maximum / no rehearsal)*

Wedding Coordinator	\$ 50.00
Custodian	\$ 50.00
Organist	\$ 50.00
Candles/Candelabra	\$ 10.00 (if needed)
<b>TOTAL</b>	<b>\$160.00</b>

When neither the bride, groom or parents are contributing members of Columbia City United Methodist Church, the following fees apply:

### NON - MEMBER FEES

#### SANCTUARY WEDDINGS

Church	\$150.00
Pastor	\$200.00
Wedding Coordinator	\$120.00
Organist	\$ 75.00
Custodian	\$100.00
Sound Engineer	\$ 60.00
Video Engineer	\$ 25.00 (if needed)
Candles/Candelabra	\$ 10.00 (if needed)
<b>TOTAL</b>	<b>\$740.00</b>

#### CHAPEL WEDDINGS

*(50 people maximum / no rehearsal)*

Chapel	\$ 75.00
Pastor	\$125.00
Wedding Coordinator	\$ 60.00
Organist	\$ 50.00
Custodian	\$ 50.00
Candles/Candelabra	\$ 10.00 (if needed)
<b>TOTAL</b>	<b>\$370.00</b>

**ALL FEES ARE TO BE PAID TO THE CHURCH OFFICE AT LEAST ONE WEEK BEFORE THE REHEARSAL.**

*Adopted, May, 2006/ Updated January 2011*

Revised January 2011

## **Cost and Charges for Wedding Rehearsal Dinners**

As a matter of church policy, all wedding rehearsal dinners at the church must be arranged through the church office. Except in very unusual cases, the Koinonia Room of the church is not available for wedding rehearsal dinners other than for those couples being married in this church.

The fees for the wedding rehearsal dinner are as follows for members and non-members of Columbia City United Methodist Church.

There is a deposit of \$100.00 that needs to be in the church office before the wedding rehearsal dinner. The deposit of \$100.00 will be refunded if the Custodian does not have to do any cleaning or moving of tables and chairs to the Koinonia Room and Kitchen.

There is a usage fee of \$50.00 for non-members and \$25.00 for members.  
There is a set-up fee of \$50.00 (if set-up is requested).

**ALL FEES ARE TO BE PAID TO THE CHURCH OFFICE AT LEAST ONE WEEK BEFORE THE REHEARSAL.**

## **Cost and Charges for Wedding Receptions**

As a matter of church policy, all wedding receptions at the church must be arranged through the church office. Except in very unusual cases; the church is not available for wedding receptions, other than for those couples being married in this church.

The fees for wedding receptions are as follows:

### **Members of CCUMC**

- ◇ A deposit of \$100 is to be in the church office before the wedding.
- ◇ A usage fee of \$25.00 is asked when using the Koinonia Room (for 50 or less people).
- ◇ A usage fee of \$50.00 is asked when using the Kitchen and Koinonia Room (for 50 or less people).
- ◇ A usage fee of \$100.00 is asked when using the Koinonia Room and Worship Center (plus \$1.00 per person fee will be charged over 100 people. Limit is 300). There is also a \$75.00 Custodial Fee (with an additional \$10.00 fee for every 50 people over 100. Limit is 300).
- ◇ Set-Up is available for the Koinonia Room, upon request, for a fee of \$50.00.

The deposit of \$100.00 will be refunded if the Custodian does not have to do any cleaning or moving of tables and chairs to the Koinonia Room and Kitchen.

The fees for wedding receptions are as follows:

**Non-Members of CCUMC**

- ◇ A deposit of \$100.00 is to be in the church office before the wedding.
- ◇ A usage fee of \$50.00 is asked when using the Koinonia Room (for 50 or less people).
- ◇ A usage fee of \$75.00 is asked when using the Kitchen and Koinonia Room (for 50 or less people).
- ◇ A usage fee of \$250.00 is asked when using the Koinonia Room and Worship Center (plus \$1.00 per person fee will be charged over 100. Limit is 300). There is also a \$85.00 Custodial Fee (with an additional \$10.00 fee for every 50 people over 100). Limit is 300).
- ◇ Set-Up is available for the Koinonia Room, upon request, for a fee of \$50.00

The deposit of \$100.00 will be refunded if the Custodian does not have to do any cleaning or moving of tables and chairs to the Koinonia Room and Kitchen.

**ALL FEES ARE TO BE PAID TO THE CHURCH OFFICE AT LEAST ONE WEEK BEFORE THE REHEARSAL.**

# WEDDING INFORMATION

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_

Officiating Pastor \_\_\_\_\_ Mentor Couple \_\_\_\_\_

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Groom \_\_\_\_\_ Phone# \_\_\_\_\_ Wk# \_\_\_\_\_ Cell# \_\_\_\_\_

Address \_\_\_\_\_

Bride \_\_\_\_\_ Phone# \_\_\_\_\_ Wk# \_\_\_\_\_ Cell# \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_

Future Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_

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Best Man \_\_\_\_\_ Maid/Matron of Honor \_\_\_\_\_

Flower Girl \_\_\_\_\_ Ring Bearer \_\_\_\_\_

Number of bridesmaids \_\_\_\_\_ Number of groomsmen \_\_\_\_\_ Number of ushers \_\_\_\_\_

Will there be: Candelabra \_\_\_\_\_ Unity Candle \_\_\_\_\_ Aisle Runner \_\_\_\_\_

Organist \_\_\_\_\_ Pianist \_\_\_\_\_

Soloist \_\_\_\_\_ Sound Tech. \_\_\_\_\_ Video Tech \_\_\_\_\_

Music Selections \_\_\_\_\_

Estimated attendance \_\_\_\_\_ Will flowers be left at church? \_\_\_\_\_

Florist \_\_\_\_\_ Photographer \_\_\_\_\_

Reception: Place \_\_\_\_\_ Time \_\_\_\_\_

Other information \_\_\_\_\_

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Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_

Rehearsal Dinner or Wedding Reception at CCUMC \_\_\_\_\_