

WEDDING GUIDELINES OF SHAVERTOWN UNITED METHODIST CHURCH

A Christian wedding takes place in the context of worship. It is a time of mutual commitment to a life together, guided by the Lordship of Jesus Christ and supported by the fellowship of the Church.

Wedding couples need not be members of Shavertown United Methodist Church, but should understand that ceremonies of Christian marriage are conducted as integral to the faith and belief of this denomination and with due respect of the traditions and values of the Christian faith. If you are not a member or constituent of Shavertown United Methodist Church, it may be helpful for you to visit a worship service.

For those persons desiring to be married in the Shavertown United Methodist Church, we provide the following guidelines:

1. THE SCHEDULING OF A WEDDING

- A. Contact the pastor as soon as possible to schedule a date. Church related activities will be given first priority in scheduling.
- B. The pastor of Shavertown United Methodist Church is expected to perform the wedding ceremony. If a clergy in good standing from another church or United Methodist Church is requested to conduct the ceremony, the invitation will be extended by the pastor of Shavertown United Methodist Church. It will be at the discretion of the pastor of Shavertown United Methodist Church whether he/she will also participate in the ceremony. (The Book of Discipline, Paragraph 340.1)
- C. Counseling is required before a wedding (The Book of Discipline, Paragraph 340.2a.3a). The nature, degree, and length of such counseling will be at the discretion of the pastor in consultation with the couple.

2. WEDDING MUSIC

- A. Music for weddings must be appropriate for worship and shall be chosen in consultation with the organist.
- B. The church organist shall play for weddings. The church organist will approve exceptions in consultation with the pastor.

3. PHOTOGRAPHS/VIDEOTAPING

- A. No flash photography will be used during the ceremony. Photographers are asked to be discreet and their placement during the ceremony will be at the discretion of the pastor. Flash pictures may be taken during the processional and recessional only. After the ceremony, the wedding party may return to the altar for pictures.
- B. Videotaping is permissible with the setting of video equipment being determined at the pastor's discretion.

4. FLORIST

- A. Two arrangements may be placed on the stands in front of the pulpit and lectern. Flowers and bows at the end of pews may also be used.
- B. All floral arrangements must be delivered and completed at least one full hour before the service begins.

4. WEDDING BULLETINS

- A. Bulletins may be used when desired.
- B. If the church is to provide the materials a fee will be charged (see attached).
- C. If the couple is providing the materials they must be submitted to the pastor at least two weeks in advance of the wedding.

6. NO ALCOHOL OR SMOKING

- A. Smoking or use of alcoholic beverages is not permitted on church property -- in the church building or parking lot. We strongly suggest that no one in the wedding party use alcoholic beverages before coming to the rehearsal or the wedding service.

7. MARRIAGE LICENSE

- A. You must have already purchased a marriage license that will be signed by the pastor on the wedding day. Please bring the marriage license to the rehearsal. The wedding will not be performed without it.

8. THE REHEARSAL

- A. Rehearsals will begin on time. The entire wedding party is expected to be present at the rehearsal, including readers.
It is the responsibility of a member of the wedding party to inform those who cannot be present or are late, of their placement in the processional and/or any other responsibilities.
- B. Parents of the Bride and Groom are invited to the rehearsal.
- C. If there is a ring bearer, imitation bands should be used on the cushion held by the child both at the rehearsal and at the wedding.
- D. The rehearsal will take approximately one (1) hour.
- E. Please bring to the rehearsal:
 - 1. Fees for the organist, custodian, secretary, others (in separate envelopes, please!)
 - 2. Marriage License
 - 3. Unity Candles or memorial candles or sand vessels (if being used)
 - 4. Any other items that will be part of the rehearsal and wedding service.
- F. Please have the following determined before you come to rehearsal:
 - 1. Usher who will escort mother of the bride: _____
 - 2. Usher who will escort mother of the groom: _____
 - 3. Two ushers to unroll aisle runner (if used): _____

9. THE WEDDING

- A. The wedding will begin on time. Otherwise, stress and inconvenience will be caused for all concerned.
- B. Ushers should report to the church 45 minutes before the starting time of the wedding.
- C. The groom and best man should arrive 30 minutes before the starting time of the wedding.
- D. The bride and her party should arrive 30 minutes before the starting time of the wedding and go directly to the lounge (main floor) for preparations. **Enter the building on Center Street.**
- E. The mother of the bride should not present herself to be seated by an usher until the pastor is sure that the groom and groomsmen and the bridal party is positioned to begin the processions.
- F. The best man should be sure to have the wedding rings in his possession.

10. FOLLOWING THE WEDDING

- A. Please have the order of the receiving line organized prior to the wedding day. They will greet the guests in the Narthex after the Ceremony. You may choose to have a receiving line at the reception rather than at the church.
- B. Ushers should be sure that all personal belongs of the wedding party and their guests are removed from the church after the Ceremony – this includes extra bulletins (when used), flowers, bows, unity candle, etc.
- C. Nothing is to be thrown at the bride and groom including rice, birdseed and confetti. This will avoid the danger of people slipping or falling due to the scattering of these materials. It also prevents the difficulty of cleaning up these materials following a wedding. Bubbles are permitted.

11. COSTS AND FEES

Use of Church:	Member – No Charge Non-member \$250.00
Custodian Fee:	\$100. (There may be a slight increase if custodian has additional duties)
Candles:	Altar & 7-Candle Candelabra at front of church – No Charge Aisle Candelabra Candles - \$45.
Organist Fee:	\$200 includes meeting with bridal couple, rehearsal and wedding \$250 includes the above plus practicing with soloist(s)/instrumentalist(s).

Secretarial Fee: \$40. for the preparation of printed Wedding Service on bulletins (if secretarial services are needed).

Soloist Fee: To be determined by soloists

Gift for Pastor: Suggested non-member fee of \$200 includes counseling sessions, rehearsal, wedding Members – no fee required

Wedding Bulletin Cover: The cost varies-approximately \$10.00 per 100 (if needed).

12. OTHER INFORMATION

Seating Capacity of Church: 400

Length of Sanctuary Aisle: Approximately 90 feet

Pastor: Rev. Judy Walker
Cell: 570-550-5049
Church Office: 570-675-3616

Music Director/Organist: Deborah Kelleher
570-881-9468

Church Address: 163 N. Pioneer Avenue
Shavertown, PA 18708

