



## **FIRST UNITED METHODIST CHURCH WEDDING BROCHURE**

The staff and members of First United Methodist Church welcome you and want to assist you in making your wedding a beautiful and memorable occasion. This brochure contains our Church's policies regarding the wedding process and service. Please read this brochure carefully as you are responsible for following the policies and requirements explained in it.

***"Love is patient; love is kind; love is not envious or boastful or arrogant or rude. It does not insist on its own way; it is not irritable or resentful; it does not rejoice in wrongdoing but rejoices in the truth. It bears all things, believes all things, hopes all things, endures all things. Love never ends. "***

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Corinthians 13 4-8

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### **REQUIREMENTS FOR A WEDDING AT FIRST CHURCH**

**Pastor's discretion:** The decision to perform a wedding is the responsibility of the pastor in charge, in accordance with the laws of the State of Florida and the United Methodist Church. Pastor's approval is required to schedule and confirm the date for the wedding and reservation of the facilities.

**Christian Marriage:** A wedding conducted at First Church is a covenant service that involves the couple's family and friends in a worship experience. The couple may choose to tailor certain aspects of the service, but the tone of the wedding event must not diminish the sense of a worship experience.

**Pre-marital Counseling:** Since Christian Marriage is a life-time commitment, couples married at First Church need to complete premarital counseling. By investing in this process the couple will discover personal and relationship areas of strength and growth. They will also learn how to communicate more effectively, how to cope with change, and how to plan for your future. A wedding is a beautiful event, and the time invested in pre-marital counseling will help you build relationship skills for a life-time relationship.

## **HOW TO SCHEDULE A WEDDING AT FIRST CHURCH**

Call the church secretary at (904) 356-5618 ext. 105, to schedule an appointment with the Church Liaison for an initial tour of the church and its facilities and set up an appointment with the church's pastor. A \$250 nonrefundable deposit and the lead pastor's approval are required to reserve your date on the calendar. Contact the Church Wedding Liaison for wedding details (sanctuary, unity candle, urns, candelabra, etc.) and fees. Select appropriate music with the Director of Music. Guest organists and musicians must receive prior approval from the Director of Music.

Please note: The pastor has final approval on all aspects of the service.

### **GUIDELINES FOR YOUR WEDDING - Please read carefully!**

1. Membership is not required for a wedding at First United Methodist Church. However, we do offer special pricing for people committed to First Church.
2. The Minister – One of our pastors of First Church will officiate at all weddings unless a special exception is made by the lead pastor. If you wish to have a guest minister participate, discuss this with First Church's pastor who may extend an invitation to participate. The pastor of your choice must be an ordained pastor and a copy of the credentials must be presented to First Church prior to the wedding.
3. The Director of Music – you must contact the Director of Music to arrange an appointment to discuss the music for the service. The director of music normally plans a forty-five minute program of music prior to the bridal processional and will provide suggestions for music during the service (processional, unity candle, recessional). Since a wedding at First Church is a worship service, all music (organ, vocal, instrumental, CD, etc.) must be approved. Popular and secular (top ten, etc.) music is allowed but it must be relevant to Christian marriage and worship. If a vocalist or instrumentalist is desired, the Director of Music will be happy to recommend soloists from the First Church choir or the Jacksonville community. Requests to invite vocalists or instrumentalists not known by the director of music will be considered, but these musicians must meet with him/her at least two weeks prior to the wedding.
4. The Wedding Service will be planned in consultation with the pastor. A sample wedding ceremony may be found on page 864 in the current United Methodist Hymnal.
5. The Wedding Rehearsal will begin promptly at the designated hour. All members of the party or a "stand in" must be present at the rehearsal. It is your responsibility to ensure your party is on time to take full advantage of the two hours scheduled for your rehearsal. Overtime charges apply at \$75/hour (prorated).
6. The Day of the Wedding – the sanctuary will be open 1.5 hours before the wedding and 1.5 hours after the recessional for a total of 4hours including the ceremony (1hour). Additional time may be requested at \$75/hour. Please be aware that Jacksonville is a city of bridges and train tracks which may create unexpected delays. The entire wedding party should be present and dressed one hour before the wedding. The groom and best man should be in the groom's room, and the bride and her party should be in the bride's room at least 30 minutes prior to the wedding. Ushers should be ready to begin seating guests 30 minutes prior to the wedding.
7. The Church cannot be held responsible for personal belongings left in cars and at church.

8. No Smoking is permitted in any part of the church building including the dressing rooms.
  9. No Alcoholic Beverages are permitted on church property. No person under the influence of any intoxicant will participate in the rehearsal or wedding and may be asked to leave.
  10. No Confetti, Rice, or Balloons may be thrown inside or outside the church building. Birdseed may be thrown, or bubbles blown outside the church. The flower girl may drop silk flower petals only.
  11. Decorations – Furnishings may not be added, moved, or removed without permission from the Church Wedding Liaison. Seasonal decorations must remain in place. Nothing may be placed on the communion table and the altar will not be removed or moved. No tape, nails, tacks, or screws are to be used. Property belonging to the florist and bridal party must be removed from the church immediately after the ceremony so we can prepare for Sunday worship. The florist and families of the bride and groom are responsible for any property damage to the church.
  12. Flowers – On your wedding day the sanctuary may be open by appointment only from 10:00 a.m. to noon for floral decorations. All floral decorations must be removed after the wedding. It is your responsibility to notify the florist and your families of these requirements.
  13. Candles/Candelabra/Unity Candle are available and will enhance the setting for your wedding
  14. Cellular Devices – all cell phones and pagers must be turned off or made inaudible while inside the church buildings.
  15. Photographers/Videographers – the wedding service is a worship service. Photographic equipment must be used quietly. NO FLASH photography is permitted from the time the pastor welcomes the family to the worship service until the couple is presented and begins their descent down the chancel stairs. Videotaping is permissible but no flood lighting may be used, and the camera and operator must never become the focal point. As a courtesy to your guests who are waiting your arrival at the reception, the picture taking session following the ceremony should proceed as quickly as possible. We recommend that the party return to the groom's room immediately after the service saving greetings until the reception. Photos taken prior to the service must be completed at least 30 minutes prior to the wedding.
- Please note: No photographer is allowed in the chancel area at any time during the service! The bride and groom are required to inform their photographer and guests to respect these requirements.
16. Audio CD – a CD of the service as heard through the church's sound system is available. The church does not guarantee the quality or content of this recording. Only authorized church personnel may use the church sound equipment.
  17. The License – The bride and groom must appear together at the Duval County Courthouse to obtain a Florida marriage license. The couple must bring the license to their last counseling session or to the rehearsal.
  18. Parking – First Church has parking areas with entrances on Church St. (34 spaces & 5 handicap), Newnan St. (40 spaces) and Monroe St. (71 spaces). Additional street parking is also available.
  19. Reception – our Fellowship Hall is adjacent to the sanctuary and is available for rehearsal dinners and wedding receptions if there are no other church activities scheduled.

## **FEES FOR SERVICES**

A \$250 non-refundable deposit is required at the time the wedding is reserved on the church calendar. This deposit is applied to your outstanding balance which is due in full in the church office four (4) weeks prior to the wedding.

**Standard Wedding Package (Non-Member ) \_\_\_\_\_ \$1,500**

(includes the use of the Sanctuary for 2hrs for the rehearsal, 4hrs on the wedding day, the use of Green Room and Parlor for members of the wedding party, custodian services for set-up, break down and clean up, services of church liaison, sound technician, counseling sessions)

**Standard Wedding Package (Member) \_\_\_\_\_ \$500**

(includes the use of the Sanctuary for 2hrs for the rehearsal, 4hrs on the wedding day, the use of Green Room and Parlor for members of the wedding party, custodian services for set-up, break down and clean up, services of church liaison, sound technician, counseling sessions)

**Organist/Pianist \_\_\_\_\_ \$ 300**

(includes providing assistance in selection of music, musical services at rehearsal and during wedding)

**Soloist \_\_\_\_\_ fee by arrangement**

**Video Technician \_\_\_\_\_ \$ 150**

(includes creating simple photo slideshows and managing the presentation of video, photo slide shows as well as song texts and other elements before and/or during the ceremony using the church video projector system )

**Fellowship Hall \_\_\_\_\_ \$ 500 \*\***

(includes use of Fellowship Hall for 3hrs, tables and chairs, set-up and tear-down, clean up

\*\*does not include dishes, table linens

**Each additional rental hour (until 10:00pm) \$ 75**