

Wedding preparation

We are glad you have elected to celebrate your wedding in our church. Weddings are customarily performed on Friday evenings and any time on Saturday. Other requests will be considered on an individual basis.

A wedding contract must be signed and returned to the Executive Administrative Assistant in order for a wedding date to be finalized. In addition, a deposit of \$600 (or \$500 for the Chapel) is required for non-members at the time the wedding is scheduled. The Executive Administrative Assistant will place a tentative reservation on the church calendar which becomes definite when the deposit and signed contract are received.

A member of our pastoral staff will officiate your wedding. The pastor desires to help you plan a wedding that is both worshipful and beautiful. The ritual used is that of The United Methodist Church. Pastors of other parishes may assist upon the invitation of our pastor.

Marriage licenses are obtained from the County Clerk's office. Contact your county clerk's office for required paperwork. There is a three-day wait for licenses. The wedding license is to be brought to the church office at least three days prior to the wedding.



The Cost of the Wedding

Charges for the use of the facilities and the service are listed below. Non-members must pay the Sanctuary or Chapel fee as a deposit at the time the wedding is booked.

All other fees are due one week before the wedding, and should be given to the Executive Administrative Assistant. Your marriage license should be brought to us at least three days prior to the wedding.

The fees listed below are paid directly to the persons performing the services. You will receive a letter one month before the wedding with their names.

Member Charges:

Sanctuary	\$250
Chapel	\$150
Honorarium to the Pastor	\$300
Organist	*\$200-\$225
Coordinator	**\$100
Custodian	\$100
Administration	\$ 50

Non-Member Charges:

Sanctuary	\$600
Chapel	\$500
Honorarium to the Pastor	\$400
Organist	*\$250-\$275
Coordinator	\$150
Custodian	\$150
Administration	\$100

Fees are increased by 50% on the following weekends: Easter, Memorial Day, closest to July 4th, Labor Day, Thanksgiving, and before and after Christmas and New Years.

*The organist receives an additional \$25 if you have a soloist or musician to accompany.

**The coordinator fee may increase depending on the size of your wedding party.



Your
WEDDING
at
Birmingham
First
United Methodist Church



1589 West Maple Road
Birmingham, MI 48009
248-646-1200
www.fumcbirmingham.org

Wedding Music

It is important to keep in mind that a wedding is a worship service of the Church. The music should be in keeping with the reverence which is observed upon entering the House of the Lord. Although compositions of a secular nature are acceptable, music programmed for the concert hall may be inappropriate or unsuitable for the Sanctuary.

The church organist or assistant organist will play for all weddings. The couple should contact the organist at the church regarding all music selections. They will be happy to arrange for a meeting to discuss your music needs. When there is a soloist, it is the responsibility of the couple to see that the soloist contacts the organist at least a month in advance.

Photographs and Videos

Photographers are permitted at the rear of the Sanctuary or Chapel during the processional and recessional (several pews from the back). At all other times during the ceremony, photographers and videographers must remain out of sight and may not move around or cause a distraction. A position in the balcony is most appropriate. No flash photography or additional lighting is permitted during the ceremony.

Because of the many requests for weddings in our building, each wedding is allotted a two and a half hour time period; an hour prior to the service and an hour following the service. Please let your photographer know that the time for taking pictures should fall within this time frame.

Wedding Decorations

Flowers may be placed on the altar and in appropriate containers elsewhere in the Chancel.

Ribbons or simple arrangements of flowers may be placed on the pews. They should be attached with elastic, rubber bands or plastic clips.

Rose petals (real or artificial) may be sprinkled down the aisle by the flower girl. Petals may not be placed in or along the sides of the aisle prior to the wedding.

We have a pedestal Unity Candle holder available for your use. The couple will provide the central unity candle and two side tapers for lighting.

Fire regulations prohibit aisle or window candles.

Aisle runners are not permitted.

Dressing Rooms

Facilities are provided for the bride and her party to dress at the church. The dressing table in Wright Parlor is equipped with needles, thread, pins, bobby pins, etc. An ironing board and iron are also available as well as areas to hang long gowns. The Parlor and Choir Room are available to the wedding party one hour before the service.

Premarital Counseling

Couples being married at Birmingham First are expected to have premarital counseling.

One option is to meet with a counselor at Samaritan Counseling Center. More information will be given when your wedding is scheduled. In addition, couples will meet twice with the pastor a few months before the wedding to plan their ceremony.

Wedding Coordinator

It is most helpful to have someone familiar with the church and the wedding ceremony assist the wedding party at the time of the rehearsal and on your wedding day. Therefore, a wedding coordinator will assist the wedding couple and the bridal party. They will, among other things:

Assist the pastor at the rehearsal and at the ceremony, lining up attendants and starting them and the bride down the aisle.

Assist in the Wright Parlor with dressing, pinning corsages and hair pieces; pinning boutonnieres.

Direct guests in and out of the Sanctuary or the Chapel.

Consult with the photographer and/or florist concerning church policies if the need arises.

Assure that all wedding fees have been paid.

If you hire a wedding consultant, please be advised that they may only assist at the church under the direction of our Wedding Coordinator.

Wedding Party

Prior to both the rehearsal and the wedding, it is expected that the members of the wedding party refrain from using alcoholic beverages. No alcoholic beverages may be served on the church premises at any time. Smoking is not permitted on church grounds. Birdseed or rice may be thrown outside only. Guests are not permitted to use flash photography. It is the responsibility of the ushers to assist in making this known to the guests. It is the obligation of the couple to make sure the members of the wedding party are acquainted with these procedures as well.