

CHURCH INFORMATION

Wedding Director	Mrs. Colleen Roberts (home 256-237-9091) Email: crathollyhill@cableone.net
Church Organist	James P. Roberts (home: 256-237-9091)
Church Office Phone	(256) 236-5605
Church Fax	(256) 236-5426
Church Office Hours	Monday – Friday, 8:00 a.m. – 4:00 p.m.
Church mailing address	FUMC Anniston P. O. Box 1789 Anniston, AL 36202

First United Methodist Church
Anniston, Alabama

INTRODUCTION

The marriage service is one of the most sacred and beautiful of all the services of the church. It is always a worship service in which two persons, in the company of their loved ones and friends, pledge themselves to each other under the blessing of God and are united by God in Holy Marriage. We rejoice that you are considering using this holy and beautiful place of worship for your wedding.

A sacred and dignified wedding ceremony requires careful spiritual and material planning. Church members and staff assisting you wish to make your wedding the joyful, Christian service it should be. Please remember that because these people do not make the church policies, they cannot decide to waive them.

This booklet is designed to help make this occasion a memorable and happy one for all involved. It is the responsibility of the bride and groom to become familiar with these policies and to see that the wedding party, florist, caterer, photographer, and musicians observe them. The policies will not be waived on the wedding day because the bride and groom did not read this booklet and consider and incorporate the contents in their plans.

SCHEDULING

The bride and/or her family must place a reservation on the church calendar for the use of our facilities for a wedding.

The church wedding director, Colleen Roberts, is the person responsible for the scheduling and coordination of all church facilities for weddings. She can be reach in her office at the church at (256) 241-3515 or at (256) 237-9091.

Mrs. Roberts will consult with you about available dates, facilities and policies. She is available, by appointment, during regular office hours for consultation and/or viewing of designated wedding areas.

Weddings cannot be scheduled during Holy Week (beginning with Saturday before Palm Sunday), Christmas Eve, Christmas Day, and major holidays or during other events marked on the church calendar.

Weddings are scheduled on the calendar when a member's application has been approved by the church's wedding director and when a non-member has placed their \$150.00 non refundable reservation deposit with the church.

GENERAL WEDDING INFORMATION AND GUIDELINES

A great deal of time and effort has been spent on this booklet. Therefore, it is imperative that you read and understand the policies pertaining to weddings at Anniston First United Methodist Church. We urge you to read and understand all of the guidelines contained herein. If you have any questions regarding any information contained herein, we will be happy to address those questions and concerns with you.

For non-members, a non-refundable **booking fee** of \$150.00 is due when the wedding is scheduled on the church calendar. This check should be made payable to First United Methodist Church.

A ~ **guideline/damage** deposit ~ of \$150.00 is required and is payable two weeks prior to the wedding. This check should be included with the other checks that you will be making payable to the church and the staff who will be assisting you. Note: An itemized list of the check fees can be found in the back of this booklet.

The wedding director will approve the return of the **guideline/damage** deposit, or some portion of it, after an inspection of the church premises following the ceremony. Please read the **entire** contents of this booklet. The return of your **guideline/damage** deposit may depend on your understanding and cooperation of the guidelines.

Church facilities are made available to the wedding party **four (4)** hours prior to the wedding hour. If the wedding party wishes access to the church earlier than four hours, a fee of \$25.00 per hour will be charged and paid to the church staff.

When considering FUMC for your wedding, you will find your fees based on either an active member or non-member status.

The Active Member Fee Schedule is based on the following criteria:

The bride or groom or a member of their immediate family (parents) must have been active members on the church roll for a period of two (2) years prior to the wedding date. It is also necessary that the bride or groom or their immediate family actively support the church according to the requirements of the Book of Discipline of the United Methodist Church, that being:

*216.5 To be loyal to The United Methodist Church and do all in their power to strengthen its ministries;

*216.6 To faithfully participate in its ministries, by their prayers, their presence, their gifts and their service;

*218 Faithful discipleship includes the obligation to participate in the corporate life of the congregation with fellow members of the body of Christ

A wedding with no church reception should conclude within one hour. A wedding with a church reception should conclude within two and one half hours. A fee of \$25.00 per hour will be charged for either the wedding director, the custodian, or the church representative if the time exceeds the wedding guidelines. The fee will be deducted from the **guideline/damage** deposit.

The throwing of birdseed or ecofetti only is permitted outside the building. The throwing of rice is not allowed.

Each person is responsible for the safekeeping of personal items. The church will not be responsible or liable for apparel, silver, handbags or any personal items lost, stolen or damaged during the wedding.

Smoking is strictly prohibited within the building, including the restrooms.

No alcoholic beverages may be brought in, served or consumed on church property. There are no exceptions to this rule. This rule includes the Bride's Room. Failure to honor this rule will result in the forfeiture of your damage deposit. This guideline applies to both members and non-members.

IMPORTANT

The failure to accept and honor any of the above policies will result in the forfeiture of your guideline deposit.

The failure of any involved party/vendor (i.e., caterer, florist, photographer, videographer, etc.) to accept and honor all of this church's policies will necessitate the church advising future brides that such a party/vendor will not be permitted to participate in future weddings.

AUDIO

The audio equipment system in the sanctuary is highly technical and complex. An audio technician will be assigned to your wedding. No outside personnel will be allowed to handle the audio for a wedding.

Please note that the technician's fee of \$50.00 is for a wedding with one minister and one musician (pianist) and one vocalist. In the event that the bride has more than one minister and more than one vocalist, then a fee of \$100.00 will be charged and paid to the sound technician. The fee of \$100.00 will also be applied if an orchestra is involved. If there is more than one minister, more than one vocalist and/or an orchestra, then all participants are required to attend the rehearsal. The sound tech will be at the wedding rehearsal, also.

BRIDE'S ROOM

The Bride's Room is a lovely place designated just for you. To avoid any damage or costly repair, we ask that you and your wedding party observe the following:

No smoking allowed in the Bride's Room.

No food or beverages are allowed in the Bride's Room.

No curling irons or clothing irons in the Bride's Room.

Coat hangers should only be hung/used in the closet. Please do not hang coat hangers on the chandelier, wall sconces, picture frames and/or door facings.

The failure to accept and honor any of the above policies will result in the forfeiture of your guideline deposit.

BUILDING PERSONNEL

A First United Methodist Church custodian will be assigned to the rehearsal and wedding for set up and clean up. Our custodian is Mr. Joe Ragland and he is available to help the Wedding Director in any way, as needed.

CANDLES

The altar candles must be used. The church provides wax inserts for these candles.

The Unity Candle is not in the Christian tradition and is not recommended, though permitted. If used, the bride and/or florist must supply the holder and candles.

Candles may be used only in the chancel and altar area. Because of the fire hazard, we are prohibited from placing lighted candles in the aisles, windows or adjacent to any area through which the public is to pass.

CELL PHONES

You may want to include in your wedding program: “Please turn off all cell phones and pagers until after the conclusion of the ceremony.”

CHILDREN IN WEDDINGS

As the bride and groom, this is YOUR day. You will want the focus of your wedding to be on the covenant the two of you make to each other. If you are considering the participation of small children in your wedding, please remember that normal behavior for a small child is not to stand still in formal clothes for any length of time. If you decide to include children under the age of five (5) in your service, we encourage you to include them in the procession and then have them sit with a parent or adult before you start down the aisle.

DECORATIONS

In scheduling your wedding for the Sanctuary or Chapel, you have chosen a church setting, which has been designed with this occasion in mind. Every furnishing has been carefully planned to accommodate weddings. The dignity and beauty of these settings are enhanced most effectively by only minimal decoration.

None of the furnishings or furniture is to be moved or rearranged. Other furnishings or furniture are not to be introduced into the chancel area.

Precautions must be taken to protect the woodwork and furnishings. No tape, nails, tacks, or staples may be used to attach decorations to the pews. Pins may not be used to attach anything to the kneeling cushions. If you are in doubt as to what can be used, ask!

NOTHING is to be placed on top of the piano. The piano in the Sanctuary and Chapel are to be moved by FUMC staff only.

A wedding runner is hazardous and is not permitted.

LITURGICAL ART BANNERS AND ALTAR CLOTHS

Liturgical Art Banners are an integral part of the worship service and atmosphere of First United Methodist Church. The beautiful, hand-made banners represent, visually, the works of love and promise and reflect those works through unique artistry and vibrant colors.

The seasonal banner schedule is as follows:

The season of Lent – purple – February and March

The season of Easter – gold – End of March through first of May

The Sundays after Trinity – green – End of May through end of October

The season of Advent – Sunday nearest 11/30 through second week of January – White – Angels

The flag of the United States, the Christian flag and other FUMC banners are used on special occasions, i.e., Flag Day – Fourth of July, Labor Day, Veterans Day, etc.

There are two beautiful “wedding banners”. If you would like to consider using them in the altar area or in the narthex on the day of your wedding, please contact Mrs. Roberts.

Once your wedding date has been chosen, we will be happy to confirm which banners will be hanging.

The Altar Cloths for a wedding are always white.

FLOWERS – Florist Responsibilities

Only live flowers may be placed on the stands at each end of the altar. Silk flowers are not permitted in the altar area. Silk flowers may be used in bouquets and corsages.

Side and window decorations are not permitted as they detract from the altar.

Bows and/or flowers may be used to mark the family pews and must be removed immediately following the ceremony (by the family or florist).

Any bows, flowers or decorations not immediately removed following the ceremony will be removed by the custodial staff of FUMC and discarded.

Important

Wedding floral arrangements are to remain on the altar for the Sunday morning worship service following a Saturday wedding. You may leave the flowers in honor or in memory of loved ones. Please call Joan Stewart at (256) 236-3627, at least two (2) weeks prior to the wedding. Provide her with the wording that you would like to appear in the Order of Worship. In the event that she does not receive this information, the wedding flowers will be acknowledged as “The Flowers are from the wedding of (bride) and (groom) who were united in marriage yesterday”.

Any and all other decorations and or flowers that are brought in for the wedding must be removed immediately after the wedding.

The bride and her designated florist are responsible for becoming familiar with ALL decoration and floral guidelines. The florist will be given access to the sanctuary in ample time to complete their responsibilities.

Please discuss the time requests with the Wedding Director.

LICENSE

The marriage license must be in the hands of the minister BEFORE the wedding can be performed. Remember to bring the license to the church on the evening of rehearsal.

MINISTERS

The ministers of First United Methodist Church are happy to perform wedding services, their schedule permitting. Other ministers can be invited to assist at the discretion of the officiating minister.

Ministers of other churches and denominations must be approved and invited (by letter) by the Senior Pastor of First United Methodist Church. Please be prepared to provide the name and address of the guest minister to Mrs. Roberts.

MUSIC

Music is an important part of a wedding and contributes to the worship experience of your guests. All music played in your wedding should be consistent with the understanding that this is a service of worship.

Taped musical accompaniments are **not** allowed. Popular music is more appropriate at your rehearsal dinner and/or reception – not in the wedding ceremony service.

The organist at FUMC is Mr. James P. Roberts. He will be happy to assist you with your selections of music. He will also arrange rehearsal times for soloists and other musicians, as needed. ALL music must be submitted and approved by Mr. Roberts.

Mr. Roberts is a member of AGO (American Guild of Organists) and this church supports his membership in that organization and their guidelines.

If you wish to use the services of a guest organist, your intention to do so must be made known **immediately** upon booking this church for your wedding. It will also be necessary for you to receive permission from Mr. Roberts and to follow the AGO guidelines. Please advise the wedding director immediately if you are considering a guest organist. You will then be given the AGO guidelines.

PHOTOGRAPHY

The choice of a photographer for a wedding at First United Methodist Church is at the discretion of the bride or person responsible for the wedding ceremony. However, because of a mutual interest in the use of the sanctuary/chapel and the desire that a clear understanding exist, it is necessary that the bride and the photographer who is chosen understand these policies.

The photographer should meet the Wedding Director in the narthex of the sanctuary/chapel on the day immediately prior to the wedding service. This is mandatory.

No flash pictures are to be taken in the sanctuary or chapel from the time the guests begin to arrive throughout the wedding service. The bride and groom are responsible for informing family and friends that flash photos are not permitted during the service.

Time exposures ~only~ may be taken from the back doorway of the sanctuary or chapel and balcony of the sanctuary. Flash pictures may not be taken. Flash bulbs may be used as the couple leaves the church building. Photographers must stand at the narthex door. They may not enter the sanctuary nave or chapel nave until after the wedding service.

In making photographs, care must be exercised to insure that persons do not stand on or deface equipment or furnishings in the sanctuary or chapel. Persons must not stand or be posed on the needlepoint cushions at the chancel railing in the sanctuary or chapel.

All photographs should be completed and equipment removed at least **one hour** prior to the wedding service. The pastor(s) will be available for photos immediately after the service. The Wedding Director is not available for assisting photographers.

VIDEOGRAPHY

Videography is permitted from the north corner of the sanctuary choir loft and from the balcony. However, a video camera that is placed in the choir loft area must be automated and pre-set. No videographer (person) is permitted in the choir loft area during the wedding ceremony. A videographer **MAY** videotape from the balcony and remain with the camera.

Also, the wedding photographer has **priority** (in the balcony area) as to the set-up location of his equipment, i.e. (tripod) for time exposure photographs.

If you have any questions regarding this guideline, please ask the director for clarification.

REHEARSAL

A wedding rehearsal is a very important and necessary part of your wedding.

As a courtesy to those assisting you, the rehearsal must proceed on time. One hour will be scheduled for the wedding rehearsal. In the event that a rehearsal takes over one hour, a fee of an additional Twenty-Five Dollars per hour (\$25.00) will be charged for the Wedding Director. This fee will be deducted from the deposit.

Please encourage all participants in the wedding to arrive a few minutes before the scheduled time for the rehearsal.

The wedding director is always available, by appointment, prior to the wedding weekend to discuss the rehearsal and the wedding. Use this time to discuss with the director any special needs or numbers (wedding party size). An open line of communication and understanding with the director and those assisting you with the rehearsal will insure that the rehearsal goes smoothly and in a timely manner.

If you are having a printed program, please bring copies of the program to the rehearsal.

WEDDING DIRECTOR

The Wedding Director at First United Methodist Church is fully trained and experienced in all the components of planning and directing your wedding. She will be a wonderful resource for you and will relieve you of any need for worry on the day of your wedding.

The Director will serve as your personal advisor on church resources and church policies regarding caterers, florists, musicians, photographers, and others who have a role to play in your wedding.

The FUMC Wedding Director directs all rehearsals and weddings. No other wedding consultant or director may be present.

In addition to serving as your director, she is the on-staff representative of FUMC and has the keys to all areas and is knowledgeable regarding all aspects of the physical properties of the church. She will handle all of the coordination of the staff of this church (wedding-related).

The Director will be present at the rehearsal to place the wedding party, direct the rehearsal and assist the bride in the amenities of the service.

On the day of the wedding, she will be responsible for seeing that the Sanctuary is in proper order, for directing ushers in receiving and seating guests, and for directing the wedding. Her function is to insure that YOUR wedding service will flow smoothly in accordance with your wishes and in accordance with the church's guidelines.

Every bride and every wedding is unique.
Do not hesitate to discuss with the director any special requests that you may have.

Please call the Wedding Director to make an initial appointment after you have booked the church.
Planning results in perfection!

Wedding Director

Mrs. Colleen Roberts

Phone: 256-237-9091

Email: crathollyhill@cableone.net

Fill out and return one copy to the wedding director and one copy to the church.

WEDDING INFORMATION: Member () Non-member () Contacted the Church _____

Reservation Fee (date paid) _____

Member / Non-Member Fees (amount & date paid) _____

Wedding date _____ Time _____

Rehearsal date _____ Time _____

Bride _____
Name _____ address _____ phone _____

Groom _____
Name _____ address _____ phone _____

E-mail: Bride _____ Groom _____

Couples' address after wedding _____

Number of: Guests _____ Bride's Attendants _____ Groomsmen/Ushers _____

Person responsible for wedding expenses (name, address & phone)

Location of wedding _____ Location of reception _____

Caterer (if at church) _____
Name _____ address _____ phone _____

Florist _____
Name _____ address _____ phone _____

Photographer _____
Name _____ address _____ phone _____

Videographer _____
Name _____ address _____ phone _____

Minister _____
Name _____ address _____ phone _____

Organist _____
Name _____ address _____ phone _____

Vocalist _____
Name _____ address _____ phone _____

Wedding Director _____ Assist. Director _____

Janitor _____ Church Rep. at Reception _____

Open church facilities at (Time - on day of wedding) _____

Name & address of person to contact if different from bride: _____

Disposition of Wedding Flowers: Altar flowers are to be left for Sunday worship.
You may take Narthex flowers or any additional decorations.

Bride to be given away by _____

Number of grandmothers: Bride _____ Groom _____

Parents names (and status):

Bride _____

Groom _____

Grandparents names:

Bride _____

Groom _____

Escorts for mothers:

Escorts for grandmothers:

Candle lighters (2) _____

Flower girl _____ Ringbearer _____

LIST OF ATTENDANTS:

Bride's

Groom's

