

GLASFORD UNITED METHODIST CHURCH
207 E. FOURTH MAIN ST.
GLASFORD, IL 61533
www.glasfordumc.com



Glasford
United Methodist Church
Wedding Policy
and Contract

Revised 07/07/17

INTRODUCTION

Congratulations! A wedding is one of the most significant events in the lives of families. Glasford United Methodist Church celebrates weddings as an essential part of the ministry of our congregation. Weddings are under the direction of the pastor. The Church is available for outside clergy or appointed persons to perform weddings only at the approval of the clergy of Glasford UMC. Weddings are not scheduled during Christmas and New Year weeks or during Holy Week & Easter weekends.

Outside Clergy or Officiates

When persons who are not members of Glasford UMC request the use of our facilities and staff for weddings, we welcome the opportunity to extend our ministry at this joyous and significant time. It should be clearly understood, however, that the standards and policies developed by our congregation shall apply, and our ministerial staff shall have final say. At the request of the wedding party, other clergy may be invited to assist. Courtesy requires any minister to enter another parish by invitation, therefore the Clergy must issue the invitation to share in the service. The Glasford UMC clergy should be consulted before any other person is asked to participate.

What is Marriage?

Marriage is one of the greatest gifts God has given to the human family. Your desire to be married here indicates that you wish your wedding to be a sacred service of worship, and that you wish God to be a vital part of your life together. We feel it is a privilege to assist you in planning your wedding and the start of your married life together.

United Methodist Beliefs

“We affirm the sanctity of the marriage covenant that is expressed in love, mutual support, personal commitment, and shared fidelity between a man and a woman. We believe that God’s blessing rests upon such marriage, whether or not there are children of the union. We reject social norms that assume different standards for women than for men in marriage. We support laws in civil society that define marriage as the union of one man and one woman.”

– *The Book of Discipline, 2008: ¶161 B*

Re-Marriage

The pastors, per the rules of the United Methodist Church, may officiate at weddings of persons who have been divorced, however, the couple is to be interviewed to establish that the divorced party or parties have reviewed their former marriage, understand the causes of the estrangement that existed in that union, and enter a new union after due counsel.

Pre-Marital Counseling

Before couples are married, they are required to participate in a minimum of three pre-marriage counseling sessions. If the counselor is not the pastor officiating, it must be with the approval of the Senior Pastor. Each session is 1.5 hours. Pastor Ethan recommends you allow for 2 hours of counseling (due to any number of reasons).

The sessions consist of the following:

Session 1: Wedding Overview, Logistics, Ceremony Structure, Couple homework.

Session 2: Review of homework from prior session, Personality Archetypes, Family Systems, and ½ hour individual counseling sessions.

Session 3: Money and Relationships, Ceremony review and logistics, General questions.

HOW TO SCHEDULE YOUR WEDDING

(Subject to change upon pastoral digression)

General Steps

- First Step Read the Wedding Policy.
- Second Step Schedule wedding date through the office and start payment options.
- Third Step The Pastor will call you.
- Fourth Step Pre-Marital Counseling will be set up with the Pastor.
- Fifth Step Meet with the Pastor to plan the service and space
- Sixth Step Pay remainder of fee at least 3 weeks before the wedding date.

SCHEDULES

Both wedding and rehearsal dates and times are to be determined at the time of scheduling. No changes to times may be made later than 1 month before the wedding/rehearsal date. The rehearsal will be held the evening before the wedding, with the time set to accommodate both wedding party and pastor.

In consideration of the time and other responsibilities of the Pastor, those helping, and the custodian(s), the rehearsal should take no longer than an hour.

PAYMENT

Please make check(s) payable to Glasford United Methodist Church a minimum of 2 weeks prior to the ceremony.

PAYMENT SCHEDULE

GUMC understands that weddings are expensive. We want to make it as easy as possible for the couple. If the couple desires, a schedule of payment should be created in consultation with the Administrative Assistant of the church. Payment should be no more than 1 month apart. Full payment must be met 2 weeks prior to the ceremony.

CANCELLATIONS

In case of cancellation of a wedding 6 months *prior* to the wedding date, there will be a 100% refund of the fee reserving the church facilities; *after* the 6 months, a 50% refund will be given.

DUE TO ANY NUMBER OF REASONS, THE PASTOR HAS THE SOLE RIGHT TO CANCEL THE CEREMONY, EVEN TO THOSE WISHING TO BE MARRIED AT GLASFORD UMC, REGARDLESS OF OFFICIATE OR RESOURCES AT ANY TIME.

THE CHURCH, PASTOR, OR ANY JUDICATORY CANNOT BE HELD LIABLE IN SUCH INSTANCE.

FEES AND BUILDING USE

FEES SCHEDULE FOR ACTIVE MEMBERS

Church building use (Sanctuary, available rooms, restrooms on all levels)	\$0
In house Sound System technician	\$50.00
Fellowship Hall and Kitchen	\$0
Custodial Fees	\$100.00
TOTAL	\$150.00

FEES SCHEDULE FOR NON-MEMBERS

(These fees stand even if you use your own Pastors)

Church building use (Sanctuary, available rooms, restrooms on all levels)	\$100.00
In house Sound System technician	\$50.00
Fellowship Hall and Kitchen	\$100.00
Custodial Fees	\$100.00
TOTAL	\$350.00

DONATION FOR THE PASTOR

\$0

Pastor Ethan does not request payment or donation, whether members or not. Marriage is a rite and worship service of the church and the responsibility of clergy to officiate as a part of their vocation. Therefore, it is Pastor Ethan's belief that a Pastor should not be paid for doing what he is called and paid to do full time.

THE CEREMONY

A Christian wedding service differs from a secular wedding observance. It is something very special. In choosing a Christian wedding, you have chosen to celebrate God's goodness to you in a public service of worship. It is a service, which offers to all those present, the:

- a. Opportunity to worship and praise God.
- b. Opportunity to listen to God's Word.
- c. Opportunity to respond to God's goodness present in worship.
- d. Opportunity to sing (if this option is selected by the bridal couple).
- e. Opportunity to pray silently and for the bride & groom.

The marriage ceremony at Glasford United Methodist Church is a service of worship. As in any worship service, the music is to be chosen with care and discrimination. You will want the music for your wedding service, as for any service of worship of God, to give glory to God and God's Word, and to reflect Christian beliefs. All music selections must be discussed and approved in advance.

Keep two distinct categories of music in mind: 1). music for the wedding worship service, and 2). music for the wedding reception. Do not confuse the perfectly fine and proper music that you will want played at the wedding reception with the music that you would choose for inclusion in the wedding worship service.

Text, video, and music should contribute to the worship atmosphere. The selections should be of good musical quality. The texts should correspond to the themes which surround the marriage service:

- a. God's love for the Church in Christ.
- b. Thanksgiving to God.
- c. Praise and Adoration of God.
- d. God's Blessing of the marriage.

In the event that the couple wishes to substitute an organist, the substitute must first be approved after the couple has a consultation meeting with the Organist. If the Organist is not available, a competent substitute if still desired shall be sought, but if one is unable to be found, but already paid for a refund will be given for that item.

The use of pre-recorded or canned music is allowed at Glasford UMC, but must be approved.

SANCTUARY USE AND SEATING

The church seats about **200** people in the sanctuary, comfortably.

Any arrangements for additional seating must be approved by the Pastor. **No food or drink is allowed in the library.**

Glasford United Methodist Church is heated/ air conditioned. The church cannot be held liable due to untimely mechanical failure of equipment.

ALCOHOL AND OTHER DRUGS

Alcoholic beverages are not permitted on church property. Smoking is not permitted in the church building. This is due to our historic stance and churches understanding of alcohol, tobacco, and other drugs.

If any member of the wedding party comes to the rehearsal of ceremony intoxicated the Pastor has the right to cancel the wedding.

No use of rice in celebrating a wedding due to environmental reasons.

MUSIC

Music is very important to Glasford UMC. It is the responsibility of the couple to pick out the music in consultation with the Pastor

Early in the planning for your wedding, you should make an appointment to meet with the Organist or appropriate person. You may telephone the church office 309-389-5462. You need to consult with the Organist, even if you plan to use another organist or other musicians in the wedding service.

To involve the congregation in your wedding service, you may choose one or more congregational hymns to be included in the worship service. You may include vocal and/or instrumental music. The Organist can assist you in finding such musicians, if so desired and on placement of vocal solos during the wedding service and pre-service music

The Pastor has the last say on all decisions regarding music choice.

PHOTOGRAPHY AND VIDEOTAPING OF WEDDINGS

A wedding at Glasford United Methodist Church is a service of worship offered to God. Because worship is an act of our faith and devotion, care must be taken so that securing photographs and videos are not disruptive, whether by a professional photographer or by guests coming to the wedding. It is the responsibility of the bridal couple to inform the photographer of the following policy:

During the wedding service itself, it is inappropriate to disrupt the atmosphere of worship and the attention of the bridal party or guests with intrusive taking of flash photographs. **If there is to be a printed order of service for the wedding, we urge that a brief announcement be included, which would state:**

"(Bride's name) and (Groom's name) have requested that guests refrain from taking flash photographs during the wedding service, so that we all may be attentive to the presence of God and the joy of our wedding day."

If photographs are desired of the processional, they may be taken before the bridal party enters the sanctuary, or from behind the last sanctuary pews.

If videotaping is desired, video recording should be done in a way that will not disrupt the worshipful setting for the wedding service.

No videotaping or photography on the chancel.

DECORATIONS

The Church of Glasford UMC is a beautiful setting for weddings, which can be decorated simply and appropriately. Flowers and other decorating must be in place at least ONE HOUR prior to the service. Floral deliveries to the church may be made at the time the church is to be opened for the bridal party.

Arrangements **must** be made with the Pastor, appropriate person(s), or custodian for removing all flowers or decorations.

WEDDING BULLETINS

Bulletins are the responsibility of the wedding couple. Your officiating Pastor will help you with the format. **Approval of the bulletin shall be obtained from the officiating minister before printing.**

A SERVICE OF CHRISTIAN MARRIAGE

A Sample Outline

GATHERING (Prelude)

Fifteen minutes of music is usually allowed for seating the guests.

PROCESSION OF THE BRIDAL PARTY

PROCESSION OF THE BRIDE

GREETING

DECLARATION OF INTENTION BY THE MAN AND WOMAN

BLESSING BY FAMILY & CONGREGANTS

SCRIPTURE(S)

Read by the pastor or persons chosen by the wedding couple.

MESSAGE BY THE PASTOR

SOLO OR OTHER *(if desired)*

EXCHANGE OF VOWS

EXCHANGE OF RINGS

DECLARATION OF MARRIAGE *(Pastor)*

LIGHTING OF THE UNITY CANDLE/OTHER CEREMONY *(if desired)*

SOLO/MUSIC *(if desired)*

BLESSING OF THE MARRIAGE *(Pastor)*

DISMISSAL AND INTRODUCTION

RECESSIONAL/POSTLUDE

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207 E. FOURTH ST. GLASFORD, IL 61533
(PHONE) 217. 389.5462
(WEB) WWW.GLASFORDUMC.COM**

CONTRACT

Wedding Date: _____

Reception Here: ___ YES ___ NO

Rehearsal Date: _____

Rehearsal Dinner Here?: ___ YES ___ NO

Pastor/ Justice of Peace: The Reverend Ethan L. Carnes, O.S.L.

Bride Elect: _____

Phone: _____

Address: _____

Cell: _____

Church Affiliation: _____

Where: _____

Groom Elect: _____

Phone: _____

Address: _____

Cell: _____

Church Affiliation: _____

Where: _____

Address of Bride and Groom Following the Wedding

Bride's Parents: _____

Phone: _____

Address: _____

Cell: _____

Church Affiliation: _____ **Where:** _____

Groom's Parents: _____

Phone: _____

Address: _____

Cell: _____

Church Affiliation: _____ Where: _____

Reason for not using your own church:

Agreement Continued...

Church Facilities Desired:

Sanctuary/first level:	___ YES	___ NO
Fellowship Hall and Kitchen:	___ YES	___ NO
Do you wish to use a Church Organist?	___ YES	___ NO
Do you wish the use of a Sound Tech?	___ YES	___ NO
Holy Communion for couple:	___ YES	___ NO
Other		

I certify that I have read the conditions and requirement of facility use and the schedule of charges and agree to abide by same if I am permitted use of these facilities and will make every effort to insure that all my guests will do likewise.

Signature of Bride Elect

Date

Signature of Groom Elect

Date

Appointed Pastor Approval

Date

For Office Use Only

Deposit Amount: \$ _____ Date: _____

Balance Due: \$ _____

Payments:	\$ _____	Date: _____
	\$ _____	Date: _____
	\$ _____	Date: _____
	\$ _____	Date: _____

Hostess: _____

Notified: _____

Organist: _____

Notified: _____

Custodian: _____

Notified: _____

Pastor: _____

Notified: _____

Other: _____

Notified: _____