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NONMEMBER COVER -- PAGE 5

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## CHURCH WEDDING STAFF

**PASTORS' ASSISTANT:** Lynn Sangster will be your contact person as plans progress. Call Lynn weekdays 8:30am-4:30pm (863-686-3163 x219), or email [LSangster@firstumc.org](mailto:LSangster@firstumc.org). (No question is "trivial" -- don't be afraid to ask!)

**PASTOR:** All weddings at First Church are performed by a United Methodist pastor using a Methodist service. One of our pastors will meet with you before the wedding to talk about the spiritual significance of Christian marriage and details of the ceremony. We also encourage you to obtain premarital counseling -- the County Clerk's office has a listing of registered counselors. *Please call two months before the wedding to schedule a meeting with the pastor (863-686-3163x219).*

**CUSTODIAN:** The custodian's job is to open and close the rooms, set up and take down church equipment and do normal cleanup after the wedding. Fees for extra cleaning or taking down and storing rental or personal equipment left after the wedding party has gone will be charged against your wedding deposit.

## FLOWERS AND DECORATIONS

**CHURCH EQUIPMENT** (no extra charge): kneeler; guest book stand; two wooden display easels. No church equipment may be removed from the premises.

**DECORATIONS** should be in good taste. Nothing may be taped or tacked onto walls or furnishings. Unity candles may be wax -- all other candles must be spring-loaded or oil and be surrounded by a globe. Bird seed is allowed; no glitter or rice. City ordinance prohibits helium balloons outdoors.

**FLOWERS:** You may use fresh or artificial flowers, including rose petals. All plants must be in waterproof containers.

**CHURCH AVAILABILITY:** Church facilities are opened two hours before the wedding (three hours for additional fee of \$25). The church is not responsible for any decorations or equipment left untended on the patio.

**CLEANUP AND REMOVAL OF EQUIPMENT:** Our custodian does routine cleanup after weddings. Costs for extra cleaning or removal and storage of rental or personal equipment left on the premises when the wedding is over will be deducted from the wedding deposit.

## PHOTOGRAPHER AND/OR VIDEOGRAPHER

Because a wedding is a worship service, these guidelines are intended to keep the focus of the ceremony on the sacredness of the vows the bride and groom are making. Therefore, we require strict adherence to these rules:

(1) Photos or videos may be taken **ONLY** from behind the last row of chairs. *Exception:* A remote video camera (no attendant) may be placed in one corner of the patio to run continuously during the service.

(2) No flash or other artificial lighting is permitted from the time the bride passes the back row of chairs at the beginning of the wedding until the bride and groom begin walking down the aisle at the end of the ceremony.

## FAMILY & FRIENDS

**FLOWER GIRLS AND RING BEARERS:** We strongly recommend that children participating in the service be at least four years old.

**FAMILIES AND BLENDED FAMILIES:** We want everyone to feel welcome. If you have concerns about seating arrangements or other potential sources of friction, please discuss these with the pastor. The pastor can discuss options for including children from previous marriages in the service in a special way.

## BRIDAL CONSULTANT

If you hire a bridal consultant, please advise them that the pastor is in charge of the rehearsal and wedding and will guide the ceremony according to our procedures.

## THE REHEARSAL

Rehearsals begin promptly at the scheduled time (charges for late rehearsals may be deducted from your deposit). All participants in the wedding must be present. Be sure to give your marriage license to the pastor at the rehearsal, as by law the pastors cannot perform a wedding ceremony without the license in hand.

## LOST ITEMS

As wedding days are hectic, it is not unusual for things to be left behind. The church is not responsible for lost items, so please ask a friend or family member to check the dressing rooms as the wedding party leaves.

## WEDDING FEES

<b>BASIC PATIO WEDDING FEE</b> (includes \$50 deposit)	\$200
<b>OPTIONAL SERVICE</b> (to be charged against deposit)	
Opening facilities three hours before the wedding	\$25

**INCLUDED IN BASIC FEE:** Services of church staff (except pastor); use of the Patio and dressing rooms for four hours beginning two hours prior to the wedding; use of a kneeler if desired; use of the Chapel in case of rain.

**The basic fee does not include payment for the pastor; your honorarium can be given to the pastor at the rehearsal or wedding (suggested \$250).**

**EARLY OPENING:** Church facilities can be opened three hours (instead of two) before the wedding for an additional fee of \$25, deducted from your deposit.

**WHEN TO PAY:** One-half of the fee (\$100) is due when the wedding is put on the church calendar. The balance is due one month before the wedding. Please bring or send payment to Lynn at the church office: 72 Lake Morton Drive, Lakeland FL 33801. Checks should be payable to "First United Methodist Church" and marked "wedding fees".

**DEPOSIT REFUND:** A check for the \$50 deposit less any charges for opening early, late rehearsal, extra cleaning or removal and storage of equipment will be mailed to the person who paid the deposit within three weeks after the wedding.

**MARRIAGE LICENSE:** Licenses may be obtained at the County Clerk's office in Lakeland or Bartow. For more information, call the Marriage License Division, 863-603-6412. Premarital counseling (encouraged but not required) results in a lower marriage license fee; the Clerk's office has a list of certified counselors.



Weddings

at

*First United Methodist Church*

*72 Lake Morton Dr, Lakeland, Florida 33801*

*863-686-3163x219    LSangster@firstumc.org*

The staff of First United Methodist Church wants to help make your wedding spiritual, significant and special. The guidelines in this booklet were created to assist you in planning your Patio wedding at First Church.

## DATES TO REMEMBER

*[You may want to write the appropriate dates in the blanks.]*

\_\_\_\_\_ **2 months in advance:** Call Lynn Sangster to schedule your meeting with the pastor (863-686-3163 x219)

\_\_\_\_\_ **10-60 days in advance:** Get the marriage license from the County Clerk's office (call 863-603-6412 for Polk County instructions)

\_\_\_\_\_ **One month in advance:** Balance of wedding fees due (72 Lk Morton Dr, Lakeland FL 33801, Attn: Lynn)

\_\_\_\_\_ **Day before the wedding:** Take marriage license to wedding rehearsal. By law, the pastor cannot perform a marriage unless the license is in his or her possession — no exceptions.

**ABSOLUTELY NO ALCOHOLIC BEVERAGES ANYWHERE ON CHURCH PROPERTY AT ANY TIME.** Any person violating this rule (including wedding party members) may be asked to leave the property immediately.

## WEDDING FEES

<b>BASIC PATIO WEDDING FEE</b> (includes \$50 deposit)	\$550
<b>OPTIONAL SERVICE</b> (to be charged against deposit)	
Opening facilities three hours before the wedding	\$ 25

**INCLUDED IN BASIC FEE:** Services of the church staff, including the pastor (no honorarium or tip is required or expected); use of the Patio and dressing rooms for four hours beginning two hours before the wedding; use of a kneeler if desired, use of the Chapel in case of rain.

**EARLY OPENING:** Church facilities can be opened three hours (instead of two) before the wedding for a fee of \$25, to be deducted from your deposit.

**WHEN TO PAY:** One-half of the fee (\$275) is due when the wedding is put on the church calendar. The balance is due one month before the wedding. Please bring or send payment to Lynn at the church office: 72 Lake Morton Drive, Lakeland FL 33801. Checks should be payable to "First United Methodist Church" and marked "wedding fees".

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