

# Wedding Guidelines



Lindenwald  
United Methodist Church  
Valerie Waibel, Pastor

## MARRIAGE IN THE UNITED METHODIST CHURCH

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.

- from The Book of Discipline of the United Methodist Church, 2004, Paragraph 161-C

We are pleased that you are planning to have your wedding in Lindenwald United Methodist Church. We desire to enable your wedding to be beautiful and meaningful.

The Christian wedding is primarily an act of worship. Honest and sincere reverence is expected of all those who take part in the wedding and its rehearsal. Since the ultimate responsibility for the service belongs to the officiating pastor, all questions pertaining to the content of the service should be directed to him or her.

## FIRST STEPS

The first step is to arrange for the date and time of your wedding with the church office and with the pastor who will officiate at your wedding. When you have made the appropriate deposit that date and time will be reserved for you.

NOTE: There will be no sanctuary weddings scheduled between Palm Sunday and Easter, nor the week before Christmas.

## WEDDING COUNSELING

The officiating pastor will meet with the couple for the first time to get acquainted and to begin the process of planning the wedding. Additional sessions together will be scheduled at mutual convenience to help equip couples for living out their vows. The officiating pastor will determine the number of these sessions.

The John Engle Christian Counseling Center in Hamilton, Ohio offers a premarital couples group called PREPARE, which is led by a Christian counselor and trained volunteers. You may be interested in attending this program.

## THE MARRIAGE LICENSE

In the State of Ohio, a marriage license is to be purchased from the Probate Court of the County in which the woman resides. In Butler County, there is no waiting period or blood tests. Wedding couples must both be at the Butler County Courthouse for the application for the wedding license. The license is good for 60 (sixty) days, and it is suggested that the wedding couple make application about a month ahead of time. **No wedding will be performed unless the officiating pastor has a valid Ohio marriage license in his/her possession before the ceremony begins.** The wedding couple is requested to bring the marriage license **to the rehearsal.**

## MUSIC AND THE CHRISTIAN WEDDING

The pastor and organist of Lindenwald United Methodist Church strive to cultivate a sense of worship during the wedding service. Since music is often an important part of the marriage service, it should be used to direct attention to the glorification of God.

**Based on this understanding, Lindenwald United Methodist Church has established the following wedding music policy:**

The church organist is responsible for the music and is preferred to play for all weddings in the church sanctuary. It is expected that the wedding couple will consult with the officiating pastor and the church organist before considering an invitation to another musician to participate in any wedding service in the church, whether organ or piano. If the church organist is not available to play for the wedding service, he/she can arrange for a qualified substitute.



Since the Christian marriage ceremony is a service of worship before God, care should be taken to select music that maintains the dignity and beauty of the service. Music selections should be considered in consultation with the church organist, as well as the officiating pastor.

Soloists are expected to practice with the church organist at the rehearsal or before the wedding. These arrangements are to be made with the church organist.

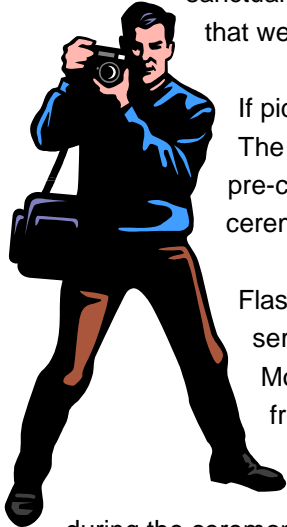
## CHURCH ORGANIST/ACCOMPANIST

A decision on whether or not to have organ accompaniment for a wedding must be made at the first planning session with the officiating pastor or at least 90 days in advance of the wedding date. When an organist/accompanist is to play for a wedding, the choice of our church organist is preferred. The fee for the organist/accompanist includes the practice time with vocalist(s) at the wedding rehearsal or prior to the wedding. Any additional practice sessions are to be negotiated with the church organist/accompanist directly.

If anyone other than the church organist/accompanist is to play the sanctuary organ, he/she must be reviewed on the organ by the church organist/accompanist before permission can be given to play. This service costs \$40. If no one is to play the organ, no organist/accompanist fee is required.

## PHOTOGRAPHY GUIDELINES

Weddings in a church are worship occasions. The taking of flash pictures is **not** permitted in the sanctuary or chapel during the service. It is the responsibility of the wedding party to see that wedding guests take no flash pictures during the service.



If pictures of the wedding party are desired, they may be taken following the service. The photographer should arrive in ample time before the wedding to take any pre-ceremony pictures desired. His/her dress should be appropriate for the wedding ceremony.

Flash photography is permitted during the processional and recessional. During the service, the photographer may not use flash and should be as quiet as possible. Movement should be kept to a minimum. Natural light photography may be used from the balcony or rear of the sanctuary during the service.

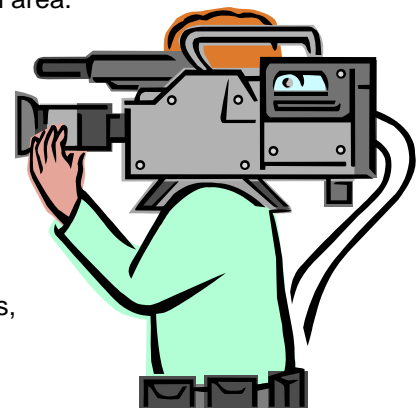
The photographer shall not be on the platform or in the front of the Sanctuary during the ceremony (except for Processional and Recessional.)

## VIDEOGRAPHY GUIDELINES

Any videotaping of the wedding must be dignified, professional, and undertaken in an unobtrusive manner. The officiating pastor should be asked to guide the person or persons making videotapes as to where they may stand. Only the wedding party is permitted in the chancel area.

No additional lighting is permitted. All videotaping must be done in the prevailing light. Power and/or sound cables may be placed only by permission of the officiating pastor.

Re-enactment of parts of the service may be taped following the service with prior arrangement. In that event, lights may be used for taping. The bride and groom are expected to communicate this policy to family, friends, and video technicians.



## DECORATIONS

Lindenwald United Methodist Church provides white paraments for the pulpit and lectern.

Altar candlesticks and two seven-branch candelabras are available at the church. There is a charge if the candelabras are used in order to replenish the candles.

The church has options available if a unity candle ceremony is desired. The church can provide the three candles to be used for the unity candle ceremony. You may have your florist work candles into a floral centerpiece for the altar. Two plant stands and two brass flower holders are available for your use. The brass flower holders hold a florist's standard inserts.

No attempt shall be made to cover or obscure the pulpit, lectern, or altar. No tacks, tape, or nails may be used to fasten decorations to any part of the sanctuary or chapel furnishings, including the pews and floors. In the sanctuary, facing the chancel area, there are 21 pews on the right side of the aisle and 20 pews on the left.

Aisle runners are discouraged and only cloth ones are permitted. The length of the aisle and the thick padding make them difficult to work with. If an aisle runner is used, you will need one 100 feet long.

Please notify the church office if floral arrangements are to be left for use in the church worship service on Sunday.

## RECEPTIONS

The Fellowship Hall, including the kitchen, is available for receptions and it is the responsibility of those who rent the Fellowship Hall to return the tables and chairs to the storage racks in an orderly manner. If the kitchen is to be used, there is a \$100 deposit. This deposit will be refunded if the kitchen and any items used are cleaned and returned to their proper storage place. Items belonging to the church (such as dishes, pans, utensils, appliances) may be used **only** with prior approval from the pastor or secretary. Arrangements for usage can be made through the officiating pastor or the church secretary.

The rules prohibiting alcoholic beverages and smoking prevail in the Fellowship Hall, as well. For guests seated at tables, the maximum number of guests to be accommodated is 200. Without tables, a larger number can be accommodated.

The Fellowship Hall must be vacated **no later** than midnight.



## MISCELLANEOUS CONSIDERATIONS

There is **no smoking** permitted anywhere in the church building. Smoking is permitted in the parking lot; however, please be sure to discard of your cigarettes butts in the receptacles by the door.

**No alcoholic beverages of any kind** may be consumed in the church building or on the grounds of the church.

Wedding parties are encouraged to be prompt for the scheduled rehearsal, as other rehearsals may be scheduled for the same evening.

Since the officiating pastor wears a robe and the church organist is in the balcony, it is not necessary to provide them with boutonnieres.

The seating capacity of the **sanctuary** is about 300, adjusted for a wedding. The sanctuary can accommodate more by using the parlor. Only photography and music persons will be seated in the balcony. The **chapel** seats 30 persons.

A room for dressing is available for the bridal party's use. A full-length mirror is located across the hall from this room. The bridal party is responsible to leave the room in good order and the **church assumes no responsibility** for items left in the dressing room during the wedding or afterwards. **No food is permitted** in the dressing rooms.

Confetti and rice may not be thrown in the church or on the church grounds.

The church secretary is available to type and print your bulletins (if desired); however, someone from the wedding party is responsible for purchasing the bulletin covers. These may be purchased from church supply stores, such as Berean, Cokesbury, Heaven's Cupboard, etc.)

## CONTACT INFORMATION

Lindenwald United Methodist Church  
3501 Pleasant Avenue  
Hamilton, Ohio 45015  
513-863-8822  
[www.lindenwaldumc.org](http://www.lindenwaldumc.org)  
email: [lumc@lindenwaldumc.org](mailto:lumc@lindenwaldumc.org)

## HONORARIA AND FEES

Fees are to be paid in full 30 days prior to the wedding date, with a check made out to Lindenwald United Methodist Church. This prevents important details from being forgotten and keeps your wedding as a time of worship and celebration.

The sanctuary rental fee includes the rehearsal time. These fees are waived for church members. A member is defined as one of the wedding couple or a parent of one of the wedding couple who is a member of Lindenwald United Methodist Church. For church members, the wedding date and time are confirmed upon agreement with the officiating pastor. For non-church members, the date and time are confirmed when the sanctuary and/or chapel rental fee is received.

If the kitchen is used for a reception or rehearsal dinner, a refundable deposit of \$100 is to be included with the above fee. Please refer to Page 5 of this booklet for further information on using our Fellowship Hall and kitchen for your reception or rehearsal dinner.

## FEE SCHEDULE

<b>SANCTUARY RENTAL</b> FEE: \$250.00	<b>CHAPEL RENTAL</b> FEE: \$75.00
<b>ORGANIST</b> FEE: \$80.00  <b>NANCY MCCORMICK</b> 513-738-7273	<b>WEDDING COORDINATOR</b> FEE: \$50.00  <b>DOTTIE MORRIS</b> 513-892-0157
<b>SOUND BOARD OPERATOR</b> FEE: \$40.00	<b>WEDDING BULLETINS</b> FEE: \$30.00
<b>CUSTODIAN – WEDDING</b> FEE: \$60.00	<b>CUSTODIAN – RECEPTION</b> FEE: \$65.00
<b>PASTOR – SANCTUARY</b> FEE: \$150.00	<b>PASTOR – CHAPEL</b> FEE: \$100.00
<b>RECEPTION IN FELLOWSHIP HALL</b> <b>LESS THAN 100 GUESTS</b> FEE: \$100.00 <b>USE OF KITCHEN FEE: \$150.00</b>	<b>RECEPTION IN FELLOWSHIP HALL</b> <b>MORE THAN 100 GUESTS</b> FEE: \$150.00 <b>USE OF KITCHEN FEE: \$150.00</b>
<b>CANDELABRAS</b> FEE: \$15.00	<b>CHURCH UNITY CANDLE</b> FEE: \$15.00
<b>HURRICANE LAMPS</b> <b>WITH CANDLES</b> FEE: \$40.00	<b>HURRICANE LAMPS</b> <b>WITHOUT CANDLES</b> FEE: \$25.00

## SUGGESTED SCRIPTURE READINGS

Below you will find scriptures appropriate for a wedding service. You may pick as few or as many of these as you desire.

Genesis 1:26-31

Song of Solomon 8:6-7

Isaiah 54:5-8

Psalms 67

Psalms 100

Psalms 136:1-9

Romans 12:1-2, 9-18

Ephesians 5:21-33

Matthew 5:13-16

Mark 10:6-9

Genesis 2:18-24

Proverbs 3:3-6

Jeremiah 31:31-34

Psalms 95:1-7

Psalms 103:1-5, 15-18

Psalms 145

I Corinthians 13

Matthew 5:1-10

Matthew 22:35-40

John 15:1-17

## SAMPLE ORDER OF WORSHIP

### A Service of Christian Marriage

Prelude Music

Processional

Statement on the Gift of Marriage

Prayer

Declarations of Intent

Affirmations of the Parents

Scripture Lesson

Message

Exchange of Vows

Exchange of Rings

Lighting of the Unity Candle

Announcement of Marriage

Introduction

Recessional



# WEDDING CHECKLIST

Check the box next to the item/items you will be utilizing during your wedding and return this form to the pastor on your first visit with him.

- Sanctuary
- Chapel
- Rehearsal Dinner
- Reception
- Kitchen Use
  
- Candelabras
- Church Unity Candle
- Hurricanes with candles
- Hurricanes without candles
  
- Pastor
- Church Organist
- Sound Board
- Wedding Bulletins
- Wedding Coordinator
- Custodian – Wedding
- Custodian – Reception
- Soloist
- Other Musicians

Names of Bride and Groom: \_\_\_\_\_

Rehearsal Date & Time: \_\_\_\_\_

Rehearsal Dinner Date & Time (if applicable) \_\_\_\_\_

Wedding Date & Time: \_\_\_\_\_

Wedding Reception Date & Time (if applicable) \_\_\_\_\_