

Marshall First United Methodist Church Policies for Weddings

Marshall First United Methodist Church extends a cordial invitation to all who desire to be joined in Holy Matrimony in our facilities and who will use the building and furnishings with reverence and good taste.

Arrangements: Reservations should be made as soon as possible in order that the date and time may be entered in the church calendar and pre-marital session appointments arranged. No date is considered firm until it is approved by the pastor, entered on the church calendar by the secretary and secured by a deposit. All guidelines on the Building Use Policies must be followed.

Church Office Hours: 8:00 AM to Noon and 1:00 to 3:00 PM Monday through Friday. The office phone number is 217/826-8041. The church office is closed on all holidays.

The Pastor: The Pastor is in charge of all aspects of the wedding service. It is expected that the Pastor of this church will officiate at all weddings performed here. Clergy members of the area United Methodist Churches that do not have adequate room to host a wedding may request to use our church with the Sanctuary, Chapel and Fellowship Hall fees at half of the Non-member figures. All other fees remain unchanged. In Illinois Great Rivers Conference of The United Methodist Church, it is a serious breach of the ordination covenant, and *The Book of Discipline*, for a former pastor, or any pastor, to perform pastoral acts in a congregation that they are not appointed to.

Counseling: The Pastor should be contacted as soon as possible to schedule premarital sessions. A minimum of three pre-marital sessions with the pastor are required. Additional sessions may be added for those who have been married before or as the pastor deems necessary. These sessions are a time to explore marriage and get acquainted. The style and content of the service will also be discussed to clarify the details involved in the wedding. The Marriage License must be obtained from the Clark County Clerk's Office no more than 60 days prior to the wedding, and in the church office at least one week before the wedding to be completed.

Sanctuary Seating and Furnishings: The Sanctuary will seat approximately 250 people. The altar and other furnishings *are not* to be moved without pastoral approval. If you want to use a unity candle, you must provide it and two tapers to use as lighters.

Decorations: The church may be decorated; however no nails, tacks, tape or other materials that will deface surfaces may be used (no decorations of any kind are allowed on the piano). Tape of any kind may not be applied to the Plum Street entrance glass because of tinted surface application. Anything other than bubble, rice and/or bird seed must have prior approval by the Pastor. Please remove all flowers, decorations and trash immediately following your event, or make other arrangements with the church secretary or custodian (this includes outdoor decorations and items used in the receiving line).

Music: All music shall be in good taste and consistent with the Christian faith, and approved by the pastor. Our church organist may be contacted to play for your wedding if desired. Payment should be made directly to the organist/musician of your choice. If another organist is to be used, they must receive instruction on proper organ use from the church organist.

Rehearsal: You will need to arrange rehearsal time with the Pastor. The entire wedding party should be present including the parents or guardians, musicians, and sound technician. Wedding bulletins are the responsibility of the bride and groom. Please bring the ceremony bulletin to the rehearsal, and please be punctual.

Photography: Photographs and video maybe taken before and after the service, but during the service no distracting photography is permitted. Video cameras are to remain in one place. No special lighting is permitted.

Receptions at the Church: If you wish to use the church fellowship hall or chapel for your reception, please make prior arrangements. You must indicate this on the Building Use Agreement and submit it to the church secretary at least two weeks in advance.

The costs for professional staff are set because they are asked to do extra work for which they receive no other remuneration. Payment for the pastor, organist, custodian, and sound technician services should be made directly to the individual. Payments for the use of the church should be made to Marshall First United Methodist Church.

Church Use Fee Schedule for Weddings: The term "Members" will be defined as professing/baptized and constituent members, their children, step-children, grandchildren, and step-grandchildren.

	Church Members	Non-Members
Deposit **	\$50.00	\$200.00
Sanctuary	----	300.00
Chapel	----	100.00
Fellowship Hall	----	100.00
Kitchen (cooking)	----	50.00
Staff fees		
Pastor	----	175.00
Organist	75.00	75.00
Sound Technician	75.00	75.00
Custodian	75.00	75.00

**Deposit will be returned after the event if the rented area of the church is left in the condition it was prior to renting.

Adopted by the Church Council on 6-23-2009; updated 1-13-15

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The preparation and performance of the Service of Holy Matrimony is a ministry of Marshall First United Methodist church. Holy Matrimony differs from secular marriage in that God is an intentional part of the marriage ceremony and the ensuing home which is being established. We offer a reverent, dignified, wedding worship service in our church sanctuary where the bride and groom make their sacred covenant, each to the other and to God, before those assembled for this joyful occasion. It is our hope that this brochure will be of help in your preparation.