

# Wedding Information Booklet



## Germantown United Methodist Church

525 Farmersville Pike

Germantown, Ohio 45327

937-855-2102

Email: [secretary@germantownchurch.com](mailto:secretary@germantownchurch.com)

[www.germantownchurch.com](http://www.germantownchurch.com)

**T**he entire Germantown United Methodist Church family congratulates you on your decision to be united in marriage! We believe that marriage is more than a legal contract that is entered into by two consenting adults. We see marriage as a covenant between two people and their Creator. Weddings are holy and sacred celebrations of the bonding of two lives in the grace and love of God and His son Jesus Christ. The following information is provided to you as a service of Germantown UMC in order that your wedding may be celebrated and enjoyed by all!

### **Church Facilities**

*The Sanctuary:* The center isle is approximately 45 feet long and our sanctuary seats approximately 190 guests. Nothing will be placed on the altar without prior permission from the officiating pastor.

There are separate rooms that are used for private dressing areas for the bride, bridesmaids, groom, and groomsmen. The bride's room is on the lower level of the building. Here you will find access to a restroom, mirrors, and plenty of room for the things you need. The groom's room is the Choir Room, which has its own bathroom.

We also ask that you respect your time allotment and practice cleanliness while using the building. The building is used in a variety of ways and you never know if someone will be using the space you are in shortly after you leave, so please try to pick-up after yourself as much as possible.

*Fellowship Hall* accommodates smaller informal gatherings before or after your rehearsal or wedding. Please talk to the officiating pastor if you are interested in renting this space for any reason.

For environmental, safety, and clean-up reasons, we do not permit the use of birdseed, rice, confetti, and/or balloons in or outside of Germantown UMC. Bubbles maybe used – OUTSIDE - the building under certain conditions. Please talk to the Wedding Coordinator and/or officiating pastor BEFORE planning to use these or any other items at Germantown UMC.

### **Reserving the Church**

To reserve your desired date you must first contact the church office to see if that date and a pastor are available. The Germantown UMC pastor must be available on your date in order for your wedding to take place at Germantown UMC. We simply do not "rent" our worship space for weddings.

Your date is guaranteed when your deposit of (\$100) is received and the date is reconfirmed with the pastor.

## The People who help your Wedding Celebration be memorable at Germantown UMC.

### Pastor

Pre-wedding meetings with the officiating pastor are required at Germantown UMC. Once your deposit is received and your wedding date is confirmed, you will need to meet with the pastor for several pre-marriage counseling sessions. The officiating pastor of your wedding celebration determines the exact number of sessions. The first meeting should take place no later than three months prior to your wedding date. You can schedule your meeting by contacting the officiating pastor.

It is preferred that one of the official United Methodist wedding celebrations be used. However, changes can be made in the celebration with consultation and approval from the officiating pastor. The officiating pastor is in charge of the wedding rehearsal and celebration. Prior to the ceremony they must approve whatever takes place during the rehearsal and wedding.

*Guest Pastors:* We do recognize and honor the diversity within the body of Christ. The officiating Germantown UMC pastor, after consultation with the bride and groom, must be the one to extend an invitation to any guest pastor to assist them in the worship celebration. The guest pastor should be another licensed clergy person. Please remember that the Germantown UMC pastor has final approval of anything that takes place in the wedding worship celebration including how and when another clergy person participates in the wedding.

### Wedding Coordinator

Germantown UMC will provide a Wedding Coordinator who works closely with the pastor and wedding party to assure that your wedding experience is positive and memorable.

Our coordinators are experienced and knowledgeable members or staff persons from the Germantown UMC congregation. They will meet with the bride and groom prior to the wedding and be present both at the rehearsal and the wedding. With the approval and direction of the pastor, they coordinate the behind the scenes activities of the wedding including: helping with decision regarding decorations, photographer times, and making sure everyone is on time and ready to go when needed. They are invaluable to your having a positive wedding celebration experience. If an outside coordinator is used, they may only “advise” the Germantown UMC coordinator and pastor.

### Church Organist

Germantown UMC has well-qualified, trained, and experienced organists. They would be happy to meet and discuss any of your desires for special music to be used in your wedding prior to the rehearsal. Your officiating pastor can also help you in this area. The pastor must approve ALL music prior to the night of the rehearsal. It is recommended that if you have a special request that you call the church office for the available organist’s contact information.

### **Sound Technician**

This person plays an important role during the wedding celebration. They assure that all sound equipment and recorded accompaniments (if applicable) are working and played properly. Germantown UMC requires them and thus are part of your overall usage fee.

### **Custodian**

They are also an essential part of your celebration here at Germantown UMC. They not only clean up after, they will reset rooms and other areas as needed.

### **Office Staff**

We help make sure the building is ready and available for you. We will also produce any bulletins, flyers and/or other materials needed for your wedding. You will provide the paper stock and the original. If color copying is involved, it is \$.10 per copy.

### **Church Vocalist**

Germantown UMC has several very talented singers. If you like to use one of them, depending on their personal schedule, they are available for an honorarium fee. For more information, talk to the pastor.

## People You are Responsible for Reserving and How They Fit in with Your Ceremony at Germantown UMC.

### Photographer

We recognize that photos are an important part of the wedding celebration and will be invaluable as you look back on your special day. They may be taken in the halls, rooms, courtyard, and the sanctuary.

You may, of course, choose any photographer you wish. We must insist, *with no exceptions*, that no flash photography be used by anyone in attendance during the worship celebration. This includes family and guests. Professional photographers are only permitted to take photos within the ceremony during the processional and recessional. The pastor will be happy to “reenact” any portion of the celebration immediately following the conclusion of the wedding. Photographers should consult with the officiating pastor and Wedding Coordinator prior to the wedding celebration regarding these policies.

Posed photos may be taken in the sanctuary up to 35 minutes prior to the start of the wedding and up to 90 minutes after the celebration. (Additional time before or after the celebration maybe arranged at \$25 per half an hour.) Extra time requests for photos should be arranged with the Wedding Coordinator prior to the night of the rehearsal.

Videotaping is permitted during the ceremony, but any cameras and operators must be placed in a position that does not interfere with anyone’s line of sight and the officiating Pastor must approve that position.

### Florist and Decorations

Floral decorations can be made with the florist of your choosing. If you are planning to have flowers spread by a flower girl, please also order an isle runner to protect the sanctuary carpeting. The center isle is 45 feet long. No flower pedals will be spread in the chancel area.

No flowers or decorations are to be attached to anything in the sanctuary. The use of *tape, nails, pins, staples, or tacks* is not permitted. We do have pew hangers available for use. It is strongly recommended that you and your florist consult with the Wedding Coordinator before planning or ordering any decorations or flowers that will need to be “hung”.

There are certain times of the year (Christmas and Easter specifically) in which the church will be decorated for the season and will need to remain that way. For specific questions, please talk to the church’s Wedding Coordinator and/or pastor.

## Other items that you may need to know

- ❑ Candelabras are available for a nominal fee. Please see the Wedding Coordinator.
- ❑ The Unity Candle has become a popular part for the modern wedding. If you choose to use one in the ceremony, it is your responsibility to purchase everything you will need for it – i.e. stand and DRIPLESS candles are required in the sanctuary.
- ❑ The State of Ohio requires that a license for marriage be obtained. A license is good for 60 days following the date of issue. You **MUST** bring a valid license with you on the night of the rehearsal.

Suggested address of the church for invitations and directions:

Germantown United Methodist Church  
525 Farmersville Pike  
Germantown, Ohio 45327

## To Get Started

Your date will be guaranteed once:

- ❑ the \$100 non-refundable deposit is received in the church office, along with the Wedding Reservation Form, and
- ❑ The date is reconfirmed with the Pastor.

Your deposit will be applied toward the total amount owed. In case of cancellation and/or rescheduling on your part, the church will keep the deposit.

## Fees

For members: The total fee is \$275

This amount includes the fees for the Wedding Coordinator, Organist, Sound Technician, and Custodian. *This fee does not include an honorarium for the Pastor.* If you desire more time on the day of your wedding beyond than two (2) hours prior and 90 minutes after, there will be an additional \$15 fee per hour.

For non-members: The total fee is \$625

This amount includes the fees for the use of the Building, Wedding Coordinator, Organist, Sound Technician, and Custodian. *This fee does not include an honorarium for the Pastor.* If you would like the use of the two Candelabras, there is an additional \$40 fee. For use of the Fellowship Hall, there is an additional \$200 fee. If you desire more time on the day of your wedding beyond than two (2) hours prior and 90 minutes after, there will be an additional \$25 fee per hour.

**The balance of all fees must be paid TWO (2) WEEKS prior to the wedding date.**

## Your Rehearsal

Your rehearsal will be a time of practicing the flow of your wedding. The date and time will be reviewed and confirmed throughout the process so that all persons can be scheduled.

You and the pastor will construct the various elements of your wedding ceremony in your last counseling session. You will know exactly how your ceremony will progress long before your wedding date. You will also have the information you need to produce a bulletin if you so choose. This also allows the rehearsal to go more smoothly and with less confusion.

Plan to have your wedding party and other invited guest at the church at the designated rehearsal time. If everyone has arrived, we will be able to finish the rehearsal in time for any later plans you might have.

The Pastor, Wedding Coordinator, and Organist will be at your rehearsal to help with the process. If you are having a vocalist in your wedding, that person needs to be at the rehearsal to practice with our audio technician. (Be sure the Pastor knows if you have a vocalist.)

### Rehearsal Checklist

- ❑ Bring your Marriage License packet with you and give it to the Pastor. Following the wedding, it will be signed, your copy will be given to your designate, and the Pastor will mail the final portion. You will receive your confirmation from the Probate Court in several weeks.
- ❑ Bring your Unity Candle and any other decorations you have cleared with the Wedding Coordinator.
- ❑ Review "Wedding Guidelines" to determine payment of fees for your wedding. Bring the balance of the fees to the church office prior to the rehearsal night. If you wish to write a check, make payable to Germantown United Methodist Church.

## Your Wedding Day

*Finally the day has arrived! All your hard work and plans come together to produce a beautiful and memorable wedding. Just a few more things to know:*

The church is open for you beginning two (2) hours prior to your ceremony. The Wedding Coordinator will be here and available to help you.

Posed photos may be taken in the sanctuary up to 35 minutes prior to the start of the wedding and up to 90 minutes after the celebration. (Additional time before or after the celebration maybe arranged at \$25 per half an hour.) Extra time requests for photos should be arranged with the Wedding Coordinator prior to the night of the rehearsal.

And please keep in mind that this is a place of worship. We simply ask that you respect it as such. Absolutely no alcohol or drugs shall be permitted on church grounds (in or outside of the building). There is absolutely no smoking in the building. We ask that you do not use profanity while in the building or on the grounds as well. Any member of the wedding party who is found under the influence of drugs, alcohol, or smoking in the building will be asked to leave immediately.