



WESLEY UNITED METHODIST CHURCH

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WEDDING POLICIES AND PROCEDURES

INTRODUCTION

According to the creation accounts in the book of Genesis, marriage is part of God's plan for creation. Many Old Testament laws were given to protect and preserve the family relationship. Christianity continues this tradition and shares a deep interest in enabling healthy and fulfilling families to form and endure. The Christian Church understands the wedding ceremony as a service of worship in which the Spirit of God becomes the unseen third party in the covenant union established between a man and a woman entering into holy matrimony.

Within this context, Wesley United Methodist Church welcomes you, our members and friends, who have been drawn together by love and who now desire to be married. The following policies are designed, insofar as possible, to provide for a truly Christian wedding celebration, outlining the services the church offers you, as well as your responsibilities to Wesley United Methodist Church and other individuals who will help make your wedding day memorable, beautiful and filled with grace.

FIRST STEPS

One of the first things you need to do is to read this wedding policy very carefully and resolve any questions or concerns you have before you schedule your wedding. After reading the policy, complete the "Wedding Information Form" and turn it in to the church office. Before a wedding can be scheduled, we need to clear it with both the church calendar and the pastor.

PREMARITAL COUNSELING

Once your wedding has been scheduled, you will be contacted by our pastor, Rev. Steve Hansen, who will set up the first of three premarital counseling sessions. *It is important that this first session be held at least two months prior to your wedding date.* This length of time is desirable to allow time to get to know one another, for everyone to feel comfortable working together and to allow you time to process issues which may be crucial to the success of your marriage.

Topics which are usually raised during the course of counseling include communication and conflict management styles, an exploration of families of origin, role expectations, life goals, sexuality and finances. You will also be asked to complete *Prepare*, an exercise which identifies a couple's strengths and growth areas and helps open up communication on a number of issues. (The cost of Prepare—\$35—is paid by the couple.)

SET THE TIME & PLACE FOR YOUR WEDDING, REHEARSAL & RECEPTION

Unless your wedding is very small and informal, a wedding rehearsal will be necessary, normally held the evening prior to the wedding. Rehearsals are usually scheduled early in the evening (5:00 or 6:00 p.m.) if there is a rehearsal dinner following. If all participants in the wedding party (including ushers) are punctual, the rehearsal ought to take no more than 45-60 minutes. Please present your marriage license to the pastor at the rehearsal. Fees and charges are normally payable at the rehearsal.

In order to avoid time conflicts, only one wedding will be scheduled on a given date. Due to our 5:00 p.m. Saturday worship service, it is our policy that Saturday weddings in the church will not be scheduled later than 3:00 p.m. The Sanctuary should be vacated by the wedding party no later than 4:30 p.m.

NOTE: All receptions in fellowship hall are to served by United Methodist Women (U.M.W.). Fellowship Hall receptions need to be cleared on the office calendar. Fellowship Hall capacity: 150 seated at tables, 200-250 seated in chairs only.

Small weddings may be held in the Chapel (50 guests). The pastor, secretary and/or custodian will be happy to take you on a tour and show off our facilities!

MUSIC

While music is not necessary at a wedding, most couples will want music that reflects their faith and love. Musical selections need to be discussed with the pastor as you plan the service. Wesley has a 3-manual organ, an Clavinova keyboard and a piano that may be used for weddings. If you plan to request a guest organist or keyboard player, please let us know so arrangements can be made to familiarize them with our equipment. A CD and cassette player is available through the sanctuary sound system. However, if you choose to use recorded music, please notify the church so we can provide a technician (cost: \$25).

CUSTODIANS

The Wesley custodians are Dick and Carol Jass. They have a major responsibility in preparing for your wedding and in cleaning afterward. Let them know of your plans well in advance...they appreciate it! They will help set up the worship area and make certain the kneeling bench, candelabra, etc. are in place.

CHURCH SECRETARY

The Wesley church secretary is Patty Strotzman (office phone: 423-6549). Patty will be glad to help you by answering any questions you might have and by assisting you with any bulletins/worship folders that you would like to have printed by Wesley church. Office hours are 8:30-3:00 Monday-Thursday. (Summer Hours: M-Th, 7:00 am - 1:00 pm)

WEDDING COORDINATOR

Wesley provides a wedding coordinator for each wedding. Contact Donna Rafferty at 424-5017. She will visit with you and help you in any way possible.

OTHER RULES AND REQUESTS

No smoking or drinking of alcoholic beverages is permitted in the building. Rice, birdseed and bubbles must be kept outside.

CANDELABRA, FLOWERS, UNITY CANDLE, ETC.

Most local florists are familiar with Wesley Church and will gladly assist you in planning your flowers, unity candle, white aisle runner, etc. Wesley Church has the following items available for the ceremony:

*Kneeling Bench

*Brass Candelabra (2) with permanent candles (insert candles for candelabra to be purchased by church, reimbursed by bride.)

*Brass Flower Stands (2) for altar flowers with inserts to be removed by bride to take to her own florist.

Decorating of the church and sanctuary can usually be done the day before the wedding. However, should a funeral be scheduled or another unavoidable conflict occur, decorations may not be able to be set out until some time on the day of the wedding. We will try to avoid such conflicts but they do occasionally happen and require everyone's cooperation.

DRESSING ROOMS

The Bride's Room (Upstairs Lounge) has been decorated for the convenience and pleasure of the bride and her attendants. Please leave it as you found it. (There is a key that locks the room. Please lock all valuables, men's included, in the room during the wedding when everyone's attention is on the sanctuary.) The groom and other men change in the downstairs lounge.

PHOTOGRAPHS

It is recommended that professional photographs be scheduled prior to the actual wedding to avoid excessive waiting. Due to distractions during the service, flash pictures during the wedding are prohibited. Couples are encouraged to note this in their wedding bulletins. Time exposures and videotaping are permitted. Video cameras may be located in an inconspicuous location at the front of the church or in the balcony. Check with the pastor during the rehearsal concerning video camera placement.



FOR THE RECEPTION

The Church has the following equipment and appointments for the bride's use:

2 silver coffee servers, trays, sugar & creamers, compotes for nuts & mints

2 silver candelabra (each will hold three 12" tapers)

Punch bowl

Silver knife for cutting cake (bride can provide ornamental bow, if she wishes)

Our church's women's group, United Methodist Women, are available to serve receptions in Fellowship Hall. The cost of this service is \$75 for 1-100 guests and \$5 for every additional 25 people (or fraction thereof).

Note: Cake, ice cream, nuts and mints, coffee and punch (no red punch allowed) will be furnished by the family. Each additional item, which the family will be responsible for furnishing and preparing, will be served at an additional charge of \$10.00 per item.

Services provided by the UMW Circle serving:

Arrange tables for reception.

Prepare coffee and punch to bride's recipe.

Serve plates to cake cutters.
Keep serving tables and punch bowl replenished.
Clear tables and wash dishes after the reception.

To be furnished by the bride (if desired):

Wedding Cake	Coffee	Mints
Cream & Sugar	Sandwiches	Napkins
Ice Cream	Nuts	Ice Ring for Punch
Candles (6, tall, desired color)		
Punch (ingredients and recipe)		

Bride provides following people:

2 cake cutters (instruct them how you would like cake cut)
2 coffee pourers
1 punch server
Gift Table Attendant(s) - 3 if gifts are to be displayed
Guest Book Attendant

FEES AND CHARGES

Fees are due at the time of the rehearsal or the day prior to the wedding. Fees are also subject to revision, so please check and verify. Fees are as follows:

WEDDING COORDINATOR: \$70

CUSTODIAN: \$50.00, wedding only; \$75.00 for wedding w/reception

CANDLES: at cost - \$4.00 for sanctuary candelabra inserts

KEY DEPOSIT (Upstairs Lounge): \$5.00, refunded upon return of key

BUILDING USE: Members - no charge

Non-Members: Sanctuary - \$125; Chapel - \$55; Reception - \$50.

PASTOR: No fee required for members

Non-Members: \$125

“Prepare” INVENTORY: \$35 (Payable to “Life Innovations, Inc” when you turn in the Prepare forms.)

NON-MEMBERS: \$50 upfront deposit (non-refundable) to set date on the calendar.

This is applied to building use fee.

BULLETINS/ WORSHIP FOLDERS: 10 cents/copy if folder is created in office; 5 cents/copy if copy is provided.

Please note: We don't want money to stand in the way of you having a church wedding. If the above charges present a financial hardship on you, please discuss your situation with the pastor. Also, if couples desire just a small, simple wedding, some of these charges may be waived at the discretion of the pastor.

