

Planning For Your Wedding
Pittsboro United Methodist Church
P.O. Box 276
Pittsboro, IN 46167
317-892-4784 or pumc@indy.rr.com

A Significant Step...

Marriage is a gift. It is a gift from God, the greatest of all givers. Marriage is intended to be received with joy and responsibility. We at Pittsboro United Methodist Church rejoice with you in the love that God has given. It is our desire to help you walk toward your wedding day, the official beginning of your marriage, with joy and clarity.

You will spend some time with the pastor in order to prepare for both the day of your wedding as well as the years of your promised life together. Three meetings in all will explore what each of you brings to the marriage and what the two of you together will be able to build. These are intended to be times of growth.

Marriage is God's idea. It is His plan. It is based on promises and pledges, which are intended to last forever. Because marriage is God's gift, it is His desire that it be begun and lived out in respect and awe. The choice to hold your wedding in a church is a good one, the choice to honor God in your wedding is a better choice and the choice to live out the years of your marriage with God as your guide is the best choice of all. It is our desire to help you make all of these choices reality.

We hope that the following information will be helpful to you and your family as you plan your wedding. Let us know if we can be of further assistance.

Pastor

It is assumed the pastor of this church will perform all weddings held here. If you desire another pastor to officiate at the wedding, he/she must be approved by the pastor. The pastor will meet with each couple who comes to this church to be married. The purpose is to walk with the couple on the journey towards a marriage seasoned by God's grace. The pastor does reserve the right to refuse to participate in a wedding service that he/she cannot in good conscience perform. This Church will support the decision of the pastor.

Sanctuary

The sanctuary has 32 pews and seats approximately 250 guests comfortably.

Music

Music and instruments to be included in the wedding service must be chosen in consultation with the pastor. There is a wide range of both traditional and contemporary wedding music available. Instruments available for use during ceremony include: baby grand piano, organ and clavichord. Other instruments are personal property of Church members and may not be used without express consent. If a Pianist is needed, the Church will assist in securing this service.

Photography/Video

The photographers and videographers should discuss arrangements with the pastor prior to the service. Couples are responsible to inform these individuals of this need. If a Sound Technician is needed, the Church will assist in securing this service.

Flowers & Decorations

Any flowers for the service are to be provided by the couple. Florists unfamiliar with the Sanctuary should consult with the pastor prior to decorating. All decorating of the sanctuary must be done in consultation with the pastor of the Church. No decorating of the Cross will be allowed, but other decorations are negotiable.

If you choose to “shower” the bride and groom as they depart from the premises, please do not use rice. We recommend birdseed and other environmentally friendly items.

Dripless candles (other than the altar candles), runners, etc. are to be provided by the couple. We recommend an aisle runner 100-125 feet in length. Candelabras are available for your use and hold seven (7) candles each. Dripless candles must be used. Candelabras are housed in the closet in Room #6 and should be returned to this closet following the ceremony.

Access to Church

Reservation of the Church for your wedding includes use of the facility the evening prior for your rehearsal and all day the day of the wedding. Unless otherwise arranged, the Church will be unlocked for your entry on the day of the wedding by 9:00 a.m. **Please be aware the Church is a secured facility. If there is a need to enter the facility early to decorate, arrangements must be made with the Church office ahead of time.**

Please note, anything moved/removed from the Sanctuary for your ceremony must be put back as it was found. All clean up should be complete by midnight on Saturday. In the case of weddings held on any day other than Saturday, special arrangements may be made with the Church office.

Receptions

The Fellowship Hall and Kitchen facilities are available for receptions for an additional fee. As with other parts of the wedding service itself, receptions should be planned after consulting with the pastor. The couple will be responsible for any breakage or damage to Church property.

Planning

- ❑ **Step 1** Contact the Church office (8:30 a.m. – 4:30 p.m., Monday – Friday) to determine availability of the pastor and building for your date of choice. This should be done as early as possible to insure you have your date of choice.
- ❑ **Step 2** Return the form entitled “**Wedding Planning Guide**” to the church office as soon as possible. We must have contact information on file. Upon completion of this form, you will receive more detailed information on the premarital wedding sessions.
- ❑ **Step 3** Make an appointment to begin pre-marital sessions with the pastor.
- ❑ **Step 4** Pay all fees at least two weeks prior to the wedding. If fees are not received by that time, it will be assumed your wedding plans have changed and your wedding will be removed from the Church calendar.
- ❑ **Step 5** Contact the church pianist about music selections and special arrangements such as soloists, instrumentalists, etc. if applicable
- ❑ **Step 6** Contact the florist, photographer, videographer and audio professionals to share Church policies.

Tours of the facility will be conducted during office hours (Monday through Friday 8:30 – 4:30) unless other arrangements are made.

There is to be no smoking or use of alcoholic beverages in the Church. The couple is responsible to see that all members of the wedding party and guests are aware of this.

We are glad we can be of service to you as you prepare for your wedding. However, we again ask that you remember the importance of this Church. Please respect it as you would your own home. You will be charged for any damage.

We will work with you to help make your wedding a meaningful and joyful experience. If you have any questions, please feel free to call (317-892-4784) or e-mail (pumc@indy.rr.com) the Church office.

God bless you in your life together...

Notes:

Pastor

Music

Flowers

Photographs

Reception

Pittsboro United Methodist Church - Wedding Planning Guide

MEMBERS

Date of Wedding _____

Time _____

Date of Rehearsal _____

Time _____

Name & Address of Bride

Cell _____

Email _____

Name & Address of Groom

Cell _____

Email _____

Number in wedding party:

Women _____

Men _____

Use of Fellowship Hall / Kitchen:

Yes _____

No _____

Number of expected guests

CHARGES:

Sanctuary No Charge

Fellowship Hall No Charge

Kitchen No Charge

Custodial Fee \$100.00

Pastor An equitable compensation is recommended

Pianist \$100.00

Sound Technician \$ 50.00

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NON - MEMBERS

Date of Wedding _____

Time _____

Date of Rehearsal _____

Time _____

Name & Address of Bride

Cell _____

Email _____

Name & Address of Groom

Cell _____

Email _____

Number in wedding party:

Women _____

Men _____

Use of Fellowship Hall / Kitchen:

Yes _____

No _____

Number of expected guests

CHARGES:

Sanctuary \$200.00

Fellowship Hall \$150.00

Kitchen \$100.00

Custodial Fee \$300.00 – \$150.00 refunded upon facility assessment

Pastor \$250.00

Pianist \$150.00 – Wedding only

\$200.00 – Rehearsal & Wedding

Sound Technician \$100.00