

Wedding Planning Guide

Updated 09/02/2014

Call the church office — Contact our church office as much in advance of the tentative wedding day as possible to find out if space is available for your chosen day. Don't forget to plan for the rehearsal, too! We can be reached Monday-Friday, 9:00 am - 4:00 pm, at 847-255-5112. When your wedding date is cleared on our church calendar, a pastor will call you to schedule pre-marital counseling sessions

Pastoral Presence — It is our policy that one of our pastors will officiate wedding ceremonies at FUMCAH. Pastors of other traditions may be invited to share in the service, and should be invited by your officiating pastor. Please inform the officiating pastor in your initial meeting if you would like another pastor to participate in your wedding ceremony. Your officiating pastor will be responsible for the service and rehearsal.

Pre-marital Counseling — In preparation for your ceremony, your officiating pastor will schedule a series of pre-marital counseling sessions with you. Pre-marital counseling is a required part of marriage preparation.

Payment — After an initial interview with the officiating pastor, a check for the church use should be left with the church office to reserve your wedding date on the church activity calendar. No changes may be made without consulting the pastor. If a wedding is cancelled 6 months prior to the wedding date, there will be a 75% refund; for the period of 3 to 6 months, a 50% refund; and with less than 3 months notice, there will be a 25% refund.

Order of Service — "The Celebration of Christian Marriage" in the United Methodist Church will be used for your wedding ceremony. And your officiating pastor will be happy to work with you in designing a celebration that reflects your character and is faithful to Christian tradition. As a congregation, we seek to include special cultural/ethnic traditions as appropriate. Your officiating pastor will discuss this with you further as you begin to plan your service. If we are asked to prepare a bulletin, there is an additional charge of \$50 for this service.

Church Musician — Our church musician will play for all weddings. Outside musicians can be employed/considered. For more information on this policy, or to inquire about outside musicians, please ask your officiating pastor. The officiating pastor and church musician will work with you to plan music used in the ceremony, including, if needed, a soloist.

Wedding Coordinators — Our volunteer wedding coordinators will work with you to choreograph the processional, recessional, and receiving line, as well as attend to the wedding party, and parents and grandparents, from the time you arrive at the church until you leave the church. There is no charge for this service. They will arrange to meet with you approximately two months prior to the wedding date to discuss your plans.

Rehearsals — Please make sure that all members of your wedding party are present at the scheduled time. Rehearsals typically take approximately 1-1/2 hours. Please bring your marriage license and all fees to the rehearsal. Rehearsal times are generally from 4:00 - 8:00 pm on the evening before the wedding.

License — To be married in this church, a marriage license must be obtained from any Cook County Clerk's Office. The closest office is the Rolling Meadows Court House, 2121 West Euclid Avenue, Room 238, Rolling Meadows, 847-818-2850. The license becomes effective one day after the date of issuance and is valid for 60 days after it becomes effective. Applicants must be 18 years of age. Both parties must appear at the County Clerk's Office with proof of age, proper identification, and the license fee. For additional and updated information, visit the website www.cookcountyclerk.com. A microfilm copy of the marriage or civil union license, which is the legal paper for all purposes, may be obtained from the County Clerk's Office. The pastor is responsible for sending in the license to the Court House after the wedding has taken place.

Flowers and Decorations — If you would like to donate your wedding flowers for use in our weekly worship celebration, please inform your officiating pastor. Aisle runners are available from the florist and retailers. Our church aisle is 75 feet long. Please do not nail, tack, or tape anything on the pews. You may use rubber bands, ties, or string to attach any pew decorations you use. There are 34 pews in the Sanctuary. Another 100 upholstered chairs can be added for an approximate capacity of 420.

Photographers/Pictures/Video — Flash photography is allowed before the wedding ceremony begins and during the recessional. Please do not use flash photography during the ceremony. We suggest that you return to the church after the ceremony and receiving line for pictures. Pictures may be taken before the ceremony as long as it does not delay the wedding. The church is available for pictures up to one hour after the receiving line. Photographers are not allowed in the chancel area. Videotaping of the wedding ceremony may be done unobtrusively. We have the capability to make a CD recording of the ceremony for the cost of \$3 a copy.

Tobacco and Alcohol Use — Please remind your wedding party and friends that no smoking or alcohol consumption is permitted in the church. It avoids embarrassment for everyone concerned if people are notified of this in advance. Please do not come to the rehearsal or the wedding intoxicated, as this will prevent the wedding from proceeding.

Gifts and Belongings — The wedding party should arrange to have someone pick up and be responsible for belongings left in the dressing room. Arrange before the ceremony to have someone responsible for gifts brought to the church.

Wedding Information Form

Dates and Times:

Date of Wedding _____ Time _____
Date of Rehearsal _____ Time _____
Sanctuary _____ Chapel _____ Rose Garden _____
Officiant _____ Members of FUMCAH? Yes No
Number of expected attendees _____

Couple's Information:

Name _____
Home Telephone _____ Work Telephone _____
E-mail address _____
Address _____
Age _____ Occupation _____
To what church do you belong/attend _____

Name _____
Home Telephone _____ Work Telephone _____
E-mail address _____
Address _____
Age _____ Occupation _____
To what church do you belong/attend _____

Wedding Party: (Circle ones you will use.)

G G G G BM Groom Bride MH BM BM BM BM
Name of Flower Girl _____ Age _____
Name of Ring Bearer _____ Age _____

Please complete this form and return to:
First United Methodist Church of Arlington Heights
1903 East Euclid Avenue
Arlington Heights, IL 60004

Your date will be secured when this form is received with fee! Thank you.

FEE SCHEDULE

| | Members ¹ | Non-Members and Non-Contributing Members |
|---|-----------------------------|---|
| Facilities² | | |
| Sanctuary (seats 420) | \$200.00 | \$600.00 |
| Chapel (seats 36) | \$100.00 | \$200.00 |
| Rose Garden (by special arrangement) | \$100.00 | \$200.00 |
| Pastor | A love gift is appropriate. | \$350.00 |
| Organist³ | | |
| Sanctuary | \$225.00 | \$250.00 |
| Chapel | \$125.00 | \$150.00 |
| Soloist , if provided | \$100.00 | \$100.00 |
| Bulletin , if provided | \$75.00 | \$75.00 |

¹ We do not receive members in order to reduce fees.

² This fee includes janitorial services and a sound technician fee.

³ This fee includes a brief consultation with the couple and organ/piano music for the wedding ceremony. If you wish to have your soloist rehearse with the organist, there is an extra charge of \$25.

Checks should be made payable to:

| | |
|-----------------|--|
| For Facilities: | First United Methodist Church |
| For Pastor: | Rev. Ouk-Yean Kim Jueng or Rev. Will Green or Rev. Lynn Mikels |
| For Organist: | Jeannie Workman |
| For Bulletin: | First United Methodist Church |

**A Service of Christian Marriage I
(The United Methodist Hymnal, Page 864)**

ENTRANCE

While the people gather, instrumental or vocal music may be offered. Here and throughout the service, the use of music appropriate for Christian worship is strongly encouraged. During the entrance of the wedding party, there may be instrumental music or a hymn, a psalm, a canticle or an anthem.

PRELUDE

PROCESSIONAL

GREETING

Friends, we are gathered together in the sight of God to witness and bless the joining together of *Name* and *Name* in Christian marriage. The covenant of marriage was established by God, who created us male and female for each other. With his presence and power Jesus graced a wedding at Cana of Galilee, and in his sacrificial love gave us the example for the love of husband and wife. *Name* and *Name* come to give themselves to one another in this holy covenant.

DECLARATION OF INTENTION

Pastor to the persons who are to marry:

I ask you now, in the presence of God and these people, to declare your intention to enter into union with each other through the grace of Jesus Christ, who calls you into union with himself [as acknowledged in your baptism].

Pastor to the Couple:

Name, will you have *Name*, to be your husband/wife, to live together in holy marriage? Will you love him, comfort him/her, honor and keep him/her, in sickness and in health, and forsaking all others, be faithful to him/her as long as you both shall live?

Response: I will

PRAYER

Let us pray.

God of all peoples, you are the true light illumining everyone. You show us the way, the truth, and the life. You love us even when we are disobedient. You sustain us with your Holy Spirit. We rejoice in your life in the midst of our lives. We praise you for your presence with us, and especially in this act of solemn covenant; through Jesus Christ our Lord. Amen.

To the Families:

The marriage of Name and Name unites their families and creates a new one. Do you who represent their families rejoice in their union and pray God's blessing upon them?

Family Members: We do.

To All Present:

Will all of you, by God's grace, do everything in your power to uphold and care for these two persons in their marriage?

All: We will.

SCRIPTURE READING(S)

SONGS

SERMON

INTERCESSORY PRAYER

Let us pray. . . .

Eternal God, Creator and preserver of all life, Author of salvation, Giver of all grace: Bless and sanctify with your Holy Spirit Name, and Name, who come now to join in marriage. Grant that they may give their vows to each other in the strength of your steadfast love. Enable them to grow in love and peace with you and with one another all their days that they may reach out in concern and service to the world; through Jesus Christ our Lord. Amen.

EXCHANGE OF VOWS

Bride/Groom:

In the Name of God,
I, Name, take you, Name, to be my wife/husband, to have and to hold
from this day forward,
for better, for worse,
for richer, for poorer,
in sickness and in health,
to love and to cherish,
until we are parted by death.
This is my solemn vow.

BLESSING AND EXCHANGE OF RINGS

These rings are the outward and visible sign of an inward and spiritual grace, signifying to all the uniting of Name, and Name, in holy marriage.

Let us pray.

Bless, O Lord, the giving of these rings, that they who wear them may live in your peace and continue in your favor all the days of their life; through Jesus Christ our Lord. Amen.

Husband/Wife: Name, I give you this ring as a sign of my vow,
and with all that I am,
and all that I have,
I honor you;
in the name of the Father, and of the Son,
and of the Holy Spirit.

LIGHTING THE UNITY CANDLE

DECLARATION OF MARRIAGE

(The couple may join hands. The pastor may place a hand on, or wrap a stole around, their joined hands.)

You have declared your consent and vows before God and this congregation. May God confirm your covenant and fill you both with grace.

Now that Name, and Name, have given themselves to each other by solemn vows, with the joining of hands, the giving and receiving of rings, and the lighting of the unity candle, I announce to you that they are husband and wife; in the name of the Father, and of the Son, and of the Holy Spirit. Those whom God has joined together, let no one put asunder. Amen.

SONG

BLESSING OF THE MARRIAGE

Most Gracious God, we give you thanks for your tender love in making us a covenant people through our Savior Jesus Christ and for consecrating in his name the marriage covenant of Name, and Name. Grant that their love for each other may reflect the love of Christ for us and grow from strength to strength as they faithfully serve you in the world. Defend them from every enemy. Lead them into all peace. [Let their love for each other be a seal upon their hearts, a mantle about their shoulders, and a crown upon their heads.] Bless them in their working and in their companionship; in their sleeping and in their waking; in their joys and in their sorrows; in their lives and in their deaths. Finally, by your grace, bring them and all of us to that table where your saints feast for ever in your Heavenly home; Through your Son Jesus Christ our Lord, who with you and the Holy Spirit lives and reigns, one God, forever and ever. Amen.

LORD'S PRAYER No. 895

Our Father, who art in heaven, hallowed be thy name; thy kingdom come; thy will be done, on earth as it is in heaven. Give us this day our daily bread. And forgive us our sins, as we forgive those who sin against us. And lead us not into temptation, but deliver us from evil. For thine is the kingdom and the power, and the glory, forever. Amen.

SENDING FORTH

God the Eternal keep you in love with each other, so that the peace of Christ may abide in your home. Go to serve God and your neighbor in all that you do.

Bear witness to the love of God in this world, so that those to whom love is a stranger will find in you generous friends.

The grace of the Lord Jesus Christ, and the love of God and the communion of the Holy Spirit be with you all. Amen.

PRESENTATION TO THE CONGREGATION

Brothers and Sisters in Christ,

I present to you _____

You may kiss.

GOING FORTH

The party may exit and then ushers return to escort the mothers out and then dismiss the congregation by row. The Bride and Groom may choose to come back in to greet and dismiss the people by row.