

WEDDING CHECKLIST (continued)

3–5 Weeks...

- Finalize and confirm:
 - Wedding vows and readings with your Officiant;
 - Shot list with your Photographer/Videographer;
 - Song list with your DJ/musician;
 - Timeline for the reception and who's giving the toasts;
 - Wedding night and honeymoon accommodations
- Obtain marriage license and complete name-change documents
- Pick up wedding rings and proofread any engraving
- Purchase wedding day accessories - guest book, cake servers, etc.
- Final dress/attire fittings

1–2 Weeks...

Give your caterer/venue the final guest count
Arrange seating and create the seating chart and/or place cards
Pick up wedding gown
Confirm arrival times and finalize the wedding timeline with vendors and the wedding party

The Day Before...

Assign someone to pack up your gifts/belongings after the reception
Have rehearsal and dinner

Wedding Day...

Arrive early to the church – at least two hours prior to the ceremony
Enjoy your wonderful day!

After the Honeymoon...

Write and send thank-you cards

FREQUENTLY ASKED QUESTIONS

Who do I contact in order to schedule my wedding?

At least three months prior to your wedding date, you will need to first contact the Church Administrator, Ann St. John, to confirm the availability of both the pastor and church for your wedding date. The date and hour must be arranged through the church office administrator and the officiating pastor.

Who can have their wedding at Frist UMC?

Our building is available to anyone in the community who wishes to celebrate the covenant of Christian marriage. However, priority is given to active members of the church and their immediate family when scheduling wedding dates.

How do I reserve my wedding date and the church?

Once you have contacted the Church Administrator to confirm the availability of the church and the pastor for your wedding date, you will receive a *Wedding Day Deposit Agreement*. In order to reserve your wedding date, you must sign and return this agreement to the church, accompanied with a money order or certified check for the member fee of \$100.00 or non-member fee of \$200. Your wedding date will not be reserved until the signed agreement and deposit are received. Checks and money orders should be made payable to: First United Methodist Church of Farmington. The only exception is when your wedding will be conducted off-site. In the event of an off-site wedding, the wedding day deposit should be made payable directly to: Rev. Dr. Anthony R. Hood

When is the balance due? (Building Use & Custodial Fees)

The balance is due no later than 60 days before the wedding date. Failure to remit the balance within this 60 day period may result in the forfeiture of your wedding date.

What are the fees for using the church facilities for my wedding? The cost is \$535 for members and \$935 non-members. A total of 4 hours are allotted for your wedding.

	<u>Members</u>	<u>Non-Members</u>
Pre-marital Counseling	\$100.00*	\$150.00*
Wedding Day Deposit (refundable)	\$100.00**	\$200.00**
Building Usage Fee	N/A	\$250.00
Wedding Coordinators (\$75 each)	\$150.00++	\$150.00++
Custodial Fee (Minor Cleaning)	\$35.00	\$35.00
Organist	\$150.00++	\$150.00++
Off-Site Deposit (refundable)	\$150.00***	\$200.00***

**The pre-marital counseling fee must be paid at the first counseling session.*

***This deposit is forfeited if your wedding rehearsal and/or wedding ceremony begins 30 minutes after the scheduled start time.*

****This deposit is made payable to Pastor Anthony and will become forfeit if the wedding rehearsal and/or the wedding ceremony begins 30 minutes after the scheduled start time.*

++Please pay these fees at the time of the rehearsal directly to the wedding coordinators and organist with separate checks and in envelopes.

What are the acceptable methods of payment?

The Church does not accept personal checks for payment. We accept cash, certified checks and money orders for payment. You may use a personal check for the Organist, Wedding Coordinators and Pre-Marital Counseling fees.

When will my Wedding Day Deposit(s) be returned?

Your deposit(s) will be returned to you within 10 business days after your wedding, if all of the following criteria have been observed:

- All decorations and garbage have been removed from the sanctuary.
- You vacated the property two hours after the completion of your wedding ceremony.
- All tables, chairs, restrooms, kitchen and the general premises are in good condition.
- There is no evidence of the serving and/or consumption of alcoholic beverages.

WEDDING CHECKLIST

10–12 Months...

- Develop a budget and establish top priorities
- Compile a preliminary guest list
- Choose your wedding party
- Find a venue for your ceremony and reception, and reserve your date
- Send “Save-The-Date” notice
- Find a wedding dress
- Secure caterer, photographer/videographer, officiant, wedding planner

6–9 Months...

- Find a florist, cake designer, DJ/Entertainment, transportation, invitation stationer
- Create gift registry
- Order bridesmaid(s), flower girl dresses

3–5 Months...

- Book rehearsal and rehearsal dinner location(s)
- Reserve all necessary party rentals and linens
- Order wedding favors
- Reserve men’s formalwear
- Finalize the guest list, invitation, ceremony readings and vows, catering details
- Purchase wedding rings
- Finalize honeymoon plans

6–8 Weeks...

- Mail invitations!
- Confirm date with vendors
- Research marriage license requirements and name-change paperwork

Can we have a photographer/videographer during the ceremony?

The wedding ceremony is a sacred event, celebrating the joining of two souls with God. Therefore we require photographers and guests to cease flash photography once the wedding ceremony has begun. Please place a note in the wedding program alerting your guests about this stipulation. Photographers are welcome to take pictures of the groom, wedding party and the bride as they proceed into and out of the sanctuary. Many photographers will take the majority of their pictures before and/or after the wedding ceremony. Videographer's are welcome to record the entire wedding service from an appropriate distance. If the videographer is in the front of the sanctuary, he/she is to be located in a corner of the Chancel.

Can I have a vow renewal ceremony at First UMC?

Absolutely! Vow renewal ceremonies are a meaningful way to reaffirm the commitment you made on your wedding day. The usage fees still apply, with the exception of the pre-marital counseling fee.

If I need to cancel my wedding, will I get my deposit back?

If for some reason, your wedding is cancelled, there will be no refund of your wedding day deposit if your wedding is cancelled less than six months from your scheduled wedding date. If your wedding is cancelled six months or more from the scheduled date of your wedding, there will be a 50% refund. You must submit your cancellation notice in writing directly to the pastor.

Does the church offer premarital counseling?

Yes, the pastor requires all couples married at First UMC to complete premarital counseling. Premarital counseling is crucial to the development of a strong marriage. A minimum of six counseling sessions are included in your fee. Couples who have been approved to have an outside clergyperson officiate their wedding, should schedule premarital counseling sessions with that clergy person.

Can outside clergy officiate weddings at First UMC?

The pastor of First UMC of Farmington reserves the right to officiate all weddings held at the church. However, exceptions can be made with the expressed permission of the pastor of First UMC of Farmington.

Is secular music allowed during our wedding ceremony?

In the United Methodist Church, the wedding service is considered a service of worship. Therefore, the music should be appropriate to a worship experience. The lyrics to vocal music, in particular, should be chosen to fit the mood of the occasion.

The organist will be happy to consult with you on appropriate music. Contact him through the church office or via his home phone **#586-228-8296** or his email is **hmkahl@comcast.net**. If you have recorded music, please bring this to the rehearsal, so that we can make sound adjustments, prior to your ceremony.

What time should the bride, groom and bridal party arrive?

The bride, groom and bridal party are expected to arrive two hours before the wedding is officially to begin. The two hour window allows for any unforeseen incidents while keeping your wedding on track to begin at the scheduled start time. Your wedding photographer can use this time take group pictures of your bridesmaids and groomsmen.

Will rooms be provided for the bridal party to get dressed?

Yes, rooms will be reserved for the bride, bridesmaids, groomsmen and groom to get dressed before the wedding. It is important that all members of the bridal party arrive at the church two (2) hours prior to the scheduled start of the wedding.

When can we decorate the sanctuary for the wedding?

You are invited to begin decorating the sanctuary one (1) hour before the wedding rehearsal, and up to one (1) hour after the wedding rehearsal. Couples are also invited to decorate the sanctuary three (3) hours before the wedding is scheduled to begin. We do not allow the use of nails, tacks, or staples on church walls or furnishings. All decorations must be removed within the first hour after the ceremony has concluded. Failure to do so will result in the forfeiture of your deposit.

Are we required to use First UMC's wedding coordinators?

Yes, you must use our wedding coordinators for your wedding. Our coordinators are an essential part of your wedding team, able to assist you in ensuring your wedding day is a wonderful experience. They will speak with you in advance to discuss the specifics of your wedding arrangements. Our wedding coordinators are Nancy Wlasuk (313)701-4299 & Nancy Merrell (248)-470-2827.

Is the wedding rehearsal mandatory?

Yes, a rehearsal is mandatory for all weddings held at First UMC. The wedding rehearsal is essential to ensure that your wedding day is anxiety free. We encourage you to have all the key participants in your wedding present for the rehearsal. It is important that all planning for your wedding be completed before the wedding rehearsal, so the rehearsal starts on time and runs smoothly. The rehearsal is your opportunity to give final instructions to your bridal party. Wedding rehearsals are scheduled the day before the wedding day between 5:00 p.m. and 7:00 p.m.

When should we bring the marriage license?

Bring the marriage license with you to the wedding rehearsal and leave it with the pastor. Please have the bride and groom sign the marriage license prior to, or during the wedding rehearsal. Make sure the two persons designated to sign the marriage license as witnesses are present for the wedding rehearsal. The witnesses need to be present at the wedding rehearsal in order to review the process of completing the marriage license after the wedding ceremony.

Can we make changes to the wedding ceremony?

Couples are welcome to write their own vows to make their wedding ceremony special. However, any changes to the wedding ceremony must be discussed and approved by the pastor.

