

## Union Memorial United Methodist Church (UMUMC)

*“Thank you for choosing the rituals and ceremonies of  
Union Memorial United Methodist Church  
for one of the most important days of your life.”*

**“Whoever lives in love lives in God, and God in them.” Ephesians 4:2**

### **WEDDING**

#### **Policies and Procedures**

The procedures outlined below are intended to clarify the meaning of being married under the authority of Jesus Christ and the Church, to preserve the historic integrity of Holy Matrimony and to help ensure that your marriage service will proceed as smoothly as possible.

Weddings are a joyous occasion in the lives of couples, where they formally declare their love and commitment to one another before their family and friends. Moreover, the Christian wedding is a sacred worship experience, where the couple acknowledges the need for God’s direction, no longer just as individuals, but as two covenant together to become one. Thus, weddings are an opportunity for us to set aside a day to celebrate what God has done and is doing in the life of the couple, but more importantly to prayerfully look ahead to the future of how God will keep them in the years ahead.

#### **Setting the Wedding Date and Premarital Counseling**

Wedding services will be performed by the Pastor/Ordained Associate Minister. All guest Pastors or Ministers must have permission from the Pastor.

**Please contact the church office (at least 6 months in advance, if possible) to schedule the date for your marriage.** This allows the Pastor and staff adequate time to properly prepare for your wedding. The Pastor will work with the Bride and Groom to decide on a definite date and to schedule premarital counseling sessions.

**\*The Pastor of UMUMC must follow the mandate of counseling with all persons desiring to be married.**

Considering the serious commitment that will be made during a wedding ceremony and expectation to carry this commitment out for a lifetime, all couples are required to undergo a minimum of eight (8) hours of marriage counseling. Credit for counseling will be given as follows:

\*Introductory Session @ no credit

\*(4) Four Pre-Marital Sessions @ 1.5 credit hours each

\*Attendance at four (4) Consecutive Worship Experiences @ 0.5 credit hours each

\*Ceremony Finalization w/Pastor @ no credit

Couples being married at the church by approved outside clergy are required to submit documentation of pre-marital counseling performed by licensed clergy or a licensed marriage counselor. **NO exceptions** will be made to the aforementioned requirement as the Pastor and the church seek to maintain standards that will nurture the institution of marriage for all couples.

### **Marriage License**

Each couple is responsible for securing a marriage license in the city and state in which the marriage ceremony will be performed. For ceremonies being performed at Union Memorial UMC, the license should be obtained from the City of Baltimore – **100 North Calvert Street, Rm. 628**

**Baltimore, MD 21202**

**M – F / 8:30 a.m. – 4:30 p.m.      Phone: 410-333-3780**

The license should be brought to the wedding rehearsal and submitted to the Pastor. The license will be signed by the Pastor or officiate, if other than the Pastor, immediately following the ceremony and a copy will be mailed back to the court on behalf of the couple.

### **Punctuality**

The church staff is committed to serving you in a competent, professional manner – often beyond the call of duty. Therefore, **the Pastor requires that both the rehearsal and wedding service start promptly at the agreed upon time.** Unless there are extreme and extenuating circumstances, the Bride, Groom, Pastor and two (2) Witnesses will be the quorum needed for a wedding to take place. In the event of such aforementioned circumstances in which guests are kept waiting longer than 30 minutes, the Pastor may make the recommendation to the couple for a postponement.

### **Rehearsals**

A rehearsal is necessary and therefore a required component of all weddings to ensure the smooth flow of the actual ceremony. Rehearsals, just as the actual ceremony will be under the direction of the Pastor. In the event that the couple has hired a professional wedding coordinator, this individual will assist in coordinating the necessary tasks in preparation for the ceremony, but will take their cue from the Pastor.

All members of the party are asked to show up at the appointed time and remain throughout the duration of the rehearsal to ensure that everyone is clear on their roles, responsibilities and staging during the actual ceremony, as well as their holding, prior to the ceremony. The rehearsal will begin and end on time as long as the Bride, Groom and Pastor are present.

It is the responsibility of the Bride and Groom to ensure that all members of the wedding party be respectful of not only the church, but also the Pastor. Failure for any member of the wedding party to do this may result in their being asked to leave at the request of the Pastor or ultimately cancellation of the entire ceremony.

## **Ceremony**

The Order of Worship and all other details regarding the wedding will be discussed, approved by the Pastor and rehearsed prior to the actual ceremony.

Inclusion of clergy in the wedding services being performed at Union Memorial UMC or at an offsite location under the officiation of the Pastor requires an invitation from the Pastor as “host” to the other clergy person.

## **Music**

All couples being married at UMUMC and requiring the services of our Minister of Music are required to negotiate the fees and services of the Minister of Music separately. Selections for the wedding should be discussed before the wedding. **Only appropriate instrumental or Gospel/Inspirational music may be played or sung for the wedding service in the Sanctuary.**

Guest musicians and soloist(s) should be approved by the Pastor and confirmed with the UMUMC Minister of Music prior to the wedding. Remember, your wedding will be a service where Christ’s presence will be celebrated and welcomed.

## **Photographer or Videographer**

Professional Photographers and Videographers must talk with the Pastor and/or designee in reference to the service. **Only professional photographers and videographers are permitted to move appropriately during the wedding service.**

## **Decorations of the Church**

Special floral arrangements are welcomed. If you do not have a florist, our staff will be happy to assist you in locating one. Consultation with a Trustee is required prior to any decorating. (i.e. Using tape or tacks on the walls, etc.)

## **Receptions**

If you desire to utilize the Fellowship Hall, please communicate your intentions to the Pastor when scheduling your wedding date. However, be advised that **no alcoholic beverages will be served on church premises and smoking is not permitted in the building or on church property.** In the event that a reception is to be held outside of the church’s facilities and it is the desire for the Pastor to be present to continue Pastoral duties, it is the responsibility of the couple to notify the Pastor prior to the day of the ceremony. Unless this takes place or an official wedding/reception invitation has been received by the Pastor to attend the celebration as an “official” guest, the Pastor’s services will conclude following the ceremony.

## **Custodian**

**The services of a custodian are needed to prepare for the wedding service, to prepare for the reception in the Fellowship Hall (if applicable) and to clean the Sanctuary after the service.** A suggested donation for custodial service will be presented to the Bride and Groom before the wedding date.

## Church Rental Agreement

**The UMUMC's Rental Agreement must be filled out and signed upon approval of the wedding date,** preferably during the initial meeting with the Pastor. In order to secure the requested date, a \$25.00 non-refundable deposit is due upon signing the Rental Agreement.

### Fees

All fees are to be made payable to the church in the form of money orders (or cash) **prior** to the scheduled wedding rehearsal. The fees for the Pastor, Organist and Musicians should be ***made out to the person(s) rendering services***. Failure to remit timely payments may result in the canceling of the ceremony. In the unlikely event that the ceremony is cancelled, all fees are non-refundable, including the Pastor's fee.

***In the event that any damage occurs to the church or its property during the usage, the couple will assume the responsibility of covering damages up to, but not exceeding, \$2,500.00 towards the cost of repairs or replacement of the damaged property.***

### Fees and Suggested Donation Amounts ~ Weddings

Pastor's Donation.....	\$225.00
\$850.00	Main Sanctuary & Social Hall & Full Kitchen
\$500.00	Main Sanctuary Only
\$450.00	Social Hall with Kitchen
\$200.00	Kitchen only
\$100.00	Love Chapel
\$100.00	Musician
\$ 75.00	Soloist
\$ 75.00	Custodian

Other arrangements or negotiated items and fees:

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