



# **Huntsville First**

United Methodist Church

## **WEDDINGS**

## HUNTSVILLE FIRST UNITED METHODIST CHURCH

# YOUR WEDDING

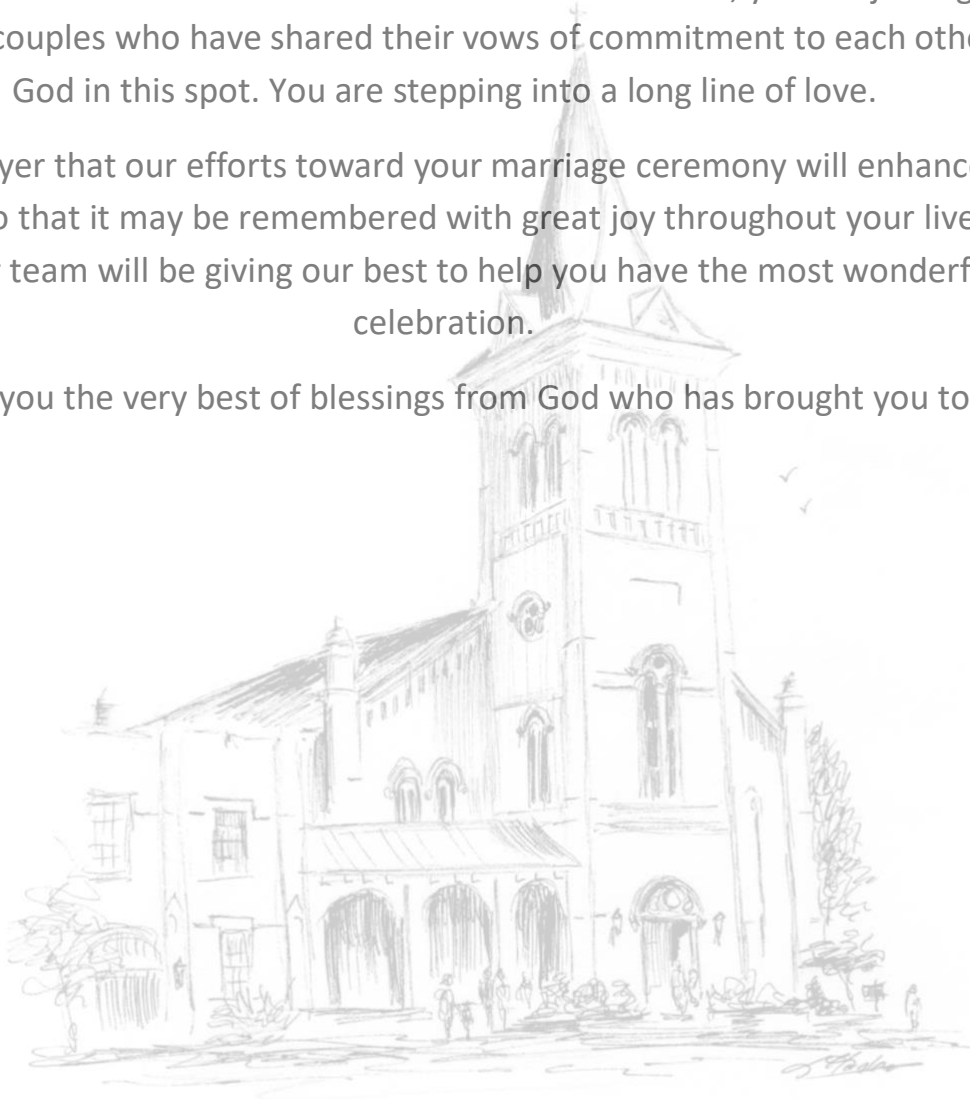
Congratulations! You are planning your wedding here at Huntsville First United Methodist Church. It is our honor to be a part of your special day.

Because you have chosen to be married in this historic church, you are beginning your marriage journey on Holy ground. We believe that marriage is a triune relationship which joins the couple with the living God. As you begin with God so shall you be able to call upon God in all your days together.

Because you have chosen to be married in this historic church, you are joining literally thousands of couples who have shared their vows of commitment to each other and to God in this spot. You are stepping into a long line of love.

It is our prayer that our efforts toward your marriage ceremony will enhance your wedding day so that it may be remembered with great joy throughout your lives. Please know that our team will be giving our best to help you have the most wonderful day of celebration.

We pray for you the very best of blessings from God who has brought you together.



## PLANNING YOUR WEDDING

### **6 months to 1 year before:**

Complete and submit your wedding application, found on our website:

<https://huntsvillefirst.org/weddings/>

Our Wedding Coordinator, will contact you once your wedding is approved and placed on the schedule of events.

Your wedding date is confirmed once you meet with the Wedding Coordinator, agree to the policies and pay your deposit.

### **4-6 months before:**

Schedule your marriage counseling sessions with your minister.  
Schedule a meeting with the Director of Music at [jillian@huntsvillefirst.org](mailto:jillian@huntsvillefirst.org).

### **1-2 month before:**

Final payment is due.



Final music selections are due.  
Schedule a meeting with the Church Wedding Coordinator.

## Historic Sanctuary

### WEDDING

Huntsville First United Methodist Church has three primary spaces set aside for weddings. The Historic Sanctuary seats 500, the Chapel seats 96, and the Wesley Worship Center seats 450 guests.

The use of the following is required by the church:

- A minister
- A Huntsville First wedding coordinator
- A Huntsville First organist

Outside bridal consultants may assist the bride and her attendants in the Bride's Room only.

The Bride's Room, Groom's Room, and Ceremony space are available three hours prior to the ceremony and 30 minutes after. Wedding parties may arrive at the church no more than three hours before the wedding.

Flower girls, ring bearers and attendants must be at least 5 years old. Pets are not allowed as attendants.

Weddings may be scheduled on a Holiday weekend if there is staff available to provide appropriate support. The weekends include: Memorial Day weekend, July 4th weekend, and Labor Day weekend. But, no weddings are scheduled the entire season of Advent including Christmas Eve, Christmas Day, or during Holy Week and Easter.

If there is more than one wedding on a Saturday, they will be schedule three hours apart.

### REHEARSAL

Rehearsals are held at 5:30 or 6:00 p.m. on the evening before your wedding. The wedding coordinator will conduct the rehearsal, with your minister in attendance.

The Order of Worship, traditions of seating, placement of attendants, instructions to the ushers and/or groomsmen and bridesmaids will be covered at the rehearsal. The members of the wedding party should remember that they are in a holy place dedicated to the worship of God and conduct themselves accordingly.

Huntsville First allows 60 minutes for the rehearsal. Please know how important it is for the wedding party to arrive on time to receive complete information and instruction. We suggest everyone involved in the rehearsal arrive at least 15 minutes before the scheduled time.

## **MUSIC**

We look forward to sharing a wonderful worship experience with you on your wedding day! Prior to your wedding, you will meet with Jillian Gardner, Huntsville First Director of Music, to select music for your ceremony. While considering vocal and instrumental selections for your wedding, please keep in mind all music must be classical and sacred, in keeping with the worship traditions of Huntsville First.

Should you wish to have a vocalist or instrumentalist (in addition to the organist) at your wedding, the music office can recommend musicians. Guest vocalists and instrumentalists may be invited to participate in the wedding, but must be approved by Huntsville First Director of Music. The text of vocal solos must contain Scripture and/or sacred poetry. Soloists and instrumentalists may rehearse one hour before the ceremony and must provide their music in the proper key at that rehearsal. Huntsville First does not allow taped accompaniment during the wedding ceremony.

The music office maintains a repertoire of pieces that have proven successful in ceremonies. The organ must be used for the entire procession and recession at a wedding.

Please contact the music office for a list of music suggestions and to schedule your music consultation. At this consultation, all music will be finalized and any additional questions answered. This must be completed one month before the ceremony. Please contact Jillian Gardner, Director of Music & Organist, at 256.539.5738 ext. 226, or [jillian@huntsvillefirst.org](mailto:jillian@huntsvillefirst.org), to schedule your time.

## **MINISTER**

The couple should contact a Huntsville First minister to invite him or her to officiate at their wedding and to arrange premarital counseling. Visiting ministers are welcome as approved by the Senior Pastor. If you wish to have a visiting minister, his or her full name, title, name of church/workplace, mailing address, phone number, email address, and a written statement acknowledging that they are the minister for your wedding ceremony will be required. The format and style of a wedding should be consistent with the church's tradition of worship with any visiting or staff minister chosen. The minister also will aid you in planning the Order of Worship for your service.

# ORDER OF WORSHIP FOR WEDDINGS

## THE PRELUDE

### THE SEATING OF THE GRANDPARENTS AND PARENTS

Musical Selection: \_\_\_\_\_

### THE PROCESSION OF THE WEDDING PARTY

Musical Selection: \_\_\_\_\_

### THE PROCESSION OF THE BRIDE

Musical Selection: \_\_\_\_\_

## THE GREETING

### THE DECLARATION OF INTENTION

### THE SCRIPTURE READING

### THE HOMILY

### THE EXCHANGE OF MARRIAGE VOWS

### THE BLESSING AND EXCHANGE OF RINGS

### THE PRONOUNCEMENT OF MARRIAGE

Lighting of the Unity Candle (optional)

Celebration of the Sacrament of Holy Communion (optional)

### THE PRAYER OF BLESSING

### THE LORD'S PRAYER

Sung by a soloist or prayed by the congregation

### THE BENEDICTION

### THE PRESENTATION OF THE BRIDE AND GROOM

### THE RECESSIONAL

Musical Selection: \_\_\_\_\_

## **PHOTOGRAPHY & VIDEOGRAPHY**

Because a wedding is a worship service, Huntsville First United Methodist Church does not allow flash photography during the ceremony. This policy is enforced and includes professional photographers, family, friends and guests. Please be sure that they are informed so they may respect the sacredness of our worship place and service. We provide approved areas for professional photographers and we do not permit movement or positioning of the photographer during the service.

During the recessional, the photographer may take pictures of the wedding party from the back of the church at the double doors.

All professional photography may begin no more than three hours before the ceremony. Any pictures taken prior to the ceremony in the worship areas must be completed 45 minutes before the ceremony begins. Photography may continue in the Bride's Room, Groom's Room, and other areas that are not in the Sanctuary, the entrances to the Narthex of the Sanctuary, the Foyer to the Chapel and the Wesley Center First Floor Atrium. Any pictures taken after the ceremony must be completed within 30 minutes.

Videographers must assume a fixed position in the worship spaces and will be directed to these spaces by the wedding coordinator. Videographers may not move during the ceremony and must remain as unobtrusive as possible. No cameras, microphones, recording devices or special lighting are allowed in the chancel area of any worship space.

## **LIVE-STREAMING**

Huntsville First may provide live-streaming and recording of the ceremony for an additional fee. Live-streaming will be restricted access such that only those with a link may access the feed. Recordings will be transferred within two weeks of the wedding on a USB. From there any burning of DVD's are for the client to create. The online livestream will remain available indefinitely (unless asked otherwise) to re-watch for those with a link. Upon receiving the recording on USB, the client has full rights.

\*If another company is used to live-stream, they must bring all of their own equipment and must set up and tear down in the time already provided to the wedding party.

## **FLOWER ARRANGEMENTS AND CANDLES**

For Sanctuary weddings, flowers should be provided and remain at the church for Sunday services. Flowers, greenery, and candles are the only items which can be used for decoration. Huntsville First provides white parament with gold trim to be used at weddings. Pew ends may be marked with bows or ribbons. No tacks, glue, tape or nails are allowed.

Two brass floor candelabrams can be provided at no additional fee. There are 24 window candles that reside on the window sills of the Sanctuary's stained-glass windows. These can be used for an additional fee of \$120. Whether they are used or not, the window candles will remain and cannot be decorated.

There are 12 pew torches available for use for an additional fee of \$120. These have pre-determined locations on the pews and in the Chancel.

All decorations furnished must be removed within one hour after the ceremony ends.

## **BUILDING**

The latest start time for any wedding is 6:00 p.m.

No alcoholic beverages are permitted on church premises.

Smoking or use of any tobacco products is not permitted on church premises.

Food and beverages are allowed only in rooms designated for the wedding party prior to the ceremony. No food or beverages are allowed in the Sanctuary, Chapel, or Wesley Worship Center at any time.

Fresh flowers or fresh petals cannot be dropped on the carpet in preparation for the bridal processional. Silk flowers are permitted.

No rice, confetti, or potpourri can be used on church premises.

Bird seed cannot be used inside or stored within church buildings, but may be handed to guests outside and thrown away from the buildings.

The church is an open building — Huntsville First cannot be held responsible for valuables left in the building. Purses and valuables should not be left unattended.



## Chapel



## Wesley Worship Center

## WEDDING FEES

Wedding fees at Huntsville First United Methodist Church include the following:

- Huntsville First wedding coordinator and assistants
- Huntsville First organist
- Use of Sanctuary, Chapel, or Wesley Worship Center
- Use of Bride's and Groom's Room

To secure your wedding date, please submit the reservation fee. Your remaining balance is due one month before your wedding date.

	<u>*Member</u>	<u>Non-member</u>
Sanctuary Wedding	\$1,025.00	\$2,000.00
Chapel Wedding	\$880.00	\$1,200.00
Wesley Worship Center	\$1,385.00	\$1,800.00
Reception- Fellowship Hall	\$245.00	-----
Reception- Parlor	\$75.00	-----
Sanctuary Pew Torches	\$120.00	\$120.00
Sanctuary Window Candles	\$120.00	\$120.00
Wedding Reservation Deposit	\$200.00	\$400.00
Refundable Security Deposit	-----	\$500.00
Live-streaming	\$400.00	\$400.00

\*To be considered a contributing member of Huntsville First UMC, a person has committed their prayers, presence, gifts and service to the church for at least 6 months.

## YOUR MARRIAGE LICENSE

It is the responsibility of the couple to obtain a marriage license prior to the wedding. You are advised to check with one of the 67 county Probate Judge's Office within the State of Alabama in order to fully understand all of the policies and procedures to file your marriage certificate.



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United Methodist Church

HUNTSVILLE FIRST UNITED METHODIST CHURCH

120 GREENE ST SE, HUNTSVILLE, ALABAMA 35801

256-539-5738 | [www.huntsvillefirst.org](http://www.huntsvillefirst.org)



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HUNTSVILLE FIRST UNITED METHODIST CHURCH  
WEDDING POLICY SIGNATURE PAGE

I have received and read all of the contents in the HFUMC Wedding Policy and agree to abide by these policies and procedures. Furthermore, I agree to explain policies and procedures to all members of the wedding party. I understand HFUMC Wedding Coordinator and Wedding Custodian have the authority to administer these rules.

I understand the payment of the first deposit confirms the wedding date on the church's calendar. The remaining balance and any refundable deposit (non-members) are due the month before the wedding.

\_\_\_\_\_  
Bride's Printed Name

\_\_\_\_\_  
Bride's Signature

Date \_\_\_\_\_