



Huntsville First
United Methodist Church

WEDDING POLICY

HUNTSVILLE FIRST UNITED METHODIST CHURCH

This policy shall be effective June 5, 2023 and shall supersede the previous issue of this policy.

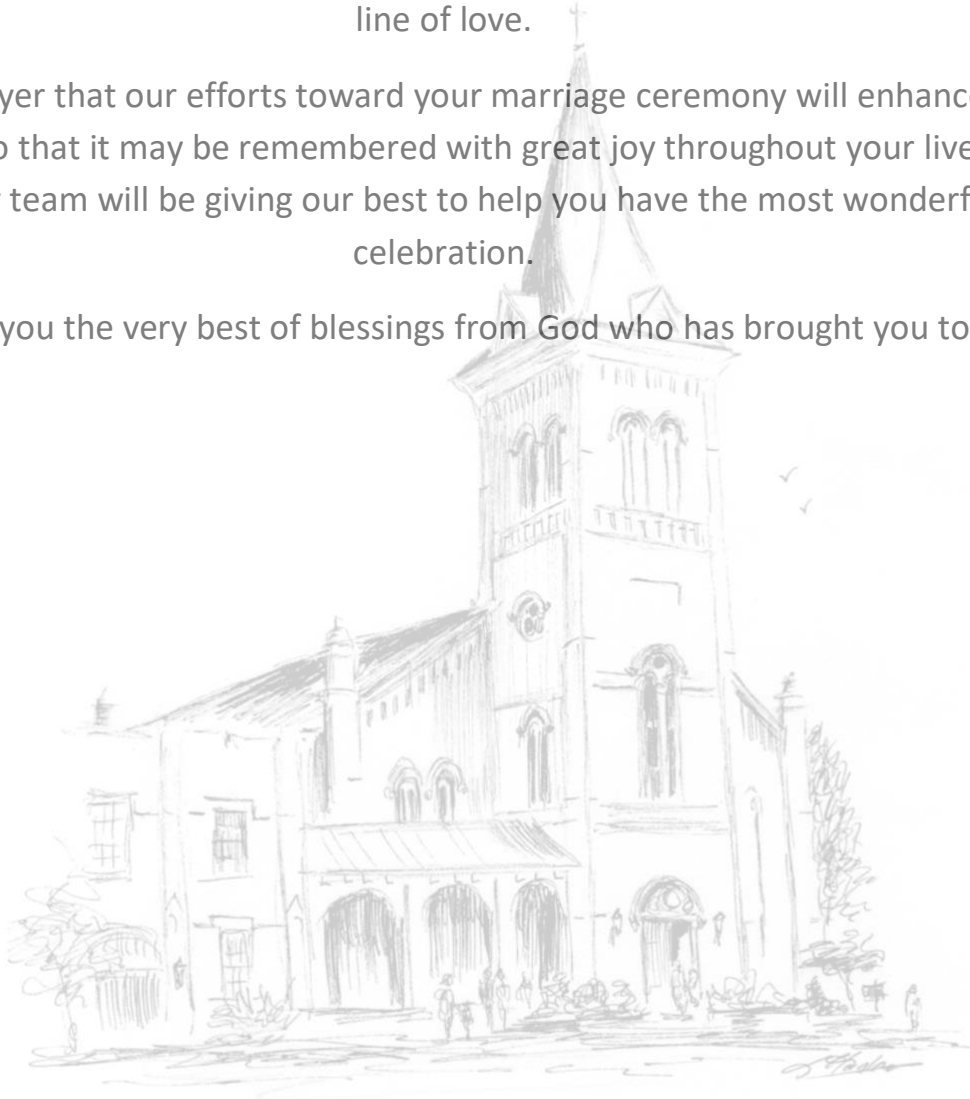
OUR WEDDING

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 or more before:

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

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

Non-members must wait until **one year** before their requested wedding date to submit an application.

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

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

4-6 months before:

Schedule your marriage counseling sessions with your minister.

Contact the Director of Music at 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 IN THE SANCTUARY

Huntsville First United Methodist Church has a beautiful center aisle in the Historic Sanctuary that seats 500 guests.

The use of the following is required by the church:

- A minister/officiant
- A Huntsville First wedding coordinator, wedding assistant
- A Huntsville First organist

Outside bridal consultants may assist the bride and her attendants in the Bride's Room only. The HFUMC wedding coordinator may request assistance from the outside bridal consultant as needed.

The Bride's Room, a 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.





Chapel

WEDDING IN THE CHAPEL

Huntsville First United Methodist Church has a lovely Chapel that seats 60. The use of the following is required by the church:

- A minister/officiant
- 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 HFUMC wedding coordinator may request assistance from the outside bridal consultant as needed.

The Bride's Room, a 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.

Wesley Worship Center



WEDDING IN THE WESLEY WORSHIP CENTER

Huntsville First United Methodist Church a large contemporary space with a center aisle that seats 450 guests.

The use of the following is required by the church:

- A minister/officiant
- A Huntsville First wedding coordinator, wedding assistant
- Tech person • Contemporary musicians

Outside bridal consultants may assist the bride and her attendants in the Bride's Room only. The HFUMC wedding coordinator may request assistance from the outside bridal consultant as needed

The Bride's dressing area, a 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.

SPECIAL DATES

Weddings may be scheduled on a Holiday weekend if there is staff available to provide appropriate support. Weddings may be scheduled during Advent but, not on Christmas Eve, Christmas Day, or during Holy Week and Easter Sunday. If the Sanctuary, Chapel or Wesley Worship Center are set up or decorated for a special service, it will remain as is and cannot be changed. If there is more than one wedding on a Saturday, they will be scheduled three hours apart.

REHEARSAL

Rehearsals are held 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. Everyone involved in the ceremony must be at the rehearsal and everyone arrive at least 15 minutes before the scheduled time.

MUSIC IN THE SANCTUARY AND CHAPEL

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 UMC 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 held in the Sanctuary and chapel. All music selections must be approved in advance with a deadline of 1 month prior to your wedding ceremony.

MUSIC IN THE WESLEY WORSHIP CENTER

Prior to your wedding, you will meet with Reid Rainwater, Huntsville First UMC Director of Contemporary Music, to select music for your ceremony. While considering vocal and instrumental selections for your wedding, please keep in mind all music must be sacred, in keeping with the worship traditions of Huntsville First.

Guest vocalists and instrumentalists may be invited to participate in the wedding, but must be approved by the Music office. 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.

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/officiants are welcome as approved by the Senior Pastor. If you wish to have a visiting minister/officiant, 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/officiant chosen. The minister/officiant 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 only.

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.

(Live streaming is not available with a Chapel wedding.)

*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 and Chapel weddings, flowers can be provided and can 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 paraments 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 candelabums and 24 window candles (8 window candles in the Chapel) that reside on the window sills of the stained-glass windows can be used for an additional fee. Whether they are used or not, the window candles will remain and cannot be decorated. There are up to 12 pew torches available for use for an additional fee, but these may not be decorated. The torches have pre-determined locations on the pews and in the Chancel. Wreaths are not allowed on the outside doors.

All decorations furnished must be removed within 30 minutes after the ceremony ends.

For Wesley Worship Center weddings, Flowers, greenery, and candles are the only items which can be used for decoration and should be removed within 30 minutes after the ceremony ends. Two flower arrangements may be placed at the front of the stage on columns.

The piano and chairs stay in place. The altar and prayer kneelers can be moved upon request. Band equipment can be moved upon request (charge to be added to the fees). A small table outside the main entrance of the worship area may be used for flowers/guest book. The 6' tables in the lobby may be used upon request for a gift table/guest book. A white kneeler for bride and groom is available upon request.

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.

WEDDING FEES

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

- Huntsville First UMC Minister*
- Huntsville First wedding coordinator and assistant
- Huntsville First Organist
- Use of worship area and use of a Bride's and Groom's Room

To secure your wedding date, please submit the reservation deposit after discussing and signing the Wedding Policy with the Wedding Coordinator. Your remaining balance is due one month before your wedding date.

*If a non-HFUMC minister/officiant is approved/attends the wedding ceremony, then this fee will be deducted from the total fee and the bride/groom will be responsible for this independently. If the groom wishes to pay this fee, then a separate check for this portion may be paid separately.

**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.

Sanctuary Wedding

Member**

Non-member

Total Fee*	\$1,450.00	\$2,600.00
Includes Reservation Deposit	(\$200.00)	(\$400.00)
Refundable Security Deposit	\$0.00	\$500.00

*Use of Sanctuary, bride & groom rooms, wedding coordinator and assistant, Organist, Minister honorarium.

Sanctuary Pew Torches (12	\$120.00.	\$120.00
Sanctuary Window Candles (24)	\$120.00	\$120.00
Brass floor candelabrum (2)	\$120.00	\$120.00
Live-streaming	\$400.00	\$400.00

Chapel Wedding

	<u>Member**</u>	<u>Non-member</u>
Total Fee*	\$1,250.00	\$1,900.00
Includes Reservation Deposit	(\$200.00)	(\$400.00)
Refundable Security Deposit	\$0.00	\$500.00

*Use of Chapel & bride & groom rooms, wedding coordinator, Organist, Minister honorarium.

Chapel Window Candles (8)	\$40.00	\$40.00
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Wesley Worship Center

	<u>Member**</u>	<u>Non-member</u>
Total Fee*	\$1,750.00	\$2,900.00
Includes Reservation Deposit	(\$200.00)	(\$400.00)
Refundable Security Deposit	\$0.00	\$500.00

*Use of Worship Center& bride & groom rooms, wedding coordinator and assistant, musicians, Minister honorarium, tech support of basic music, lighting, back stage lighting.

Brass floor candelabrum (2)	\$120.00	\$120.00
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YOUR MARRIAGE CERTIFICATE

It is the responsibility of the couple to complete the marriage certificate form.

To fully understand all of the policies and procedures for filing your marriage certificate, please refer to:

<https://www.madisoncountyal.gov/departments/probate-judge/areas-of-service/marriage-licenses>



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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 or Groom's Printed Name

Bride's or Groom's Signature

Date _____