



# Wedding Ceremony Information

Website: [aldersgateumc.org](http://aldersgateumc.org)

## Weddings at Aldersgate

Aldersgate United Methodist Church is pleased that you are interested in our church for your wedding. A church is a most appropriate place for the uniting of two people, and its altar is a fitting place for exchanging marital vows. We are glad to provide wedding ministries for our members as well as couples who **do not have a church home** in the Evansville area. A church wedding is a Christian worship service, and all preparation should be made with this in mind. Our pastor will serve as the lead officiant for the wedding. He or she may be assisted by another pastor, if you choose, but only in consultation with, and with approval of, the officiating Aldersgate pastor.

## Scheduling Your Wedding

In the process of choosing your wedding date it is important to consult with the church office on the availability of the church facilities. All weddings must be booked at least 3 months in advance. Although, to ensure the date is available, you may wish to contact us well in advance of this. Once you have chosen a date, your rehearsal will be scheduled for the day prior to your wedding at a time agreed upon by the bride, groom and pastor. Your wedding date will be confirmed on the church calendar when your deposit is received. Contact information, for the pastor, organist and wedding hostess, will be given to you when the wedding is confirmed. It will be your responsibility to contact and schedule appointments with the pastor, the church organist and our wedding hostess at least 3 months prior to the wedding date.

## Facilities

The sanctuary at Aldersgate United Methodist seats up to 350 people.

It is complimented by our beautiful glassed-in Atrium as the main entrance to the sanctuary.

In addition to use of the Sanctuary for your wedding, you will also have use of a room for the bride and her attendants to dress in, and a room for the groom and groomsmen to dress in.

## General Information and Restrictions

Smoking and the consumption of alcoholic beverages are prohibited in and on the church grounds. A vending machine with water and soft drinks is located down the main hallway from the office entrance. Food or drinks are **NOT** permitted in the Sanctuary at any time. You may bring refreshments into the Bride and Groom's rooms only. Aldersgate United Methodist Church is not liable for items left on the property.

## Fees

Our wedding package includes the Aldersgate pastor, pre-marital counseling, Aldersgate's organist, wedding hostess and custodian and the use of the sanctuary, bride's dressing room and groom's waiting room for the rehearsal and wedding.

**Member: \$300.00 (plus a \$200 refundable security deposit)**

**Non-Member: \$1600.00 (plus a \$200 refundable security deposit)**

*(We are glad to provide wedding ministries for couples who do not have a church home-regularly attending another church-in the Evansville area)*

- A security deposit of \$200.00 is required to confirm your date with Aldersgate. Your deposit will be returned to you within two weeks following the wedding.
- **The \$200 deposit will not be refunded if the wedding is cancelled within three months of the wedding date.**

Your full fee is due one month prior to the wedding date.

Checks should be made payable to Aldersgate United Methodist Church.

## **Building Access**

The building and assigned rooms will be open for your use **two (2) hours before and one (1) hour after your wedding**. Please arrange with your florist, photographer and/or videographer to arrive accordingly. Please make arrangements to promptly remove all decorations and belongings from the sanctuary and dressing rooms immediately following your ceremony.

If you require additional time for preparation, you may reserve these rooms for an additional \$50.00 per hour. (This is to pay for additional custodial fees, due to the fact that our custodian is to be on site at all times.)

## **Pre-Marital Counseling**

United Methodist pastors are both obligated and privileged to counsel with couples who plan to be married. The pastor will work with the couple to develop a ceremony that will suit their wishes and personalities, and will work through, with the couple, the meanings and values to be considered in developing a Christian marriage. These sessions will need to be scheduled well in advance of the wedding day. . **It is the couple's responsibility to contact Aldersgate's pastor after the date has been confirmed and a deposit has been paid.**

## **Wedding Hostess**

Aldersgate UMC wants to make your wedding worry and hassle free. We are pleased to provide a "wedding hostess" who will assist you with your needs at your rehearsal and the day of the wedding. Your wedding hostess will meet with you prior to your wedding rehearsal to clarify all the details as they relate to Aldersgate's facility. Your wedding hostess will arrive the day of your wedding two (2) hours prior to the start of the wedding. Outside coordinators/planners are welcome; however, the pastor and/or the wedding hostess of Aldersgate have the final decision pertaining to details of the rehearsal and wedding at the church.

**It is your responsibility to contact the hostess once the wedding date has been confirmed on the church calendar.**

## **Music**

Your service of marriage is a service of worship. The wedding therefore should reflect the God-centered focus that characterized all worship services. Our organist's services are part of the wedding package. Aldersgate's organist will be glad to suggest appropriate selections. If you are having instrumental or vocal music for your service, please be sure to discuss possible selections with the pastor or the organist. If there are any questions regarding music, the final decision is made by the organist and/or the pastor. Special music is to be purchased by the couple and is theirs to take after the wedding. The use of recorded music and accompaniment tapes is not permitted. It is your responsibility to call the organist set up an appointment.

## **Photography**

Flash pictures may be taken during processions and recessions. **Under no circumstances are flash pictures to be taken during the ceremony.** "Available light" photography is acceptable.

A videographer may be located in the choir loft, to one side, and placed upon a stationary tripod.

If the minister is to be included in the posed pictures following the ceremony, he/she should be notified prior to the ceremony, and such pictures should be the first ones taken immediately following the ceremony.

## **Flowers and Decorations**

Nothing is to be moved or rearranged on or near the altar area. If using pew decorations, please use caution on the wood, so not to scratch. **All candles must be dripless.** We ask that all flowers, candles and decorations be removed immediately following your pictures.

The Sanctuary is sometimes decorated by the church for church seasons or other special occasions. These decorations take precedence over other Sanctuary activities. If the time of your wedding coincides with such decorations being present, the church decorations will remain in place.

## Furnishings Available

Aldersgate UMC has the following items available for you to rent for a minimal fee:

**The Candelabra rental fee waived for Aldersgate members.**

### **Non-Members Furnishing Charge:**

Pew Candelabras may be rented for a fee of \$15 a pair or \$120 for the set of 16 to be placed every other pew. (See Wedding Covenant)

Altar Candelabras may be rented for a fee of \$30.00 a pair. We have four candelabras that hold seven candles each. (See Wedding Covenant)

Hurricane lamps for the six windows available at no additional fee, (hold 10" taper or 6" pillar candles)

Kneeling bench available at no additional fee.

**\*\*We will supply ALL the WHITE dripless candles.**

**Cost: .50 per candle (10" taper)**

**Cost: 4.99 per candle (6" pillar)**

We **do not** have an aisle runner. The center aisle measures 6' wide and 40' long.

## Rice, Seeds, Etc.

For reasons of personal safety, potential property damage and clean up challenges, rice, birdseed, confetti and similar materials are **NOT** permitted. Real flower petals **may not** be scattered by a flower girl inside. You **may** use real flower petals instead of rice following the ceremony, **if they are handed out outside**. Wedding bubbles are permitted outside; however, all refuse from them must be collected by someone in the wedding party/family. Similarly, the use of balloons is discouraged due to the choking hazard they present to children and wildlife. Balloons are **not permitted inside**.

## Bulletins

Some couples wish to use bulletins as a guide and souvenir for their wedding. This allows songs and participants in the wedding to be identified. If bulletins are to be used, couples are encouraged to have them commercially printed. The minister will assist in providing a bulletin format if requested.

## Rehearsal

The rehearsal date and time will be confirmed at the same time as the wedding date.

Ninety (90) minutes is set aside for your rehearsal that will be conducted by Aldersgate's pastor and wedding hostess. The rehearsal will consist of an actual "walk-through" of the entire ceremony by the bridal attendants, parents of the bride and groom, ushers and musicians. (If there is to be a vocalist, he/she may wish only to sing a few bars of the musical score in order to familiarize those participating in the ceremony with the pieces.) The rehearsal should take only 30-45 minutes following the 30-minute gathering time, for a total of no more than 90 minutes. **It is very important that everyone be on time.**

### **Those who should attend the rehearsal are:**

Bride, groom, bridal attendants, groomsmen, flower girl, ring bearer, ushers, parents of the bride, parents of the groom, musicians and scripture reader(s).

## License

Please present the Wedding License and the Marriage Certificate to the pastor prior to rehearsal. Contact the County Clerk in the county of bride's or groom's residence for specific information concerning the obtaining of a license.

## Additional Rooms Available

There are rooms available for your rehearsal dinner and/or reception for additional fees.

The Family Life Center, seating capacity 300. The Atrium, seating capacity 100.

Contact the church office at 477-7816 or aldersgateum@sigecom.net for more information.