

# *WEDDINGS AT*

## **Friendship United Methodist Church**

1025 Springfield Pike

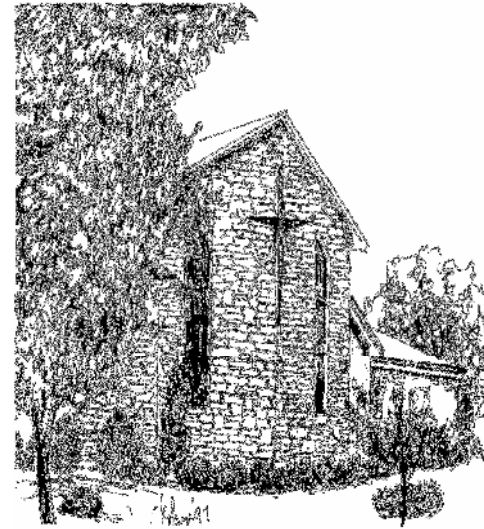
Wyoming, OH 45215

Telephone: 821-5725 Fax: 821-6060



2-28-02

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## **Friendship United Methodist Church**

1025 Springfield Pike  
Cincinnati, OH 45215

**Phone: 821-5725 Fax: 821-6060**

Web Address: [www.friendshipumc.info](http://www.friendshipumc.info)

**Office Hours: 8:00 AM - 2:00 PM Monday-Friday**

**Worship: 9:30 & 11:00 AM**

**Sunday School: 9:30 AM**

**(Nursery at All Services)**

**R. Stuart Rammes, Pastor**

### **Our Vision is to . . .**

Create a positive and thriving Christian environment that will draw those  
it touches closer to Jesus Christ, our model for faith and living. . .

\*through worship and education

--rich in Word, song and substance

\*through fellowship that is inclusive

\*through caring that is responsive to need

\*through service to the community--local and worldwide.

## TO THE BRIDE AND GROOM:

If you are thinking of celebrating your Christian marriage at Friendship United Methodist Church, then this booklet will be very helpful. It sets forth the meaning of marriage, possibilities for its proper celebration, and arrangements that the church can provide.

Christian marriage is a life-long union of a man and a woman based on sacred vows made before God and witnesses. The ceremony is a worship service of deep reverence and significance, and is under the direction of the pastor. Accordingly, Friendship United Methodist Church reserves the right to approve any and all aspects of the service and the use of the facilities. It is good to know that you have chosen to ask God's personal blessing in this great adventure of love and faith. We pledge to work with you to this end.

In order for your wedding to run smoothly, we have established some procedures to facilitate communication between the couple to be married and the church. Experience has shown that without effective communication it is very difficult to have satisfying results. Therefore, please read carefully all of the enclosed information.

### FIRST STEPS TO BE TAKEN IN ARRANGING FOR YOUR WEDDING

#### A. First Contact and Setting the Wedding Date

The first step a couple must take to be wed at Friendship United Methodist Church is:

- Call the church office (513-821-5725, x0) at the earliest opportunity; and give the tentative day and time desired.
- The church secretary will check the church calendar, and if the date is open will pencil your wedding on the calendar.
- Your wedding date will be officially entered on the church calendar after the wedding information sheet (enclosed) is returned, along with your \$50.00 non-refundable deposit.
- You will then need to make an appointment to meet with the pastor. Work: 513-821-5725, 16. Wedding announcements and other printed materials should not be ordered until then.

## NOTES:

## SCHEDULE OF FEES

### SANCTUARY (seats 350)

*Facility (sanctuary, bride & groom rooms)	\$300.00 (\$50.00 non-refundable fee when booked is then deducted from the facility fee balance.) \$300. - \$50. = \$250. balance
Custodian	\$75.00 minimum *according to hours worked
Music/Organist	\$ 125.00*
-Consultation	
-Rehearsal	
-Pre-wedding recital and wedding service	
-Per Soloist fee	\$ 25.00 – added to above
*The organist may adjust the fee if meeting special requests that exceed normal preparation.	
*Should any accompaniment music need to be purchased, the cost will be added to the fee.	
Minister	\$250.00
-Consultation	
-Counseling	
-Rehearsal and Wedding Service	
-Additional counseling at minister's discretion	
Audio Services	\$50.00
Miscellaneous: Candles, drapes, etc., discretionary according to cost	

### PLEASE NOTE:

\*Members of Friendship United Methodist Church are not expected to pay fees for use of the sanctuary, fellowship hall or chapel.

For non-members:

Minister, music and custodial fees are payable to individuals. Fees for use of facility are payable to "Friendship United Methodist Church". **All fees are payable at the second counseling session.**

## THE CHURCH

Arrangements need to be made for the use of the church personnel and facility and note taken of the applicable fees. (Please see Schedule of Fees at the back of this booklet.) Please bear in mind that many organizations and individuals use the facility, therefore, any requests must be made early if disappointment is to be avoided.

Only bubbles or butterflies may be used for your wedding and should be confined to outside areas.

**NO SMOKING OR ALCOHOLIC BEVERAGES ARE ALLOWED IN OR OUTSIDE THE PREMISES AT ANY TIME, INCLUDING WINE AND CHAMPAGNE.**

## SCHEDULING A WEDDING

It is our policy to never schedule more than one wedding on any given day.

## WEDDING COORDINATORS

Our Worship Commission provides volunteer wedding coordinators to assist you in seeing that your wedding runs smoothly. The coordinator will be present for the rehearsal as well as the wedding.

## PRE-MARITAL CONVERSATIONS

It is expected that all couples desiring to be married in Friendship United Methodist Church meet with the pastor for pre-marital counseling. This will enable the couple to better prepare for life together and will provide occasions to discuss details of the ceremony. The pastor requests the couple arrange to meet with him for up to four sessions before the time of the wedding.

## THE REHEARSAL

The wedding ceremony is a religious service and the pastor is trained and informed as to what is appropriate and permitted. Every endeavor will be made to carry out the wishes of the bride and groom within the context of a Christian worship. Since the pastor and organist will be present for the rehearsal, the date and time must be scheduled at their convenience. The rehearsal can be completed in about an hour. **It is imperative that participants in the wedding rehearsal be prompt for the scheduled starting time. Couples are required to bring their marriage license to the rehearsal.**

## DRESSING FOR THE WEDDING

There is a room for the bride and her attendants that may be used for dressing prior to the wedding. Another room is available for the groom to gather with his best man and groomsmen.

**Please secure your personal belongings**, as the church cannot accept responsibility for items of personal property that are left in the church before, during or after the ceremony.

## PHOTOGRAPHS

Please discuss photography guidelines with regard to picture taking, both by guests and the official photographer, with the officiating pastor in advance of your wedding. Pictures may be taken by the designated photographer when the bride and her attendants come down the aisle and as the couple leaves the sanctuary. The wedding party may return to the chancel area for pictures after the guests have left the sanctuary. All photography sessions should conclude no later than 30 minutes after the wedding concludes. The photography sessions may also be done one hour before the wedding. Sanctuary photos must end 30 minutes prior to the start of the ceremony. Any changes to this schedule should be discussed with the Pastor and wedding coordinator.

Video taping may be done with setup directed by the pastor.

## NAMES AND TELEPHONE NUMBERS:

R. Stuart Rammes	<i>Pastor</i>	821-5725, x16
Gene Wells	<i>Associate Pastor</i>	821-5725, x15
Nancy Feverston	<i>Church Secretary</i>	821-5725, x10
Sharon Meyer	<i>Organist/Pianist</i>	242-7448
Greg Sites	<i>Custodian</i>	521-2470
Barbara Rizzi	<i>Wedding Coordinator</i>	<i>Chairperson</i>
	761-0816	
Michael Myers	<i>Sound Technician</i>	874-8212

Please note: It is the couple's responsibility to initiate contact with these individuals.

## THE CEREMONY

There are several options regarding the wording of the ceremony. You and the pastor will make these decisions together.

The pastor welcomes suggestions from couples who state a preference in the readings from Psalms, Scriptures, and other resources.

Passages from the Bible you may wish to consider and request include:

Genesis 1:26-31; 2:18-25; 3:57

Deuteronomy 6:4-9

Psalms 37:3-11, 13-28; 67; 91; 96; 103; 111; 113; 121; 128; 139; 145; 150

Song of Solomon

Isaiah 54:ff; Jeremiah 31:31ff; Hosea 2

John 2:1-11; 15:9-17;

Romans 12:1-13

I Corinthians 6:15-20; 7:1-40; 13

II Corinthians 11:2-4;

Ephesians 3:14:21; 5:15, 6:4;

I John 4:7-19;

Revelation 19:6-16

## THE MUSIC

It is expected that the official church organist/pianist will provide your wedding music. If she is unavailable, a substitute musician/s may be retained with the approval of the church organist/pianist and pastor. Soloist/s are permitted and when the organist is to accompany the soloist/s, a rehearsal should be scheduled at a mutually convenient time.

**Prelude, postlude and solo music are to be consistent with a Christian church ceremony. The organist will guide your selections.**

See schedule of fees for additional information (p. 12)

## AUDIO RECORDINGS

Friendship United Methodist Church Audio Ministry will be used for all weddings. We will provide the following services:

- Public address system for the Minister, other readers or soloists
- Playback of pre-recorded audio tapes or CD's used as background for soloists
- Wireless headsets for any hearing impaired guests
- Audio recording of the service

Our charge for these services is \$50.00. Additional audio recordings are available for \$5 each.

Payment for these services should be by a separate check payable to the assigned sound technician. On the memo line, please write Audio Ministry.

See schedule of fees at the back of this booklet. (p. 12)

## PLANNING FOR DECORATING -

The placing of flowers and decorations in the sanctuary must be planned with the pastor or wedding coordinator, and may be placed **three hours prior to the ceremony**. Florists who are not acquainted with this church will need prior consultation with the pastor or wedding coordinator. If flowers from a Saturday wedding are to be left for the Sunday worship services, we ask that the church office be notified as early as possible. The provision of an aisle cloth is usually made by arrangement with the florist and is highly recommended when a flower girl is in the wedding party.\* **Only silk petals may be dropped**. We have available altar candles, candelabra and a unity candle arrangement all of which require dripless candles. These candles may be provided by Friendship United Methodist Church for a fee. **Brides furnish candles for the Unity candle holder**. No flowers may be on or attached to the pulpit and/or lectern.

Please note that during certain seasons of celebration, the sanctuary will be decorated in seasonal colors and altar banners. When these decorations are in place they are not to be removed. Anything attached to the pews must be felt lined. **No wires or tape may be used**.

**\*May we suggest the use of a non-plastic aisle runner as plastic tends to slip and move.**

## OPTIONS

Friendship Church offers a variety of liturgical and decorative opportunities for the bride and groom. We suggest you talk with the pastor about the desirability of wedding bulletins and other available options.

## FEES

Because a wedding requires significant use of the building and staff, a schedule of fees has been established. The fees are intended to defray the operating costs of the facilities for the wedding and to compensate the staff for their services on your behalf. These fees are listed separately (see p. 12) and are subject to change.

All church and staff fees, including clergy, are to be paid in full **at the second counseling session**. **Please make checks payable to the individuals performing the service.** The schedule of fees applies to members and non-members. There is a difference in cost for members and non-members because the non-member has not contributed regularly to the operating costs of the church. Members' fees apply when the bride, groom, or parents of either are members of Friendship.

## LICENSE

Both bride and groom must present themselves to the courthouse to obtain the Wedding License. This must be done not more than sixty days prior to the wedding and not less than five days. If these restrictions are prohibitive the court will accept a letter from the officiating pastor stating reasons why this is not possible. **The license must be in the hands of the pastor before or at the time of the rehearsal.**

# INFORMATION FORM

**When complete, tear out and  
return to:**

Friendship United Methodist Church  
1025 Springfield Pike  
Wyoming, OH 45215