

**Information
FOR YOUR WEDDING**

at

**CARLINVILLE UNITED METHODIST CHURCH
201 S. Broad St.
Carlinville, Illinois 62626
(217) 854-4446
(Updated August, 2021)**



"Those whom God has joined together let no one put asunder."

"YOUR VERY SPECIAL DAY"

Marriage is a Christian worship ceremony. It is a celebration of a commitment made between a man and a woman in the presence of God and invited guests. The minister shall assist the couple in preparing a service that is uniquely their own, yet one that brings glory to God.

We realize that your marriage has personal, social, legal, and financial implications. We also remind you that the spiritual aspects of love and loyalty are the key elements of your marriage and commitment.

We are sure that the customs and practices of Carlinville United Methodist Church will contribute to a meaningful experience for you. This booklet will provide you with our customs and policies to better enable you to plan for your wedding here.

There will be no wedding without pastoral counseling as provided by Par. 439.5 of the United Methodist BOOK OF DISCIPLINE.

The minister of Carlinville United Methodist Church will officiate at all weddings as provided by Par. 439.5: The decision to perform the ceremony shall be the right and responsibility of the pastor(s). Other ministers, priests, and rabbis are welcome to participate, provided an agreement is arranged with the minister from CUMC. Only the CUMC minister will issue an invitation to those wishing to assist.

CHECK LIST

- Consult with the Minister EARLY. All couples must meet with the Minister for pre-marital counseling. The Minister will be glad to help the couple plan the wedding ceremony. While the Minister is willing to talk with parents, wedding consultants, etc, the bride and groom will be the final source of all decisions.
- Reserve the church for a specific wedding date, including the rehearsal.
- Carefully read, understand, and agree to all policies contained in the Wedding Policy Booklet of Carlinville United Methodist Church.
- Make arrangements for the reception if there is to be one.
- Contact the organist.
- Compile list of those to be invited.
- Order invitations, announcements, and bulletins, if desired.
- Engage services of florist.
- Engage service of a photographer.
- Select members of the wedding party.
- Apply to the County Clerk of Macoupin County for a marriage license. Illinois law requires the license be purchased in the county in which you will be married. (Parental consent is required for a bride and groom under the age of 18. If there is any question, you will be required to show a birth certificate.) License is not valid until the day after purchase, and is valid for only 60 days.
- Purchase ring(s).
- Purchase appreciation gifts for attendants.
- Pay all donations to CUMC at the time of reserving the church.
- Bring license to the rehearsal. The rehearsal will not begin until the minister has been given the license.

POLICY FOR ALL WEDDINGS

Wedding Service: The wedding service will be taken from the *Book of Worship/Book of Services* of the United Methodist Church. Couples will not be allowed to write their own vows for the service. Any special remarks by the couple can be shared at the reception.

Time: We strongly suggest setting the time for the ceremony as early as possible. No wedding will be scheduled with a starting time after 6:00pm. Weddings will not be scheduled during Holy Week, Easter weekend, Thanksgiving Day or the day after Thanksgiving, Christmas Day, Christmas Eve, New Year's Eve or New Year's Day.

Dignity: Keep dress and actions appropriate for the dignity of the place and occasion. The church wants your wedding to be a joyful expression of your love and commitment.

Pictures: Yes, lots of them, but no flash pictures during the ceremony except those by the photographer. Pictures can be taken before and after the ceremony. Please be certain that family members are aware of this policy!

Candles: CUMC provides the oil for the candelabra and pew torches. The only wax candles allowed are Unity Candles or Memory Candles and they must be placed on the altar. Other wax candles, other candelabras, or other pew torches than those provided by CUMC are not allowed. No exceptions!

Decorations: Decorations add to the beauty of the occasion, but we suggest moderation. Do what is done tastefully. The sanctuary of CUMC is decorated at various times throughout the year for liturgical or seasonal occasions. *These decorations will not be removed from the sanctuary!* If the sanctuary is decorated, those decorations *must* be incorporated into your plans. If you have any questions about this, contact the church office. Aisle runners are discouraged for safety reasons. However, if they are used they must be secured by Velcro tape under the supervision of the Custodial or the Office Manager. Any decorations or flowers placed on the pews, torches, pulpit, etc. must be attached with loops of ribbon or rubber bands. Nails, tape, sticky tack, wire, etc are forbidden.

Flowers: All flowers should be delivered no later than two hours prior to the service. If any flowers are to be left for use in the church, please notify the church office so that the flowers will be placed appropriately for Sunday Morning. All other flowers and decorations must be removed at the completion of the ceremony.

Organists/Pianist: An organist/pianist from CUMC or another approved organist will play for all weddings. Prospective organist/pianists other than those from CUMC *must* be approved. The organist/pianist should be contacted far in advance. All musical selections are to be approved by the organist/pianist and the minister. Vocal selections must be coordinated with the organist/pianist.

NO RICE, OR CONFETTI IS TO BE USED ON THE PREMISES. (Inside or outside) Birdseed is fine, but must be used OUTSIDE the building only. Any birdseed used inside or accumulated inside the building will result in a need for an extra donation.

THERE IS NO SMOKING IN THE BUILDING OR USE OF ALCOHOLIC BEVERAGES ANYWHERE ON THE CHURCH PROPERTY. THERE WILL BE NO CEREMONY IF EITHER PARTY IS UNDER THE INFLUENCE OF ALCOHOL OR OTHER CHEMICAL SUBSTANCES! NO EXCEPTIONS!

SCHEDULE OF DONATIONS FOR FACILITIES AND EQUIPMENT

(Effective July 2006)

All donations need to be paid to the church office at the time the church is reserved.

For Members & Constituents.

Sanctuary	100.00
Fellowship Hall	50.00
Candelabra	15.00
Pew Torches	3.00

There is no set Minister's honorarium for church members. Any honorarium given by church members and constituents is voluntary.

For Non Members.

<u>Sanctuary</u>	500.00
(Covers the cost of Utilities, Sound Technician, Custodian costs, and Pastor's honorarium.)	
<u>Fellowship Hall</u>	75.00
(Covers cost of Utilities and Custodian.)	
<u>Candelabra</u>	15.00
(Covers cost of Candle Oil.)	
<u>Pew Torches (per torch)</u>	3.00
(Covers cost of Candle Oil and Custodian.)	

For Everyone.

Janitorial services by CUMC Custodian are mandatory for all weddings.

A Sound Technician from CUMC is required for all weddings.

The church assumes no responsibility for anything left overnight on the premises before or after the wedding. The wedding party is responsible for removing all personal materials from the dressing rooms and church premises immediately following the ceremony. Church vases and the Unity Candle holder are to remain on the altar. **Any personal items or decorations left at the church will not be saved** unless prior arrangements have been made with the church Custodian.

The wedding party is responsible for any damage to church property.

No animals are allowed in the ceremony except for comfort care and assisted living animals.

Forfeiture:

Failure to comply with the policies and procedures of CUMC may result in a forfeiture of the use of the building and the donations made to the church.

WEDDING POLICY AGREEMENT FORM
Carlinville United Methodist Church
201 S. Broad St.
Carlinville, Illinois 62626

Name of
Bride _____

Address of
Bride _____

Phone _____

Name of
Groom _____

Address of
Groom _____

Phone _____

Date of Wedding _____ Time _____

Estimated Number of Guests:

 Wedding: _____

 Reception: _____

 (only if held on premises otherwise N/A)

We the undersigned do state that we have read the Wedding Policy of the United Methodist Church of Carlinville, Illinois. We do hereby agree to adhere to and abide by all policies therein when planning our wedding and during the actual wedding ceremony. We further understand that failure to do so may result in a forfeiture on our part of the ceremony and all donations.

Signatures: _____

Date: _____

PLEASE KEEP THIS COPY IS FOR YOUR RECORDS

**WEDDING POLICY AGREEMENT FORM
Carlinville United Methodist Church
201 S. Broad St.
Carlinville, Illinois 62626**

Name of
Bride _____

Address of
Bride _____

Phone _____

Name of
Groom _____

Address of Groom _____

Phone _____

Date of Wedding _____ Time _____

Estimated Number of Guests:

Wedding: _____

Reception: _____

(only if held on premises otherwise N/A)

We the undersigned do state that we have read the Wedding Policy of the United Methodist Church of Carlinville, Illinois. We do hereby agree to adhere to and abide by all policies therein when planning our wedding and during the actual wedding ceremony. We further understand that failure to do so may result in a forfeiture on our part of the ceremony and all donations.

Signatures: _____

Date: _____