

FAIRMONT UNITED METHODIST CHURCH  
WEDDING GUIDELINES  
Updated April 2014

So you want to get married?! Congratulations! Since you've gotten a copy of what's now in your hands, you're probably interested in being married at Fairmont United Methodist Church. Let's see if we can help!

During the late 1980's, Fairmont underwent extensive renovation. The sanctuary is a beautiful place, both overtly and subtly. It is our hope that you will find its simple elegance to be a sufficient setting for any service of worship, including the very special one that we call a wedding.

The most important thing to remember in all of your planning is that, above all, the Service of Christian Marriage is a service of Christian worship. That calls for a sense of the sacred, dignity, simplicity, and joy!

The very first thing you'll need to do is set a date for your wedding and rehearsal (the day before). Fairmont is a bustling place, and the date you desire may not be available. Please! Act early! Once the date is cleared, you will need to meet very soon with the church Administrative Assistant, who will "walk through" the wedding policy, and look at the sanctuary, and deal with your questions. If you can "live with" the way we do weddings, you will then be ready to proceed with plans for your wedding. If you are planning to use our minister, you will also need to meet with her.

You've decided (or almost decided!) that the church is the place for your wedding. The church asks "access" to you as well. Let's look at some specifics:

1. MUSIC:

Our community is blessed with a beautiful Rodgers pipe organ, and an excellent musician. An early step in preparation will be for you to schedule a consultation with our organist. Whether or not she is involved in your wedding, you must discuss your wedding music with her. If you choose to use another musician who will be playing the organ, that person must also contact our organist. We must insist that the music you use be somewhere on the "sacred" continuum. The music needs to be appropriate for Christian worship.

We ask that you not use imported sound systems, CD or taped accompaniment, due to the awkwardness of so doing. (Visiting musicians continually tell us that the acoustics in the sanctuary are excellent.) At your consultation, you will be able to hear a range of music that will go a long way toward fulfilling your needs. And yes, by all means, you may bring sheet music with you for consideration.

2. REHEARSAL:

Something as important as your wedding needs to be rehearsed! We'll "walk through" each step of the service until everyone is familiar with the wedding's details. It is important that every member of the wedding party be present for the rehearsal, along with the musicians and director. Directors with questions may call the pastor at their earliest convenience.

One tradition prevents the bride from accompanying the groom through the steps of the rehearsal. We ask both bride and groom to fully participate, because it is just a rehearsal--we won't be "doing the vows" until the wedding! The rehearsal should take only 45-60 minutes, providing everyone is punctual and (!) sober.

3. DECORATIONS:

As you've already read, you'll need only a minimum of decoration. You may use our two candelabra, and there are two flower stands. We'll adjust the chancel furniture as necessary, but the altar itself needs to be undisturbed (table, candles, Bible, cross--the distinctive signs of a Christian sanctuary). Take care that your flowers do not screen out these central symbols. We ask that only dripless candles be used. If you want to use a "**unity candle**," it will need to come from a florist or other source. Please ask your florist to call the office to be clear about our guidelines. (Your florist should contact the church about our requirements.)

The aisle in the sanctuary is carpeted making an aisle runner unnecessary. Please be aware that we do not allow aisle runners. The hazard for tripping is too great and since the aisle has carpet there is no need for one.

There is a preider (kneeling bench for prayer) available to you. We do allow some decoration of the sanctuary besides the two vases beside the altar. Please consult with the secretary and pastor on specifics. ALL decorations, candelabra (not belonging to the church), flowers, etc. MUST be removed from the church immediately after the wedding.

#### 4. PICTURES:

Photographs are one of the best remembrances that you will have from your wedding. You'll want them to be of the highest quality.

Because we will be in a service of worship, from the time the music begins until the music ends, we ask that no flash photographs be taken in the sanctuary. It is simply too distracting. In addition there are restrictions on where the photographer can be during the service. Please have your photographer check in with the pastor upon arrival. (Here's a tip: You will be most satisfied if you can provide your photographer with a list of the pictures--poses and groupings--that you want.) We also invite you to urge family members and well wishers to take pictures in the comfortable, posed settings after the service. (The smallness of digital cameras can cause one to forget the bigness of their flashes!)

Many people desire a videotape of their weddings. The **best and only setting** available (because it is a worship service) is from the balcony. Zoom lenses and remote microphones have made that a workable arrangement.

#### 5. THE WEDDING LITURGY:

The United Methodist "Service of Christian Marriage," printed in The United Methodist Hymnal, is designed to draw the congregation into the worship service. It is in large part the "traditional" service with which our culture is most familiar, with a moment for a hymn, a Scripture, and a meditation by the pastor. Any adjustments to this basic pattern may be discussed with the pastor.

#### 6. ALCOHOL AND DRUGS:

We expect all parties to be "clean and sober" at the rehearsal and at the wedding. This is just too important a moment in your lives to risk "impairment" by any participant! If you choose to have a reception here, please do not serve any alcoholic beverages in the church. **We expect all participants in your wedding to honor our "no alcoholic beverages" in the building policy.**

#### 7. CLEAN UP:

We thank you now for taking responsibility for cleaning up after the wedding, including the sanctuary and dressing rooms. (Please remove all trash items, including, but not limited to, water bottles & other recyclable items, cardboard & plastic flower containers, shoe boxes, dress bags, etc. The city's change in trash pickup has caused huge problems for us and we have had to ask all outside groups using our facilities to "take out what they bring in!") All rooms used for weddings are in use on Sunday mornings and anything left behind may be thrown away.

We have had problems with a couple of areas--flower petals and birdseed. No real flower petals may be thrown inside the church. Artificial petals may be used, but you will be responsible for picking them up afterwards. Because of the problems with clean up we ask that you not throw rice or birdseed. All of these items are very difficult to clean up.

#### 8. SMALL CHILDREN IN WEDDINGS:

Children as ring bearers, flower girls or other attendants can be a great addition, but...there can also be problems. Very young children (3 and under) won't remember and won't care whether they are in a wedding. Older children usually do just fine, but you do need to have someone (not the director, and not necessarily the child's mother) who is in charge of children. You need to arrange ahead of time for someone to deal with a hysterical or misbehaving child.

#### 9. NOTES IN GENERAL:

Whether you are a member or not, please keep in mind that the sanctuary here at Fairmont is not a rental hall, but a place of worship and should be treated accordingly. You may not arbitrarily remove items from the sanctuary, including the Altar Table (mentioned above) and the Baptismal Font. We also ask that you not remove the information tables, located in the rear of the sanctuary or the information on them. Fairmont is an active church with ongoing ministries and programs and this is one way we communicate with members and visitors. If you have questions about the space please do not hesitate to ask.

#### 10. IN CONCLUSION:

We've had a lot of weddings here, and are glad to help with yours. Questions about any of the above may be directed to the pastor.

#### 11. RECEPTIONS:

Receptions may be held at church, but are dealt with separately. If you are interested in having your reception here, be sure to discuss this with the secretary.

12. SUMMARY OF FEES:

Sanctuary fee, to be paid when setting wedding date: \$600

All other fees must be paid through the church office **two weeks before wedding**, including reception fees where applicable. Please note that the fees with the stars(\*) should be made out to the individual—not the church.

a. Wedding

1. Use of sanctuary \$600
2. Organist-traditional service \$300\*  
(The fee for a regular wedding is \$300.00. This includes a meeting to select music, the rehearsal and wedding. If there are other musicians to accompany, there is an additional fee of \$25.00 for each one. That would include singers and instrumentalists.)
3. Clergy honorarium \$300\*
4. Custodial service (sanctuary) \$150\* (Larry Purcell)
5. Custodial service (reception) (Determined by time & number of attendees--only applies if a church group is catering the reception)
6. Candles in sanctuary (candelabra) \$14
7. Use of fellowship hall for reception Discuss with secretary
8. Sound Tech \$150\*

\*Make check out to individual

Persons to contact:

Organist: Jeff Spotts email: [fairmontumcmusic@gmail.com](mailto:fairmontumcmusic@gmail.com)

Church Secretary: Margie Roberts, 919-832-3316 email: [info@fairmontumc.org](mailto:info@fairmontumc.org)

Pastor: Elizabeth Roberts, 919-832-3316 (can be reached most days, except Fridays, but the best way to contact the pastor is by email!)

Email: [eroberts@nccumc.org](mailto:eroberts@nccumc.org)

Additional Notes:

Your "sanctuary deposit" is refundable up to six months before your wedding date. After that it is non-refundable, as our reservation of the space eliminates its use by others making plans in the usual time frame of 6-18 months.

**WEDDING INFORMATION**

You are not on the church calendar until the secretary has this information sheet plus the \$600 use of church fee.

Wedding Date: \_\_\_\_\_

Bride and Groom's last names: \_\_\_\_\_

Bride's full name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: Work: \_\_\_\_\_ Home: \_\_\_\_\_ E-Mail \_\_\_\_\_

Groom's full name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: Work: \_\_\_\_\_ Home: \_\_\_\_\_ E-Mail \_\_\_\_\_

Rehearsal Date and Time: \_\_\_\_\_

Wedding Date and Time: \_\_\_\_\_

Organist: \_\_\_\_\_

Address: \_\_\_\_\_

Other Musicians: \_\_\_\_\_

Address(es): \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Director: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Officiating Clergy Person(s): \_\_\_\_\_

Address(es): \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_ Email: \_\_\_\_\_

Florist: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Photographer: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Videographer: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Check the following if needed:

\_\_\_\_ Bride's Room for dressing      \_\_\_\_ Microphones - How many & contact person \_\_\_\_\_

\_\_\_\_ Candelabra      \_\_\_\_ Kneeling Bench

\_\_\_\_ Fellowship Hall for Reception      \_\_\_\_ Small Table for Unity Candle

Will be checked off as the checks are received.

- Fees Paid: \_\_\_\_\_ \$600 Sanctuary
- \_\_\_\_\_ \$14 Candles
- \_\_\_\_\_ Fellowship Hall (reception—discuss with secretary)
- \_\_\_\_\_ \$150 Custodial Service (wedding)
- \_\_\_\_\_ \$300+ Organist, Jeff Spotts
- \_\_\_\_\_ \$300 Pastor, Elizabeth Roberts
- \_\_\_\_\_ \$150 Sound Tech

I have read the guidelines and agree to abide by them.

Bride: (print & sign your name) \_\_\_\_\_ Date: \_\_\_\_\_

Groom: (print & sign your name) \_\_\_\_\_ Date: \_\_\_\_\_

**IF YOUR ADDRESS OR PHONE NUMBERS CHANGE, PLEASE LET US KNOW!**

**Check List and Reminders  
for Couples being married at Fairmont United Methodist**

- \_\_\_\_\_ 1. Meet with secretary  
(Receive Wedding Guidelines and Check List)
- \_\_\_\_\_ 2. Set up meeting with Fairmont Pastor if she will be officiating.
- \_\_\_\_\_ 3. Meet with Pastor on \_\_\_\_\_.
- \_\_\_\_\_ 4. Turn in \$600\* deposit for use of church and Wedding Information Sheet.  
**(Until then the wedding is not on our calendar)**
- \_\_\_\_\_ 5. In the months before your wedding contact our organist about your music selections. (You need to do this regardless of who your musician(s) will be. In addition, if you choose to use another organist, that person must also contact our organist.)
- \_\_\_\_\_ 7. Two weeks before wedding \_\_\_\_\_ all other checks are due.  
Pastor - \$300  
\*Custodian-\$150(no reception)  
    additional fee if custodian helps with reception  
Organist-\$300+ (additional if she accompanies other musicians/soloists)  
Candelabra-\$14 (make check to Fairmont--all other checks should be made out to the individuals)  
\*Sound Tech-\$150  
  
\* Indicates required fees.
- \_\_\_\_\_ 8. One week before the wedding, \_\_\_\_\_ have your director contact the church office to go over things that he/she will need to know before the wedding.
- \_\_\_\_\_ 9. One week before the wedding, \_\_\_\_\_, be in touch with the church office about final details including when the church will be open, microphones needed, etc.

Reminders:

- ❖ Please be sure your florist knows about what we allow at Fairmont. Remember that your florist must supply the vases.
- ❖ **All items brought in by the wedding party (including the flowers and other decorations) must be removed from all rooms immediately after the wedding (including any food and drink containers.)** Our custodian has to prepare the church for our Sunday worship services and it is sometimes difficult to tell whether an item was left behind deliberately or accidentally.

Note: Your "sanctuary use fee" is refundable up to six months before your wedding date. After that it is non-refundable, as our reservation of the space eliminates its use by others making plans in the usual time frame of 6-18 months.

**IF YOUR ADDRESS AND/OR PHONE NUMBERS CHANGE BEFORE YOUR WEDDING YOU MUST LET US KNOW!!!!**