

Friendship United Methodist Church Wedding Policy

Scheduling a Wedding:

You need to make your initial arrangements for a date and time through the church office or wedding liaison. The office phone number is 630-972-1011 or e-mail churchoffice@friendshipchurchumc.org

The ministerial and church staff of Friendship UM Church are ready and willing to guide and assist you in making your marriage a truly worshipful and memorable occasion.

Certain policies have been established to accomplish that purpose and to assist the bride and groom and families in planning the wedding ceremony. Please read all information carefully before filling out the form attached.

1—Sanctuary Usage:

The building manager will check availability of our Sanctuary dates and the size of your wedding. Our Sanctuary holds 180. The Friendship Center is available for an additional fee, if you wish to use it for your reception or a post-ceremony gathering. We do not schedule weddings on holidays. No pets are allowed in the ceremony, unless it is a service animal.

2—Planning Packet:

You may print the packet from the web or when you come to view the church facilities, please pick up a planning packet from our Church office or Liaison.

3—Officiating Pastor:

After your request for a wedding date has been submitted, the Pastor will see if she/he is available on your date. Nothing can be confirmed until the Pastor is consulted. You will be contacted for two premarital conferences once your date is selected.

Under appropriate circumstances, we will permit a Guest Minister of your choice to officiate at your wedding. Your request needs to be made known at the time you schedule the date and time for your wedding. This privilege is, of course, always subject to approval. Our Liaisons will, in any event, provide liaison services for your wedding. A higher fee for our Liaison is a requirement in the event you have a Guest Minister.

4—Pre-Marital workshop:

Friendship UM Church requires you to take the "Prepare/Enrich Inventory" after the first consultation with the Pastor. The best time to complete this is three months before the wedding.

5—Wedding Liaison:

Our Liaison is the person who coordinates weddings at Friendship UM Church. When needing answers to questions regarding your wedding, as it pertains to the Church and service, please call the Liaison through the Church Office—630-972-1011. Should you have a Guest Minister, the Liaison will meet with you both two months prior to the wedding and will be available to answer any questions you may have about your wedding at Friendship UM Church. She will be present at the rehearsal and in the building during the ceremony to help and to answer any questions.

6—Marriage License:

The marriage license must be obtained within the county where the wedding is being performed (Will County) and must be purchased at least 3 days prior to the wedding. The license must be in the Pastor's possession before the ceremony and should be given to her/him at the rehearsal. It is the responsibility of the Pastor to file the completed license with the county following the wedding. The Will County Clerk's office is located at 302 N. Chicago Street, Joliet, IL 60432, 815-740-4626. The website is www.willclrk.com

Fee Structure:

Pastor	\$300.00	
Wedding Liaison:	\$200.00	
	\$300.00	when using Guest Minister
Organist:	\$200.00	add'l fees required for add'l rehearsals
Sound Technician:	\$ 50.00	
Janitorial Services:	\$ 50.00	add'l fees for use of the Friendship Center
Use of Church Sanctuary:	\$750.00	Non-member
	\$ 0	Members
Optional use of Friendship Ctr.	\$150.00	

Optional use of kneeler and/or candelabra to be arranged.

Non-members will be charged a non-refundable deposit of 1/2 the Sanctuary fee; \$375.00
All fees shall be paid at the time of the Rehearsal or before. Separate envelopes with individual checks or cash should be provided for the Pastor, liaison, organist, sound technician, custodian and church.

8— Suggested Scriptures for the Service of Marriage:

Old Testament;; Genesis 1: 26-31 or 2: 18-25; Psalm 103, 112:1, 121, 145 or 150;

Song of Solomon 2: 10-13 or 8: 6-7; Isaiah 63: 7-9.

New Testament; Matthew 5: 1-10, 5: 13-16, 7: 21, 24-29 or 19: 4-6; Mark 10: 6-9, 13-16; John 2: 1-11 or 15: 9-17; Romans 12: 1-2; 1 Corinthians 13: 1-13; Ephesians 3: 14-19 or 5: 21-33;

Colossians 3: 12-17; Philippians 4: 4-7, 1 John 4: 7-16.

9— Music:

Organist: If you desire organ or piano music for your wedding, we require that you use our Church Organist. The organist fee for your wedding is \$200.00. Additional rehearsals will incur additional fees. We will schedule a meeting with our organist for you.

Vocalists & Instrumentalists: You must make your own arrangements for vocalists and/or instrumentalists. The organist will be happy to make suggestions.

10—Florists:

You must make your own arrangements with a florist. We suggest you keep floral arrangements for the Church as simple as possible. If you plan to leave flowers at the Church, please let us know so we may acknowledge them. Please inform your florist that the use of wire or tape of any sort on the chairs is not allowed. If you plan “pew-end” bows or flowers, these must be secured with floral pins. Please have your florist decorate no sooner than one hour before the ceremony.

11—Photographer/Videographer:

We recognize how important the role of the photographer will be in your wedding. We request that during the ceremony itself the photographer take only available light photos. We ask that no flash photos be taken during the ceremony. If you plan a printed program, we recommend that you include a note to that effect. We ask for minimal movement by the photographer during the ceremony and that he/she not take photographs from the Altar. The videographer must film from a fixed location to be determined before the ceremony.

We can recommend a photographer if desired.

12—Wedding Bulletins:

Bulletins are available to order through the church office, from Christian bookstores as well as printing companies. There is an additional fee if the office prints the bulletins. Contact the office at 630-972-1011 regarding details.