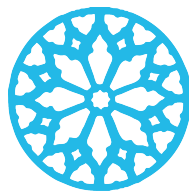


Wedding Policy



WEBSTER HILLS
UNITED METHODIST CHURCH

*698 West Lockwood Avenue
St. Louis, Missouri 63119
Telephone: 314-961-3164*

At Webster Hills United Methodist Church, a wedding is a service of worship where God calls a couple together in marriage. Recognizing, as you plan your ceremony, that God blesses marriage will give you a clearer vision of what your wedding service should be.

It is a happy, joyous celebration, marked by a service of worship that reflects our faith. The setting is meaningful. It is a place where we come together to know and praise God and grow in faith.

As no two people are alike, no two weddings are alike. Yet, there are many aspects that are traditional and historical which will link you with others who have been joined together in a Christian wedding ceremony.

We're glad you have chosen our church as the setting for this important event in your lives. The ministers and staff will do all within their power to make this service a meaningful one for you, your families and honored guests.

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SETTING THE DATE/TIME: It's important to contact the Church Office (314-961-3164) as early as possible to confirm your wedding date. Our church calendar fills up quickly. We offer two time slots for weddings, either 1PM or 5PM, and will allow two hours before and after the wedding time for building usage. We strongly prefer that you do not schedule your wedding on holidays. However, in some cases we will make exceptions, but regular fees will be doubled. Reception and rehearsal times also need to be confirmed, and you will need to establish with the minister performing your wedding the times for your counseling sessions. Usually there are two to four counseling sessions, which will provide you an opportunity to talk with the minister about the purpose and intent of Christian marriage, discuss details of the ceremony, and give you and the minister time to get acquainted with each other and with Webster Hills.

VOWS: In keeping with our traditional setting, we recommend the use of wedding vows as in The United Methodist Book of Worship. The pastor officiating your ceremony can discuss your vows with you. Space can also be created during the ceremony for the couple to share their individual expressions of commitment to one another.

CLERGY: All weddings at Webster Hills will be under the direction of one of the church's ministers. Between three and six months before your wedding a pastor will be assigned to you. We understand that some traditions are different, but in the United Methodist Church, women are ordained members of clergy. If you would like to have an additional clergyperson participate in your ceremony, a Webster Hills pastor will invite the other minister to share in the service in a meaningful way. The pastor assigned by Webster Hills will be considered the 'officiating pastor' and will sign the license and, as part of the worship service, pronounce your marriage.

HOLY COMMUNION: When the couple desires the Sacrament of Holy Communion in their wedding ceremony, it is our tradition that the Sacrament be offered to all present. We encourage the wedding couple to help serve communion.

MUSIC AND ORGANIST: A wedding is first and foremost a service of worship and music should be selected to enhance that experience. Music used during the ceremony should reflect the Christian nature of a worship service. Work with your organist and pastor to select your music. An appointment to speak with the organist should be made several weeks in advance of the service (before any programs are printed).

If you choose to utilize other musicians for your service, you will need to make those arrangements, including fees. Please understand, if you choose not to use an organist, we do not make any adjustments in our fees.

Pre-wedding music should begin 20-30 minutes prior to the ceremony as guests arrive.

SPECIAL MUSIC AND MUSICIANS: In addition to the organist, special music and musicians may be available from the church at appropriate costs. Contact the church office for more information to contact special musicians.

FLOWERS/DECORATIONS: At Webster Hills United Methodist Church the rule of simplicity in decorations applies. Nothing may be placed on the altar except the unity candle. The cross and candles will be placed, and fresh flowers may be placed in two altar vases on the gradine (the shelf behind the altar). Your florist needs only to secure the vase inserts through the church office. Nothing should be placed on the altar in front of the cross or in the chancel so that it obstructs the cross and the altar from view of the congregation. The church will gladly accept flowers in the vases for use on Sunday morning, though this is not expected. Persons desiring to leave altar flowers for the Sunday morning worship service should notify the church office at the time the wedding date is scheduled. After the wedding, you may want to use these flowers at your reception, but the vase inserts will need to remain at the church. Flowers for the mothers, if used, should be placed on the chancel rail. Placement of other flowers or candelabra should be discussed with your wedding coordinator. (Also see Accessories Provided by the Church.) It is requested that flower girls do not drop flower petals. We strongly discourage paper aisle runners.

PREPARATION/CLEANUP: Care should be taken in the handling and hanging of decorations to prevent marring or defacing the pews or other furnishings. The use of nails, thumb tacks, and tape should not be used in putting up decorations. Decorations should be in place at least one hour prior to your ceremony (earlier if you plan pre-wedding photos). They should be removed immediately following your ceremony or as soon as photos are taken.

ACCESSORIES PROVIDED BY THE CHURCH

- Wedding paraments and banner.
- 2 seven branch candelabra.
- Aisle candle holders (2 to 18) are available for pews. (Candles are additional \$3 each.)
- A bride's room is available for the bride and her attendants. A separate room is designated and available for the groom and groomsmen. Personal belongings should be removed from the dressing rooms immediately following the service. Valuables should not be left unattended.

PHOTOGRAPHY: Photographs and video are an important part of preserving your memories of your wedding. Please ensure your photographer and videographer are familiar with our policies.

Flash photography may not be taken during the wedding service. Your photographer may position themselves no more than halfway down the aisle for photographs of the bridal party as they enter. Once the service begins, the photographer should remain in one place until just before the recessional.

Wedding group photos planned for the Sanctuary or Chapel should be scheduled immediately following the ceremony or one and one half (1 1/2) hours prior to the ceremony.

VIDEOTAPING: Videotaping is permitted from the balcony and/or from the designated place in the Chancel area. The operator is requested to be discreet with as little movement and noise as possible. If additional amplification is desired, button mikes are the responsibility of the video operator. Any exceptions to these rules must be cleared with the wedding coordinator.

CHILDCARE:

Space for childcare can be provided. Family will be responsible for contacting TLC For Kids, an approved childcare provider and taking care of the childcare expenses. TLC For Kids can be reached at 314-725--5660.

CONDUCT OF WEDDING GUESTS: In keeping with worshipful atmosphere:

- It is requested that wedding guests not take pictures during any of the ceremony.
- Birdseed may be thrown outside the church away from immediate doorways or steps.
- Alcoholic beverages are not permitted on the church property.
- Webster Hills United Methodist Church maintains a smoke-free environment (including restrooms, exterior doorways and grounds).

REHEARSALS

Who attends? Bride, groom, bridesmaids, groomsmen, ushers, soloists/musicians, everyone participating in the wedding (including parents).

What to bring? Marriage license. Sample of the finished bulletin (if applicable). Any remaining payment to the Church.

The wedding coordinator will be present and will orchestrate the wedding and assist the pastor.

On Time!! A rehearsal can be completed within one hour, provided all participants are on time. Remind your wedding party to plan for St. Louis traffic and arrive on time. We will allow a 15 minute window.

RECEPTIONS: Receptions may be held at the church. These should be scheduled at the same time as the wedding date to assure availability. All receptions are under the supervision of the United Methodist Women. The church office can provide a fee schedule and tell you whom to contact to discuss arrangements. Receptions are alcohol- and tobacco-free at Webster Hills.

WEDDING CONTRACT
WEBSTER HILLS UNITED METHODIST CHURCH
 Revised January 15, 2016

Couple's Names/Phones/Email

Wedding Date _____

Time _____

Rehearsal Date _____

Time _____

Location (Chapel/Sanctuary/Off-Site (include address))

- A non-refundable deposit of \$300.00 is required to secure the date and time of wedding.
- Receipt of the deposit indicates your agreement to these fees and our wedding policy.
- Balance of all charges are due one week prior to the rehearsal date.
- Please make all checks payable to **WEBSTER HILLS UNITED METHODIST CHURCH.**

WEDDINGS:

<u>Chapel</u>	<u>Sanctuary</u>	
\$950.00	\$1,350.00	\$ _____

Includes: Use of the sanctuary/chapel for your rehearsal and wedding ceremony, use of bridal room and groom's room, church wedding coordinator, organist, pastor's honorarium, custodial service, pastoral counseling sessions, wedding paraments and banners, candelabras, and pew/aisle candle holders (upon request).

Members: If you are a member or a regularly attend Webster Hills, we can reduce the fees, based on your giving history up to \$400 for the chapel and \$800 for the sanctuary. Contact the church office for guidance.

EQUIPMENT & SUPPLIES:

Candles \$2.00 per candle as needed for:

Candelabras	14 Candles	
Pew candlesticks (2-18)	_____	
TOTAL CANDLES	_____ @ \$3.00	\$ _____

RECEPTIONS:

Consult Church Office for fee structure and availability.

-----For Office Use Only-----

		Total Due	\$ _____
Date _____	Received by _____	Deposit amount	\$ 300
Date _____	Received by _____	Amount Received	\$ _____
Date _____	Received by _____	Amount Received	\$ _____
Date _____	Received by _____	Amount Received	\$ _____

Webster Hills UMC

- Wedding Planning Worksheet - to be completed and returned to the church 1 month before the wedding
- Order of Worship
- An Example of a Wedding Program
- Suggested Scriptures

Wedding Service Planning Worksheet

WEDDING OF: _____ & _____

LOCATION: _____

CEREMONY DATE: _____ CEREMONY TIME: _____

GUESTS _____ REHEARSAL DATE: _____ REHEARSAL TIME: _____

Receiving line in narthex after ceremony? _____ Guest book in narthex/lobby? _____

Reception at the church? _____ Videotaping? _____ Nursery Open _____ (Nursery workers not provided)

Bride/bridesmaids to dress in Bridal Room? _____ Yes _____ No

Groom/groomsmen to dress at church? _____ Yes _____ No

What time do you need access to the church? _____

What time will bridal party arrive at the church? _____

Pictures before the wedding? _____ Yes _____ No Time? _____

Florist/Name, Phone & Address? _____

Photographer/Name, Phone & Address? _____

Videographer/Name, Phone & Address? _____

Couple's Address After Marriage:

Bride's Phone/Email: _____

Groom's Phone/Email: _____

WEDDING PARTY:

Maid/Matron of Honor & Cell # _____

Best Man & Cell # _____

Bridesmaids:

_____	_____
_____	_____
_____	_____

Jr. Bridesmaids:

_____	_____
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Flower Girls:

_____	_____
-------	-------

Ushers:

_____	_____
_____	_____

Groomsmen:

Jr. Groomsmen:

Ring Bearers:

FAMILY MEMBERS

Parents & Step Parents

Bride's Parents:

Groom's Parents:

Bride's Grandparents:

Groom's Grandparents:

GATHERING TIME

Time to start ushering guests: _____

Will usher escort guests to their seats? ___ Yes ___ No

Will they need instruction on how this is done? ___ Yes ___ No

Type of Seating: _____ Separate/Bride & Groom _____ Mixed

Will any family members or guests need special assistance? If so, please provide details:

MUSIC & CANDLES

What time do you want gathering music to begin? _____

Musicians:

Vocalists/Soloist

Music: Titles and placement in the ceremony

Are you using the candelabras? ____ Yes ____ No

Are you using the pew candles? ____ Yes ____ No

Candles lighted: ____ before processional ____ as part of the processional

Candle Lighters:

Will there be a Unity Candle? ____ Yes ____ No

If yes, who will light the side candles?

ENTRANCES & BEGINNING OF CEREMONY

Who is to be escorted as the service begins? In what order? By whom? Special instructions?

For example, Evelyn Smith, to be escorted by Bob Smith, grandson. Bob is also a groomsman.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

Groom to enter with pastor? ____ Yes ____ No If no, when will groom enter?

Groomsmen: ____ will enter in front with pastor

____ will escort bridesmaids

____ will meet bridesmaids in the aisle and escort to front

Bride: ____ will enter alone

____ will be escorted by _____

____ will be given away

If given away, how with this question be answered? *"Who brings this woman to be married?"*

____ "I do"

____ "Her mother and I"

____ "She comes on her own, with the blessing of her mother and I"

Other: _____

Will we ask family and guests for their blessing? ____ Yes ____ No

CEREMONY

What Scriptures will be read and who will read them?

Who will have the rings?

____ Ring bearer(s) ____ Best man ____ Maid of Honor ____ Both

Names to be used during the ceremony ('Jennifer' or 'Jenny' / 'Michael' or 'Mike')

If full names are to be used as part of the vows, what are those names? (First & Middle)

How should the couple be introduced at the end of the ceremony?

What instructions should be given to guests regarding a receiving line, send-off, reception or other info?

Other Notes:

Christian Wedding Order of Worship

Pastors from Webster Hills UMC will guide an Order of Worship based on The United Methodist Book of Worship. The movements of the service are described below.

GATHERING

As people gather, instrumental or vocal music may be offered

ENTRANCE

- As parents and special family members are seated—instrumental or vocal music may be offered.
- As the wedding party enters—instrumental or vocal music may be offered.
- As the bride enters, the congregation is invited to stand—instrumental or vocal music may be offered.

GREETING

The pastor greets the congregation and establishes the purpose of the moment:

“We are gathering together in the sight of God to witness and bless the joining together of (Name) & (Name) in Christian marriage . . . ”

DECLARATION OF INTENTION

The bride and groom declare their intention to be joined in holy marriage.

“I ask you now, in the presence of God and these people to declare your intention to enter into union with one another . . . (Name,) will you have (Name) to be your husband/wife . . . ”

RESPONSE OF THE FAMILIES AND PEOPLE

Often this question is asked, “Who brings this woman to be married?” Or the person escorting the bride gives her a kiss and steps away.

Family members and friends may offer their blessing of the marriage. This question can be asked, “Will you, by God’s grace, do everything in your power to uphold and care for these two persons in their marriage?” Those gathered respond, “We will,”

PRAYER

SONG, POEM, WORDS FROM A FAMILY OR FRIEND OR ANOTHER READING (Optional)

SCRIPTURE READING(S)
MESSAGE/HOMILY

The pastor shares some reflections on the meaning and expectations of a Christian marriage.

INTERCESSORY PRAYER

A prayer asking for God's ongoing presence and guiding in this couple's marriage.

EXCHANGE OF VOWS

"In the name of God, I take you to be my wife/husband, to have and to hold until we are parted by death. This is my solemn vow."

BLESSING AND EXCHANGE OF RINGS

UNITY CANDLE (Optional-Music or a song may be offered at this moment)

DECLARATION OF MARRIAGE

INTRODUCTION OF THE COUPLE

BLESSING OF THE MARRIAGE

SHARING COMMUNION (Optional)

DISMISSAL WITH BLESSING

The pastor can provide instructions to guests about exiting the sanctuary and whether there will be a receiving line or a time of sending off the couple. A blessing is offered for the congregation. Music plays as the wedding party leaves the sanctuary.

Wedding Program

If you choose to print a program for your guests, the elements below are often included.

Prelude

Seating of Parents and Grandparents

Music Title.....Composer

For example, “Air” from the Water Music Suite.....G.F. Handel

The Wedding Party Processional

Music Title.....Composer

The Bridal Processional

Music Title.....Composer

Greeting and Prayer

Declaration of Intent

Pledge of Support

Scripture Reading

The Exchange of Vows and Blessings

Lighting of the Unity Candle (If included in ceremony)

Music Title.....Composer

Presentation of the Couple

Holy Communion (If included in ceremony)

The Recessional
 Music Title.....Composer

Suggested Scripture Readings

Genesis 1:26-28, 31a	The creation of man and woman
Ruth 1:16-17	Where you go, I will go
Song of Solomon 2:10-14, 16a	Love is strong as death
Song of Solomon 8:6 or 8:6-7	Set me as a seal upon your heart
Isaiah 43:1-7	You are precious in God's eyes
Isaiah 55:10-13	You shall go out in joy
Isaiah 61:10-62:3	Rejoice in the Lord
Romans 12:1-2, 9-18	The steadfast love of the Lord
1 Corinthians 13	The greatest of these is love
2 Corinthians 5:14-17	Life of a Christian
Ephesians 2:4-10	In Christ we are a new creation
Ephesians 4:1-6	God's love for us
Ephesians 4:25-5:2	Called to the one hope
Philippians 2:1-2	A Christ-like Spirit
Philippians 4:4-9	Rejoice in the Lord
Colossians 3:12-17	Live in love and thanksgiving
1 John 4:7-16	Love one another
1 John 4:7-16	God is love
Revelation 19:1, 5-9a	The wedding feast of the Lamb
Matthew 5:1-10	The Beatitudes
Matthew 7:21-24-27	A house built upon a rock
Matthew 22:35-40	Love, the greatest commandment
Mark 2:18-22	Joy in Christ as at a wedding
Mark 10:42-45	True greatness
John 2:1-11	The marriage feast of Cana
John 15:9-17	Remain in Christ's love
Psalms 33	Rejoice in the Lord
Psalms 34	I will bless the Lord
Psalms 37	Trust in the Lord and do good
Psalms 67	May God be gracious to us
Psalms 100	Bless the Lord, O my soul
Psalms 103	Happy are those who fear the Lord
Psalms 112	The Lord is gracious
Psalms 145	Praise the Lord from the heavens
Psalms 150	Praise the Lord

Thank you!

Thank you for choosing Webster Hills for such a special and sacred life event. We are honored to host and take part in this process with you and we hope and pray for peace and joy on your wedding day, and every day after.