



Wedding Guidelines



Your Christian Marriage



Welcome!

A wedding in a Christian sanctuary is a service of worship celebrating not only the holy vows the couple takes but also God's gift of and intention for marriage within the context of the Christian faith. In coming to the church to prepare and have your wedding you are asking God to be involved not only in the ceremony but in your marriage as well.

We believe that the love of God is made known to us through Jesus Christ. Your identity with Christ and His life will strengthen your lives together and will give a deeper meaning to your romantic love. It is the desire of Missouri United Methodist Church to help make your wedding a holy experience.

General Information

- The completed Church Wedding Request & Information Form should be delivered or mailed to the church office. Half of the wedding fee and the refundable damage deposit must accompany the application. After review by the church staff, if there are no scheduling conflicts, the requested wedding date will be reserved and a confirmation notice will be sent.
- According to church policy, weddings are not scheduled on holiday weekends or during the month of December.
- Ceremony times should be between 11:00 a.m. and 7:00 p.m., and rehearsal times should be between 5:00 p.m. and 6:30 p.m. unless prior approval is made by a pastor.
- Access to the church is 2 ½ hours prior to the ceremony time and 2 hours after the ceremony time. An additional fee will be assessed if more than 4 ½ hours is requested and/or utilized.
- As a general guideline, no more than one sanctuary wedding is scheduled per day. A chapel wedding may be considered for the same date if enough time is allowed between ceremony times. Be aware that other activities may be ongoing in the building during weddings. The church parking lot is available on a first-come basis. The parking lot may not be restricted for use by wedding parties/guests only. Parking is available on weekends, free of charge, in the University garage across Elm Street.
- The church has no jurisdiction over the metered parking on 9th Street. If a wedding party requires parking space(s) for wedding transportation (limo, bus, trolley, etc.), the couple is responsible for calling the City of Columbia to arrange for special parking.
- The church is not responsible or liable for items left in the church before, during and after a wedding
- A \$300 refundable damage deposit is required of all couples and is to be paid with the submission of the application. The deposit will be returned, following the wedding, if no damage is sustained to the building, furnishings, or equipment and provided that all personal belongings are removed immediately following the ceremony and all vendors have honored the MUMC guidelines per the signed agreement.
- Half of the wedding fee must be paid with the submission of the application. The balance is due on the Monday prior to the wedding date.

- The wedding fee includes use of the building space, utilities, custodial charge for either the sanctuary or chapel, the bride's room, the groom's area (library), and all personnel fees.
- If time in excess of 4 ½ hours on the wedding day is utilized, a charge of \$50 per each additional half hour, or any portion thereof, of building use beyond the 2 ½ hours prior to the ceremony time and 2 hours after the ceremony time will be assessed. Additionally, if excess time is utilized at rehearsal, the same extra time charge may be assessed.
- Reimbursements for cancellations are as follows (unless otherwise determined by the presiding pastor):

90 days prior to scheduled wedding	100%
30-89 days prior to scheduled wedding	75%
29 days or less prior to scheduled wedding	50%

Clergy

- If requested, another minister may officiate a wedding ceremony after approval of the MUMC Lead Pastor.
- A time for premarital counseling with the pastor performing the ceremony should be arranged at least eight weeks prior to the wedding date. During these sessions, the pastor will help plan the ceremony and provide guidance for a strong foundation in marriage. The number and length of sessions will depend upon the pastor.
- A valid Missouri license is necessary for the performance of the wedding ceremony. The marriage license, marriage certificate, and any balance of the fees must be delivered to the church office the Monday prior to the ceremony.

Wedding Coordinator

- MUMC provides a wedding coordinator who represents the church in coordinating the many details of the rehearsal and wedding. The coordinator has the authority to interpret and enforce the church's wedding policies as outlined in this booklet. MUMC's wedding coordinator oversees the rehearsal and ceremony.
- An outside consultant may assist MUMC's coordinator, with the church coordinator having precedence. The outside coordinator must sign an agreement stating they have read the guidelines outlined in this booklet, and that failure to comply may result in forfeiture of the damage deposit. The signed form is due at the first consultation with the MUMC wedding coordinator.

- The church's wedding coordinator will contact the bride prior to the wedding date to schedule a consultation. The wedding consultation will take place in either the sanctuary or chapel and will take about an hour. All plans/details of the wedding ceremony will be discussed to ensure that the coordinator can execute the couple's wishes at the rehearsal and ceremony.

Guest Capacity

Sanctuary (including balconies)	800
McMurry Chapel	100

Ceremony Information

- The wedding party has access to the church 2 ¹/₂ hours prior to the ceremony time. If additional time is needed, the wedding coordinator and church office need to be notified and the fee of \$50 per extra half hour or portion thereof will be assessed.
- Entrance to the church sanctuary from the parking lot is through the east ground-level doors, through the Connector, and then to the elevator or stairs to the second floor.
- Ushers should be ready to receive and seat guests 30 minutes prior to the ceremony time. Please plan on one usher per every fifty guests.
- Guest book and program attendants should be ready to greet guests 30 minutes prior to the ceremony time.
- MUMC's wedding coordinator will assist with the timing of seating family members, the lighting of candles, the procession and recession of the wedding party. The coordinator can make suggestions for guest book signing, distribution of programs, the seating of late-arriving guests, and the post-ceremony dismissal of guests.
- Gifts brought to the wedding will be placed in the Bride's Room during the ceremony.
- MUMC's wedding coordinator will assist the wedding party if a formal exit from the church is desired. The formal exit may include the ringing of the tower chimes.
- Rice may not be thrown upon the couple's exit from the church. If birdseed, confetti, or petals are thrown, a prepaid fee of \$25 for cleanup is charged.
- All personal belongings should be removed immediately following the ceremony.

- All trash should be placed in the provided trash receptacles.
- Missouri United Methodist Church and its staff are not responsible for anything left in the church.

Organist

- To arrange organ music for the wedding ceremony, contact the organist as soon as possible after the wedding date has been confirmed. Minimum notice for securing an organist is three (3) months prior to the wedding. If timely contact is not made, an organist may not be available. Email is preferred so that a written record is available of the agreement.

MUMC Organist

Craig Datz
636-328-4637 (cell)
cadatz@gmail.com

MUMC Associate Organist

Rochelle Parker
573-445-4685 (home)
parkerrm@health.missouri.edu

- The organ may only be used by one of MUMC's authorized organists. If additional or different musicians are desired, the grand piano or musicians' own instruments may be used. The church can help arrange guest musicians such as trumpet players, string quartets, harpists, etc. for additional fees. A limited number of microphones and music stands are available for use.
- The organist will provide up to 30 minutes of music while guests are being seated and up to 15 minutes of music while guests are departing. Rehearsals with soloists should be scheduled just before or after the wedding rehearsal. To warm up, the organist can meet with soloists 15 minutes prior to guest arrival (45 minutes before the ceremony begins). Soloists, both singers and instrumentalists, must provide their own sheet music to the organist in advance of the rehearsal. Illegal photocopies are highly discouraged.
- Traditional, classical, and sacred organ music is appropriate for wedding ceremonies. You may schedule a meeting with the organist to help in selection, or suggestions are easily found on Internet sources (YouTube, iTunes, Amazon, etc.). Organists have sheet music to most traditional selections but the wedding couple is responsible for providing sheet music to the organist for special requests. Contemporary or popular music should be discussed with the organist and pastor.

Music

- The MUMC Music Director can provide references to assist in selecting soloists and/or instrumentalists. Please contact the church during regular business hours to obtain contact information.
- Soloists and/instrumentalists should attend the wedding rehearsal.

- During the ceremony, all music selections will be appropriate Christian traditional or contemporary music. Popular or secular selections must be approved by the officiating pastor.
- Recorded music or accompaniment tapes may not be used during the ceremony.
- It is not appropriate to move any music equipment without prior approval.
- One microphone will be provided for use by a soloist. Other equipment needs must be requested/approved prior to the rehearsal and should be arranged through the church office and the church wedding coordinator, and may incur additional costs.

Printed Programs

- MUMC does not provide services for printing wedding programs. A book of samples is available in the church office.
- Prior to submission of the wedding program to a printer, it is advisable to consult with the officiating minister to ensure that the order of service is correct.

Preparation Areas

- The bride's dressing area is at the back of the sanctuary, in the northwest corner. Attached restroom facilities and a large three-way mirror are provided.
- It is advised that men dress prior to arriving at the church. Men may await ceremony time in Room 206 (Library), located in the northeast corner of the church, or in the Parlor. Restroom facilities are adjacent to the library.
- Finger foods and drink are permitted in the Bride's Room and the Library. Food and drinks are not permitted in the sanctuary or chapel. No alcoholic beverages are permitted in the church or anywhere on church property. Smoking is not permitted on church premises. It is the responsibility of the wedding couple to inform their wedding party of these guidelines.

Rehearsal

- Rehearsals may be scheduled between 5:00 p.m. and 6:30 p.m.
- The rehearsal lasts one hour. All participants should plan to arrive 15 minutes prior to the rehearsal start time. All members of the wedding party should be in attendance, including ushers, musicians/vocalists, readers, and parents.

- Entrance to the church is through the east ground-level doors from the parking lot.
- The wedding programs, unity candle with tapers and memory candle should be brought to the rehearsal.
- Rehearsal time changes must be approved by the officiating clergy.
- The MUMC wedding coordinator will assist the clergy during the rehearsal.

Children and Animals

- The ages of children should be considered when selecting them to be participants in the wedding ceremony. It is recommended that ring bearers and flower girls be at least 3 years of age. It is desirable for candlelighters to be at least 9 years old.
- An animal is not acceptable as part of the wedding ceremony. If desired, guests may greet pets outside.

Sanctuary/Chapel Decorations

- The beauty of the sanctuary and chapel is embodied in the windows and architectural features. Modest decorating is appropriate.
- Floral arrangements may not exceed the height of the Altar Cross (28 inches in the sanctuary). This restriction includes any vase and/or base. The tables on either side of the altar are provided for floral arrangements.
- Any water-filled vases must have proper protection beneath them so as not to cause water-spotting or warping of the altar tables.
- Flowers/greenery are not appropriate for the altar table or choir loft. No décor may be placed around the unity candle/tapers or memory candle.
- Simple floral arrangements and/or bows may be added to pews (21 pews on either side of the center aisle). MUMC can provide pew holders.
- Tape, wire, and tacks may not be used to affix decorations to pews, the altar rail or other woodwork.
- Candles/lanterns cannot be attached to pews.
- Helium balloons are not allowed in our Sanctuary or Chapel.
- An aisle runner is not used due to safety issues.

- Lit candles may not be placed on the floor of the aisles or in window sills due to safety issues.
- Only silk or artificial flower petals may be tossed in the center aisle.
- Florists should make arrangements to deliver and decorate the sanctuary or chapel on the day of the wedding. All decorating activities must be completed 45 minutes prior to the scheduled ceremony time. The florist is responsible for all cleanup when decorating is complete, including vacuuming, if needed. Cleanup must be completed within the allotted time.
- The florist should make arrangements with the wedding party regarding removal of all decorations after the ceremony. The wedding party and/or florist are responsible for removing all decorations from the church. Special arrangements for late pick-up can be made in advance through the church office. Failure to comply could result in forfeiture of damage deposit.
- The florist must sign an agreement stating they have read the guidelines outlined in this booklet, and that failure to comply may result in forfeiture of the damage deposit. The signed form is due at the first consultation with the MUMC wedding coordinator.
- Wedding parties have access to MUMC 2 ½ hours prior to the ceremony time. If a florist needs access prior to that time, the MUMC office should be contacted for approval. Please note: additional fees may be incurred.
- The church wedding coordinator will be available while the wedding party is in the church. Any questions regarding decorating should be directed to her/him.
- The following lighting accessories are available through MUMC:
 - Brass unity candle holder and two side taper holders
 - Two brass altar candles and holders
 - Two seven-branch brass candelabra with candles
 - Brass candle lighters
- The unity candle, two side tapers, and memory candle need to be provided by the wedding couple.

Photography and Videography

- No flash or video lighting may be used during the wedding service, designated by the bride reaching the front of the sanctuary/chapel and ending with the couple's kiss.

- The back balcony and side balcony are available for photography and/or videography. The choir loft is not available.
- The altar cross and candelabra may not be moved or removed by the photographer and/or videographer. The church wedding coordinator should be consulted for permission to move any church property.
- A photographer, videographer, or member of the wedding party will not have access to the MUMC sound board or lighting panel.
- All posed photography/videography should be completed 45 minutes prior to ceremony time and one hour 45 minutes after the ceremony time.
- The photographer and/or videographer must sign an agreement stating they have read the guidelines outlined in this booklet, and that failure to comply may result in forfeiture of the damage deposit. The signed form is due at the first consultation with the MUMC wedding coordinator.

Forms Checklist

Due at booking:

- Wedding Information & Schedule Application
- Half of the wedding fee
- Security Deposit of \$300

Due at the first consultation with the MUMC wedding coordinator:

- Signed Florist Agreement
- Signed Photographer/Videographer Agreement
- Signed Coordinator Agreement (if using an outside coordinator in addition to the one provided by MUMC)

Due on the Monday prior to the wedding ceremony:

- Valid Missouri marriage license
- Balance of wedding fee

Contact Information

Wedding Coordinator

Liz Rettke

liz@moumc.org

573-443-3111

Clergy

Rev. Troy Bowers

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S. Jewell S. McGhee

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Music

Tim Coday

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Organists

Craig Datz

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Rochelle Parker

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