

FEES:

The assessment of fees varies depending upon whether or not the bride or groom, or a parent of either, are formal members or active constituent members of the church. The following fees include the pre-marital counseling sessions and use of the church facility for 2 hours for the rehearsal and 4 hours the day of the wedding.

\$600 - For those couples when either individual or a parent¹ of either individual has been a formal or constituent **member** of the church for at least six months prior to the date the wedding is scheduled

\$1,000 - For those **non-member** couples who have no formal or constituent member relationship directly or through a parent.

A non-refundable \$150 deposit (to be applied to the assessed wedding fees) for **non-members** must accompany the wedding application form at the time the date is formally requested with the church.

All Fees for members and non-members should be paid in full by the time of the wedding rehearsal. Checks are to be made out to Plainfield United Methodist Church.

(Additional fees may be assessed at the discretion of the pastor if additional services or space usage are requested or required.)

¹This is not to be substituted by any other relative such as a grandparent, sibling, uncle . . . etc.

Plainfield United Methodist Church
15114 S. Illinois Street
Plainfield, IL
815-436-9651

A Manual of Wedding Policies And Procedures





Household of Faith

*Here we are at the start committing to each other
By His word and from our hearts
We will be a family in a house that will be a home
And with faith we'll build it strong.*

*Now to be a family we've got to love each other
At any cost unselfishly
And our home must be a place that fully abounds
with grace
A reflection of His face.*

*We'll build a household of faith
That together we can make and when the
strong winds blow it won't fall down
As one in Him we'll grow and the whole
world will know
We are a household of faith.*

Words and Music by Brent Lamb and John Rosasco

The church does not have a wedding coordinator. If you have a large party, or several children involved, you may wish to ask someone you know to assist you.

SAFETY, HEALTH AND ENVIRONMENTAL POLICIES:

The church is a **non-smoking and alcohol free facility** (including the parking lot).

For sending off of the bridal party, the use of bubbles is acceptable as long as they are used *outside*. Bells are also an acceptable option. The use of **rice and birdseed** is **prohibited both inside and outside** of the building because of the potential danger of guests slipping. Please do not ask for exceptions as the hazard is simply too great to risk. **Confetti or other paper products** and **balloon launches** are also prohibited due to their negative environmental impact and the amount of litter created.

PASTORS' REQUIREMENT FOR MARRIAGE:

1. It is advisable that the engaged couple arrange for a church wedding at least **six months** in advance of the date.
2. A preliminary meeting with the officiating pastor is required prior to finalizing the wedding date to assure there are no barriers to performing the wedding at PUMC.
3. Two to five pre-marital guidance sessions are required (in addition to the preliminary meeting) to explore the significance of Christian marriage, discuss relationship skills and the plans for the wedding. These sessions last about one hour and both individuals are required to attend.
4. Because there is always the possibility of certain extenuating circumstances, the Pastor may decide it better to postpone or not perform the ceremony. If this were to be the case, it would be determined early in the process and reasons would be communicated to the appropriate parties in a timely fashion.

MARRIAGE LICENSE:

Illinois State Law requires the marriage license to be secured, and the completed form, returned to the office of the County Clerk in the county in which the wedding is to be conducted. Plainfield is located in Will County. Marriage License are secured at the Will County Clerk's office, located at 302 N. Chicago Street in Joliet, 60 days prior to your wedding but no less than 24 hours before. For more information, please contact the office of the Will County Clerk at 815-740-4615.

The marriage license should be given to the officiating pastor by the time of the wedding rehearsal. The church maintains a copy of the license and will mail the original to Will County.

DECORATIONS AND FLOWERS:

Decorations in the sanctuary must be appropriate and in keeping with Christian standards. Existing sanctuary decorations related to the observance of the liturgical seasons, especially Advent, Christmastide, Epiphany, Lent, and Eastertide will remain. Please check with the officiating pastor so that your wedding decorations can be integrated with the existing liturgical decor. Altar, pulpit, and lectern coverings may be in keeping with the color of the liturgical season or all white.

The church can provide altar candles and a set of candelabras that may be used at no additional cost. They are oil burning and are cared for by the Altar Guild. However, other candles & candle holders (including a Unity Candle if it is to be used) must be provided by the bride and groom. A kneeler is also available for use.

The sanctuary has 15 pews on each side of the main floor with a maximum seating capacity of 250. No tape or wire may be used to secure flowers, bows or other decorations to pews or such items as candelabras. You must use plastic clips, pipe cleaners, rubber bands, or other such devices that will not scratch or leave residue.

OTHER DATA:

The center aisle is 52 feet long beginning at the base of the first step (floor level) to the back of the sanctuary. If you plan to use a runner your florist will provide it for you. Please have your florist attach the runner at the base of the first step (floor level). For safety reasons we do not want runners to incorporate the steps. If you plan to use rose petals as a part of the wedding procession, a runner is required.

If you provide the program covers the church office staff will type and print the programs for you. The covers and information to be included must be given to the office staff no later than 2 weeks before the ceremony.

The bridal party is invited to use the conference room/library of the church as a dressing room. This is located in the hallway across from the church office. There is a full length mirror in the room, and a washroom is adjacent in the hallway just east of the conference room. The windows will be blocked for privacy and the door can be locked during the service.

The groom's party may assemble in the Choir room adjacent to the sanctuary chancel.

TABLE OF CONTENTS

Introduction	1
Policies	
Pastoral Involvement	1
Setting the Date	1
Music	2
Photography & Video Taping	2
Decoration & Flowers	3
Other Data	3
Safety, Health & Environmental Policies	4
Pastor's Requirements for Marriage	4
Marriage License	4
Fees	5

AN INTRODUCTION

We are happy that you are planning to celebrate one of life's high and holy moments at the altar of the Plainfield United Methodist Church. You will find the ritual not only beautiful, but deeply meaningful.

There are certain practices and procedures, which we find helpful and that reflect the policy that has been established for the conduct of weddings in our church. We share these with you in the following paragraphs. You will want to discuss them in more detail with the Pastor.

May Christ bless your celebration as He did in Cana in Galilee many years ago.

POLICIES

PASTORAL INVOLVEMENT:

The duly appointed pastors of the pastoral charge shall officiate at all weddings held in the church. If either of the appointed pastors are unable to officiate another pastor may be requested but only with such a request being subject to denominational policy as set forth in the *Standing Rules* of the Northern Illinois Conference of the United Methodist Church. If the bride or groom or the parents of either hold membership in this congregation, it may be possible to have a family member or close family friend who is a member of the clergy co-celebrate or celebrate the wedding at the discretion of the duly appointed pastors.

SETTING THE DATE:

The date for your wedding and rehearsal must first be cleared with the pastoral staff and must reflect their judgment based on their schedules and the availability of the church on the desired date. It is recommended that this date be cleared *prior to* arranging a date and place for a reception hall. The date for the wedding will not be secured on the church calendar until the form entitled, "Wedding Application" is submitted and approved by the pastoral staff and for non-members the deposit is received. Notification of acceptance or non-acceptance of the application will be given no more than two weeks (14 days) following formal application.

No weddings will be conducted during Holy Week, from Palm Sunday through Easter.

MUSIC:

It is the policy of the church that the church organist, Kathleen Hermansen has right of first refusal for all weddings involving the organ. It is the responsibility of the bride or groom to contact her about securing her services. She may be reached at 815-436-7997.

It will be the responsibility of the couple to work with the church organist and/or the officiating pastor to choose music that is appropriate to the dignity of the occasion.

Any other vocalists and musicians are welcomed to participate in the service provided they perform music that is appropriate to the dignity of the occasion. Contemporary Christian music is welcomed as well as the use of traditional music.

PHOTOGRAPHY AND VIDEO TAPING:

Photography, both formal and amateur, must be conducted in keeping with those principles regarding the conduct of any service of worship. Any number of photos may be taken by the professional photographer as well as family and friends up to the point when the bride and groom reach the chancel (the area of the altar). No photography, professional or amateur, is allowed with or without flash from that point until such time as the matrimonial kiss. The one exception is that the professional photographer will be allowed to photograph from the balcony using a tripod with no flash and no motor drive on the camera.

Available light video taping is permitted. The placement of the camera is up to the discretion of the celebrating pastor. However, the camera must be mounted on a tripod and/or the video-grapher must remain stationary and in a non-intrusive location once the bridal party has arrived at the chancel (stage). Video taping is always welcomed from the Balcony.

The church A/V system can be utilized to video the wedding for a reasonable fee. If you are interested please ask the church office staff for a brochure.

HOLY COMMUNION:

The inclusion of the Eucharist as part of the wedding is welcomed if the celebrating clergyperson is either an ordained or a commissioned Elder in the United Methodist Church. It is the policy of the United Methodist Church to observe an open communion table at which all worshipers are invited to commune. No communion will be allowed where the wedding party would be considered the exclusive communicants. Children are also welcomed at the Lord's Supper in this community of faith.