

# *Wedding Guidelines*



  
JONESBORO  
UNITED METHODIST  
CHURCH

To Know Christ & To Make Christ Known

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## **Photography and Recording**

Because the wedding is a worship service, pictures may be taken at times other than during the ceremony, whether in the Sanctuary or Chapel or Wesley Center (The pastor will pose with the bridal party and family either before or after the ceremony.) If you arrange for a wedding bulletin or program, please include an announcement requesting that no pictures be taken during the service.

If pictures are made in the Sanctuary or Chapel or Wesley Center before the ceremony, please clear the area of all activity one hour before the scheduled time of the ceremony to assure that the space will be ready when guests arrive.

Arrangements for recording or videotaping may be made ahead of time with the pastor. Videotaping is done from the balcony without any supplemental lighting.

## **Decorations**

Use live flowers or living plants as arrangements in the sanctuary altar urn, or on the Wesley Center or Chapel altars. Notify the flower chairperson, Peggy Thomas (774-8462) if you would like to leave flowers for the Sunday services after your wedding (you may do this at the time you schedule the wedding with the office.)

You may supplement the regular altar candles with a unity candle, but no additional ones.

Use ribbon or other noninvasive, non-scarring fasteners (rather than tacks, pins, nails, or glue) to attach decorations.

## **A Final Note**

We sincerely hope that these guidelines will help assure that your wedding will be satisfactory in every way and that it will be an occasion memorable for everyone involved. We wish you grace, peace, joy and love.

–The JUMC Worship Team

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## **Welcome**

The pastors and members of Jonesboro United Methodist Church are grateful for the opportunity to assist you in this important and joyous event in your life. The guidelines are intended to provide essential, easy-to-understand information for taking care of all the details involved in planning and carrying out your wedding, not only to your satisfaction, but also to the satisfaction of all of us at JUMC who care about you.

Christian marriage at JUMC is proclaimed as a sacred covenant reflecting Christ's covenant with the church. Everything about the worship service witnesses to the fact that the wedding ceremony is a sacred moment and your marriage is to be a Christian one. Whether you choose to use the Sanctuary, the Chapel, or the Wesley Center, the rite invokes the blessings of God on your marriage.

## **Clergy**

The pastor of JUMC, as is the case with any United Methodist appointed pastor, is in charge of all weddings in the church. If you wish other clergy to assist or participate, ask the pastor about issuing an invitation. Premarital counseling is required. Make arrangements for the sessions with the pastor when you are settling on a date. The pastor's participation is a gift of the heart. You are welcome to show appreciation as you feel best expresses yours.

## **Ritual**

The pastor will use a service from the *United Methodist Book of Worship*. He or she has the discretion to approve any variation of the traditional wedding service. Consult with the pastor to determine the specifics. If you wish Holy Communion to be included in the service, the sacrament will be offered to the entire congregation.

## Scheduling and Arrangements

Contact the church office as far in advance as possible to check on the availability of your preferred date in order to reserve the Sanctuary, Chapel or Wesley Center. (Most days are available, except New Year's, Holy Week and Easter, Independence Day, Thanksgiving and Christmas, or those on which church services or special events are already scheduled.)

Obtain a JUMC facility usage form from the office. Read the guidelines and fee schedule, fill it out completely, and turn it in there so that your reservation is secured.

Also, contact the pastor and the organist or director of music ministries immediately to assure their availability. Set up appointments to discuss all important matters involved.

If you wish to use the Wesley Center for the reception, reserve it at the same time that you reserve the Sanctuary or Chapel, with the understanding that you may not include alcoholic beverages in the reception fare. The same procedure applies to reserving the kitchen.

## Music

The presence of God with the bridal couple and the gathered congregation and the profound significance of the service are reflected in the music. Sacred music is played or sung, leaving secular music (lovesongs, romantic, operatic or theater pieces, etc.) for other wedding festivities such as the rehearsal dinner or the reception. The church organist or the director of music ministries can suggest appropriate possibilities or you may make requests of them.

For congregational hymns, check page 953 in the *United Methodist Hymnal* for a list of hymns appropriate for a wedding service, or check with the pastor, organist or director of music ministries.

Consult the church organist about use of the sanctuary organ or piano, or the chapel piano, by anyone else. Be sure to notify him of any and all practice times when those instruments would be used.

Consult the director of music ministries if you wish the praise band to play in the Wesley Center or want to make arrangements for music there.

Also, consult the church organist or director of music ministries about fees for their services, which are negotiable based on time involved and on complexity of arrangements.

## Wedding Directors

Jinger Gibson (774-9581) and Peggy Thomas (774-8462) are available to assist you in planning and carrying out your wedding. Suggested fee is \$100.00. If you have someone else in mind, please ask that person to telephone one of these directors to take advantage of their knowledge of JUMC.

The director for a sanctuary or Wesley Center wedding is responsible for seeing that

- 1) the kneeling bench is in place (if it is to be used).
- 2) candles are ready to burn and the person designated to serve as acolyte is prepared.
- 3) the chancel or Wesley Center space is cleared of superfluous items.
- 3) numbers are removed from the hymn boards and then replaced.
- 4) flowers are distributed to all ushers and attendants.
- 5) the church is opened and closed both for rehearsal and for the wedding.
- 6) the sound technician is on the job.
- 7) the dressing rooms are ready for use if the bridal parties want to dress at the church.
- 8) the family knows that putting things back in place and in order, leaving all areas tidy, is their responsibility.

## Available Facilities

The seating capacity of the Sanctuary is 350; the Wesley Center, 250; and the Chapel, 40.

These rooms may be used for dressing:

- Sanctuary and Chapel – basement youth rooms for bride and bridesmaids; choir room for groom and groomsmen.
- Wesley Center – Amey Womble Class for bride and bridesmaids; library for groom and groomsmen.

Please do not leave valuables in dressing rooms. If the reception is to be held elsewhere, take all possessions with you after the ceremony. Leave facilities as you find them, including sweeping sidewalks as needed (no birdseed is permitted inside).