



Wedding Policy and Planning Booklet

Wedding Philosophy

Hilliard UMC of Hilliard, Ohio is ready to serve those who want to be united in Christian marriage. The information in this booklet is designed to help those who are contemplating or planning this sacred event in their lives. This booklet will familiarize you with the services and facilities available.

In the United Methodist Church,

“We affirm the sanctity of the marriage covenant which is expressed in love, mutual support, personal commitment, and shared fidelity between a man and a woman. We believe that God’s blessing rests upon such marriage, whether or not there are children of the union. We reject social norms that assume different standards for women than for men in marriage.” (The Book of Discipline of The United Methodist Church, Part III, Paragraph 71-C)

We believe that a Christian wedding is a worship service, intended to solemnize your sacred covenant. When you read through our standard vows, note that both the words and actions reflect the belief that a husband and wife are equal partners in a Christian marriage and are entering into the marriage of their own volition.

Who Can Have A Wedding At Hilliard UMC?

Members of Hilliard United Methodist Church and some Non-Members are welcomed to utilize the facilities of Hilliard UMC for their special day.

- Member is defined as:
 - One who has attended the required membership classes (Discover & Explore), has taken their membership vows, and is on our most recent membership roster and they are involved in some direct way with the ministries of the church, such as attending worship or small groups.

- Non-members who can host weddings here include:
 - One who worships or attends small groups but has not yet completed Discover & Explore or taken formal vows of membership.
 - The parent of the bride and groom is an official member of Hilliard United Methodist Church

Picking Your Wedding Date

Your first step is to arrange the date and time of your wedding with our Church Office Administrator. An information form will be sent to you. This form must be completed and returned before scheduling your wedding.

We suggest making your plans well in advance to secure your preferred date. A minimum of 12 months prior to your wedding is requested. Please note, we do not schedule weddings between Palm Sunday and Easter, Thanksgiving weekend, nor the week before Christmas. A New Year's Eve or New Year's Day wedding is contingent upon the availability of the HUMC wedding personnel.

Your date and time are confirmed after you have paid the appropriate contribution for the Sanctuary use and is 12 months or less before the Wedding date.

Because we have so many church activities and other weddings, please book all facilities that you might need well in advance, e.g., rehearsal time, dressing rooms, a room for your reception, etc.

Clergy Requirement

You will be assigned or may request one of our pastoral staff. The officiating pastor will work with you in designing your wedding service and will be in charge of and direct all rehearsals and your wedding.

Everyone on the church staff will do all they can to create a genuine atmosphere of worship for your marriage ceremony.

Since the ultimate responsibility for the service belongs to the Officiating Pastor, please direct any questions about the content of your service to the Officiating Pastor you have selected or that has been assigned.

If you desire to have another pastor who is not affiliated with Hilliard UMC perform in the wedding, they must be a credentialed clergy person, licensed to solemnize marriages in the state of Ohio, and must be pre-approved by the HUMC Lead Pastor.

Required Counseling, Classes, and Attendance

We expect all couples being married by an HUMC pastor to attend pre-marital counseling. Our pastors use the *Prepare/Enrich Curriculum* and are certified as *Prepare/Enrich* facilitators. The *Prepare/Enrich Curriculum* utilizes an in-depth assessment that will highlight strengths and areas of growth for the couple.

All couples are required to attend at least 4 sessions with the officiating pastor. Pre-marital counseling must be completed at least one month before the wedding date.

The cost for the assessment is \$35 and will be paid online prior to taking the assessment. Once you schedule your wedding, you will need to schedule your first pre-marital counseling session with the officiating pastor. Before your first pre-marital counseling session, the officiating pastor will provide you and your fiancé a web link for the *Prepare/Enrich* assessment. Through this link you will pay for the on-line assessment. All assessments must be completed one week prior to your first pre-marital counseling session.

After you complete the pre-marital counseling sessions, one additional session will be scheduled with the officiating pastor to plan the actual ceremony.

If you live out of state and cannot attend pre-marital counseling with one of our pastors, other arrangements will need to be made with the officiating pastor before your wedding date. In most cases, the officiating pastor will help you find another *Prepare/Enrich* facilitator near you.

If a non-HUMC pastor is officiating the ceremony, the pre-marital counseling requirements will be discussed between the HUMC Lead Pastor and the officiating clergy to ensure the pre-marital counseling requirements have been met.

We expect each couple to attend worship regularly (weekly) during the period preceding their marriage. You may attend the church of your choice. If you do not have a church home, we would welcome you at HUMC! If you are worshipping at another church, you will need to notify the pastor officiating your wedding what church you have selected to attend.

Hilliard UMC clergy reserves the right to cancel or post-pone any wedding if pre-marital counseling is not completed, or if any other issue may arise where the pastor in their good conscience feels that they cannot perform the wedding. In the case of a cancellation, all fees collected will be returned to the couple within 30 days of the scheduled wedding date.

Wedding Director

All weddings will be assigned an HUMC Wedding Director, even if the couple has hired one of their own. The HUMC Wedding Director will assist the couple in the logistics of the rehearsal and wedding service. Couples will need to schedule a meeting with the HUMC Wedding Director at least one month before the ceremony to talk through details. Fees for the Wedding Director are found in the fee schedule at the end of this policy.

Facilities

When planning your guest list and wedding party, please remember that the total wedding seating capacity of the Sanctuary is 300.

HUMC is not able to produce worship bulletins for your wedding; however the officiating pastor needs to approve bulletins before printing.

Decorations

Here are a few things to keep in mind as you plan the church decorations for your wedding:

- HUMC will provide white paraments (decorated coverings) for the communion table, pulpit, and lectern and two altar candles.
- You may not cover or obscure the pulpit, lectern or communion table with other decorations.
- No tacks, tape or nails may be fastened to any part of the Sanctuary furnishings, including the pews and floors.
- You may use appropriate floral arrangements on the communion table. If the couple desires to leave flowers for use during the following Sunday worship services, they should notify the Wedding Planner.
- Couples desiring an aisle runner should make arrangements through their florist. The florist will be responsible for the placement of the runner. Plan for the runner to be at least 100' in length.
- The church supplies candles for the communion table.
- It is not necessary to provide boutonnieres for HUMC personnel assisting in the wedding, including the pastor.
- Please inform your florist of the appropriate time to decorate the church. You may confirm this time with the Wedding Planner.

Wedding Music

We believe a marriage ceremony is a special Christian act, so our pastors and music professionals strive to cultivate a sense of worship in each wedding service. Based on this understanding, the Hilliard United Methodist Church has established the following wedding music policy:

- Since music is an integral part of the service, it should be used to direct attention to the glorification of God. All music should be appropriate for a church service.
- Our organist will assist you in the planning of the musical part of your wedding ceremony.
- If the organist is not available to play for a wedding service or rehearsal, the organist will arrange for someone else to play.
- If you wish to have an outside organist, you may. Your organist would need to contact our organist prior to the wedding to discuss the usage of the organ.
- Musical selections for your ceremony must be finalized at least six weeks prior to your wedding.
- Soloists should contact the church organist at least two weeks prior to the ceremony to schedule a time to rehearse (usually 45 minutes prior to the service, although this can sometimes be done at the wedding rehearsal or another convenient time). These rehearsals are for the purpose of coordination of solo and accompaniment. Soloists should seek outside coaching if they are unfamiliar with the music selected.
- If you select music that is not owned by the church, it is your responsibility to ensure that sufficient copies of the music are provided to the organist and any vocal or instrumental soloists. Because we respect copyrights, illegal photocopies are not permitted.

Media Usage

If media (such as video or PowerPoint) are requested a HUMC Video Technician will need to be scheduled. The fee for a Video Technician is located in the fee table at the end of this document. Video Technicians will need to be scheduled no later than 4 weeks before your wedding. The couple is required to create their own media presentation and will need to bring the presentation to the rehearsal on a USB Drive. All video and PowerPoint content must be approved by the officiating pastor.

Music Suggestions

Here are a few suggestions that may be helpful as you select the music for your wedding.

Prelude

The prelude is intended to set the mood of the service. It generally consists of music 20-30 minutes, played while your guests are being seated. It is appropriate to include 1-2 vocal or instrumental pieces during the prelude.

Seating of Mothers

The seating of mothers and other special family members may take place during a specifically chosen piece of music at the end of the prelude or by time.

Processional

The processional is the part of the ceremony during which the wedding party and bride enter the sanctuary. One or two selections should be chosen for the processional, depending on whether a separate piece of music is used for the bride's entrance.

Service Music

We encourage the active participation of the congregation during the wedding service, in the singing of hymns and in the recitation of prayers and responses. It is also appropriate to include 1-2 vocal or instrumental solos during the service itself. These generally occur after the scripture readings and/or the lighting of the Unity Candle. Selections during the service should be no longer than 2-3 minutes each.

Solos

Vocal or instrumental soloists are optional. One or two solos before the wedding (during the prelude or seating of the mothers), and during the service is the most desirable. If too many pieces are chosen, the concert-like atmosphere tends to detract from the focus of the service. If you have no particular preference as to solos, appropriate selections can be left up to the organist and soloist.

Recessional

The recessional marks the end of the ceremony and is the point during which the bride and groom and the attendants exit. The music should be bright and upbeat, and its length should reflect the number of individuals in the wedding party.

One selection is usually adequate to allow the wedding party to leave the sanctuary. The postlude is intended to be a time for the congregation to exit. The

music can be an extension of the recessional if the selection is long enough, or it can be a separate piece of music. The recessional and postlude combined should not exceed ten minutes in length. If music is required beyond this time, appropriate recorded music is to be provided to the Wedding Planner.

Wedding Rehearsal

When you schedule your wedding date, you must also schedule your rehearsal time.

Please encourage your wedding party to arrive promptly for your rehearsal. All participants in the wedding need to be in attendance. A good rule-of-thumb is to set the wedding party arrival time 15 minutes prior to the scheduled rehearsal. Alert your bridal party and wedding participants of traffic difficulties when scheduling your rehearsal around the rush hour.

Bridal Party Room

Rooms for the Bridal Party are available for use on your wedding day. If you would like to reserve one or more dressing rooms, please tell the Wedding Director at the time you schedule your wedding.

Photography

A wedding held in a church is a worship occasion. Therefore, we do not permit flash photography in the Sanctuary during the service. Wedding guests may not take photographs during the service.

Please share the following information with your professional photographer:

- Pre-ceremony pictures may be taken forty-five minutes prior to the ceremony.
- Post-ceremony pictures may be taken for up to forty-five minutes following the ceremony.
- If pictures during the ceremony are desired, natural light photography may be used from the rear of the Sanctuary.
- Professional photographers are to consult with the officiating pastor prior to the beginning of the service.
- The attire of the photographer and assistants should be appropriate for the wedding.

It is the responsibility of the wedding party to communicate our photography policy to family, friends, and especially photographers.

It is suggested that a simple line be included in the worship bulletin that reads “Please refrain from taking photos during the ceremony”.

Videography

We ask that any videotaping be dignified, professional, and undertaken in an unobtrusive way, i.e., so that does not detract from the atmosphere of worship.

Videographers are to follow the same policy as photographers.

Receptions at the Church

If you choose to host your reception at the church, there is an additional fee for the use of the Social Hall for up to 5 hours, as well as an additional fee for a reception attendant to be present during the reception. The kitchen is not available for use during the reception. Please alert your catering company that food will need to be prepared before arriving to the church.

Restricted Activities

Please note that the following activities are not permitted:

- NO ALCOHOLIC BEVERAGES ARE PERMITTED IN THE CHURCH BUILDING, ON THE GROUNDS, OR IN THE PARKING LOT.
- HUMC IS A SMOKE-FREE AND GUN-FREE FACILITY.
- If any member of the bridal party appears to be inebriated or behaving in a manner that is not conducive to a worship setting the HUMC clergy person officiating the wedding reserves the right to cancel the wedding.
- Confetti, rice, birdseed or other material may not be thrown in the church or on the church grounds. On wet days, it creates a slipping hazard. It is also a cause for ecological concern. If you wish to practice this custom, we suggest you do so at your reception if it is held elsewhere.

Legal Requirements

There are certain legal requirements that you must meet in order to be married at HUMC:

- In the State of Ohio, you must get a marriage license from the Probate Court of the county where either applicant resides. The license is valid anywhere in the State of Ohio.
- Out-of-state residents getting married in Ohio must obtain a license in the county where the ceremony will take place.
- You must bring your marriage license to your wedding rehearsal and give the license to the officiating pastor.

- The pastor will not be able to perform your wedding ceremony unless he/she has a valid Ohio marriage license in his or her possession.
- Contact your County Probate Court for further instructions on identification necessary for the purchase of the license, as well as the fees associated with the license.

Wedding Fees

Please note that we exclude certain fees for members of HUMC. ***
All fees are subject to change.

A \$100 non-refundable deposit for pastoral expenses is required at the time the wedding is scheduled with the Church Office Administrator.

All remaining balances must be in the church office 30 days before the wedding day. Please make out all fees, in one check, payable to Hilliard United Methodist Church. Hilliard UMC reserves the right to postpone or cancel any wedding in which the fees are not paid in full prior to the wedding date.

If for any reason the wedding is canceled you will be given a full refund within 30 days.

Fees for Church and Staff for the Wedding

Item	Members**	Non-Members***	Off-Site
Sanctuary Use	\$200	\$750	
Pastor (includes pre-marital counseling)	At Discretion Of Couple (\$150-\$250 recommended)	\$500	
Pastor (off-site)			\$500.00 + Travel Expenses
Wedding Director	\$200	\$200	
Organist	\$150	\$150	
Audio Technician	\$100	\$100	
Custodian	\$150	\$150	
Prepare/Enrich Assessment Fee (paid online)	\$35	\$35	\$35
Video Technician (optional)	\$100	\$100	
TOTAL	\$935 (\$900 made payable to HUMC)	\$1935 (\$1935 made payable to HUMC)	\$535

Fees for Reception

Item	Members**	Non-Members***
Social Hall	\$500	\$800
Reception Attendant	\$200	\$200
Custodian	\$100	\$100
TOTAL	\$800	\$1100

**Member is defined as:

- One who has attended the required membership classes (Discover & Engage), has taken their membership vows, and is on our most recent membership roster and they are involved in some direct way with the ministries of the church, such as attending worship or small groups.
- The parent of the bride and groom is an official member of Hilliard United Methodist Church.

***Non-member is defined as:

- One who is involved in some direct way with the ministries of the church, such as worship or attending small groups but have not yet completed Discover & Engage or taken formal vows of membership.

Updated 1/16/2020



Hilliard United Methodist Church Wedding Policy Agreement

Please sign and return the Wedding Policy Agreement to the church no later than one month before your wedding.

We, the couple, have read and understand the items contained in the Hilliard United Methodist Church Wedding Policy and agree to follow the regulations and responsibilities set forth.

Signatures of the couple: _____

Couple's Printed Names: _____

Date of Wedding: _____

Today's Date _____

Please return a signed copy of this document to the church at:

**Hilliard United Methodist Church
Attn: Office Administrator
5445 Scioto Darby Rd.
Hilliard, OH 43026**

Office Use Only: Date Received: _____ Office Administrator Signature: _____
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