



Your Wedding at
Methodist Temple



The Church is the most appropriate place for the uniting of two people, and it's altar the most fitting place for the pledging of marital vows. A church wedding is a service of worship and consecration, a Christian ceremony - and all preparations should be made with this in mind.

We pray your wedding will be a joyous occasion and we are honored to be a part of your special day. May God bless you as you begin your life together. Blessings!

Table of Contents

Setting the Time & Date of Your Wedding	2
Pre-Marital Counseling & Planning	3
License	3
Room Usage	3
Music	4
Photography	4
Decorations	5
Dressing Rooms	6
Throwing of Rice	6
Receptions	6
Frequently Asked Questions	7
Wedding Fee Schedule	8
Contact Information	9

Setting the Time and Date of Your Wedding

When the date for your wedding has been selected, you should contact the Church Office to clear this date with the Director of Operations, who will then confirm the date with the pastor and the church organist (if necessary) to avoid conflicts. A \$100 non-refundable deposit will secure the date on the church calendar and will be applied to the total wedding cost. The wedding date will not be confirmed until both the deposit and the signed Wedding Covenant are received in the office. The rehearsal date (usually the day before the wedding) and time should be set with the pastor as soon as possible.

The pastor will meet with the wedding couple during the months prior to the wedding. In pre-marital counseling, the pastor will be willing to discuss any areas of interest and concern expressed by you, and can recommend additional resources, if needed.

The wedding ceremony itself is developed by the pastor and you. It is our desire that the spirit and the content of the service shall reflect Christian values of marriage as well as your personality and your love relationship.

A pastor from Methodist Temple officiates at all weddings performed at Methodist Temple. Where it is the wish of the bride or groom to invite other clergy to participate in the ceremony, they should discuss this with the pastor prior to any invitation being made to a visiting pastor.

No weddings will be performed the Saturday before Easter.

Pre-Marital Counseling & Planning

The bride and groom should anticipate meeting with the pastor for 2-4 pre-marital counseling sessions at a time that is convenient for the pastor and the couple. The purpose of these meetings is to discuss issues that create an environment for a successful marriage, and for the pastor to get to know the couple.

Pre-marital counseling times should be set up directly with the pastor and are usually scheduled within two to three months of the wedding date. If you do not receive a phone call from the pastor within a month of your wedding date, please take the initiative and call the church office.

License

The marriage license and wedding certificate should be in the possession of the pastor by Wednesday prior to the wedding date. A marriage license must be obtained from the Indiana county of residence of either the bride or the groom and is valid for sixty days. Contact the County Clerk in the county of the bride or groom's resident for specific information concerning the obtaining of a license.

Room Usage

The Chapel can be used instead of the Sanctuary for a smaller, more intimate wedding. As in the case of the Sanctuary rental, the cost of renting the Chapel includes the use of candelabra and kneeling bench.

Also, the Parlor can be used as a different setting for your wedding photos. An additional fee will be charged for use of the Parlor.

Music

Your wedding is a Christian ceremony and music should be chosen with this in mind. The music should at all times enhance the spiritual atmosphere of the wedding service.

Due to the complexity of the pipe organ, the Methodist Temple organist plays for all weddings (when organ music is requested). Exceptions may be made to this rule only after consultation with the church organist.

The organist will be contacted as soon as the date is confirmed to allow time for choosing music and rehearsing. Any music chosen by the bride & groom that is not in the organist's file will be ordered and paid for by the bride & groom - when the service is over, the music will be returned to the couple. The church organist and / or the wedding coordinator will be happy to assist in choosing music.

Methodist Temple will provide a sound technician who will attend both the rehearsal and the ceremony. A sound technician is REQUIRED for all weddings held at Methodist Temple. If a slide show or DVD is to be shown, Methodist Temple will provide a graphics person at an additional charge.

Photography

Flash pictures may be taken during the processionals and recessionals, but all photographers are to remain in the back half of the Sanctuary when taking these pictures. A stationary video camera may be placed in the front of the Sanctuary or in the Balcony. When it is desired to have the pastor included in group pictures, you should notify the pastor prior to the start of the wedding.

Decorations

Each wedding party will have three and one-half hours use of the church. Additional time may be granted if we know in advance, but there may be additional custodial fees.

The name of the florist being used for the service should be given to the wedding coordinator in advance of the wedding. The bride should instruct the florist to have all flowers and decorations delivered and set up at least one hour prior to the wedding.

If the floral arrangements are to be left for use in the church for the following Sunday, the wedding coordinator should be notified as soon as possible prior to the wedding. If memorial flowers have already been ordered for the altar for that Sunday, the wedding flowers will be placed as appropriately as possible elsewhere in the church.

Our Sanctuary is frequently decorated for special liturgical occasions during the year. These decorations take precedence over other activities held in the Sanctuary. If your wedding is scheduled for a time when these special decorations are present, your wedding decorations will need to be planned in coordination with the liturgical decorations.

Methodist Temple offers the following decorations for use during weddings:

- One pair of spiral candelabra (11 candles each)
- One pair of seven-branch candelabra (7 candles each)
- Six pair of aisle candelabra (3 candles each)
- Kneeling Bench

All candelabra use 10-inch dripless candles. Purchasing the candles is the responsibility of the couple and should be brought to the church by Wednesday of the week preceding the wedding.

Dressing Rooms

Dressing rooms for the bride and bridesmaids are located in the Commons upstairs or in the Narthex. The Narthex bridal room is for one to two people and is located in the back of the Sanctuary. Restrooms are located on the second floor near the Commons.

Dressing rooms for the groom and groomsmen are located downstairs in the Teen Center. A restroom is located on the lower level, as well.

Main restrooms are located in the Fellowship Hall and off the Atrium.

Throwing of Rice

The tradition of throwing rice following the ceremony is a joyous expression of the guests' happiness for the bride and groom. The use of bird seed is the alternative Methodist Temple adheres to and should only be thrown outside the building.

Receptions

We welcome the newly-married couple to celebrate their nuptials by having the wedding reception at Methodist Temple. Please refer to the Fee Schedule for information on cost.

If you desire to use the services of a caterer for a reception to be held here, it will be the caterer's responsibility to furnish all the necessary supplies for your reception. All set-up arrangements (tables, chairs, etc.) must be made with the wedding coordinator in advance of your wedding date.

*Smoking and alcoholic beverages are NOT permitted,
nor will they be tolerated on Methodist Temple's
campus.*

Frequently Asked Questions

Are other pastors allowed to officiate at Methodist Temple?

Methodist Temple's policy allows other pastors to assist in the wedding ceremony. The invitation to assist will be issued by the pastor in charge of the wedding. This should be cleared with the Methodist Temple pastor well in advance of the wedding.

May communion be served at the wedding?

Yes; however, special provisions will need to be made for ushers and communion servers. This should be discussed and planned well in advance since communion, by United Methodist polity and theology, is open to all people. The communion elements must be offered to all present, and not just the bride and groom.

Will the pastor conduct a wedding service if one or both of us are divorced?

United Methodist theology and polity recognize that people are not perfect individuals. All of us are in need of God's grace and forgiveness. While the church is reluctant to approve of divorce, we also recognize the right of divorced persons to remarry and to take their vows before God in a church setting. As such, United Methodist pastors are open to discussing a marriage ceremony with all persons.

Will the pastor conduct a wedding service in the home or other locations?

Yes. This should be discussed with the pastor in charge of the wedding.

What is the definition of a "Member" wedding?

Either the bride or the groom must be a member of Methodist Temple for at least six months prior to the date of the wedding.

At this time, Methodist Temple does not allow non-member weddings.

Wedding Fees

Members:

Sanctuary	\$ 150.00
<i>(fee includes Sanctuary rental, use of candelabra and kneeling bench)</i>	
Chapel	\$ 75.00
Parlor	\$ 50.00
Wedding Coordinator (mandatory)	\$ 100.00
Wedding Coordinator (w/ reception)	\$ 150.00
Organist	\$ 150.00
Sound Tech (mandatory)	\$ 50.00
Graphics Tech	\$ 25.00
Custodian (wedding only)	\$ 75.00
Custodian (wedding & reception)	\$ 150.00
Honorarium to Pastor	donation
<i>(paid directly to pastor)</i>	

A \$100.00 NON-REFUNDABLE DEPOSIT WILL BE REQUIRED TO HOLD YOUR WEDDING DATE. This will be applied to the total cost of your wedding.

The wedding coordinator, sound & graphics technicians will be provided by Methodist Temple.

CONTACTS

Lead Pastor: Rev. Andy Payton
812.476.1306, ext. 15
leadpastor@methodisttemple.church

Associate Pastor: Rev. JillAnn Knonenborg
812.476.1306, ext. 27
associatepastor@methodisttemple.church

Director of
Operations: Wendy Moore
812.476.1306, ext. 10
operations@methodisttemple.church

Wedding
Coordinator: Evelyn Fields
812.476.1306

© Methodist Temple 2017

Methodist Temple United Methodist Church
2109 Lincoln Avenue
Evansville, IN 47714

812.476.1306
www.methodisttemple.church