



West Side United Methodist Church Wedding Information

This wedding booklet is given to you for the purpose of helping to make your wedding a significant and meaningful occasion. As the officiating minister for your service, I want to help you create a wedding service that reflects your commitment to each other and bears witness of the meaning of the commitment to all who are present.

The ritual of the United Methodist Church includes an order of the solemnization of a marriage. It is not a lengthy service, but clearly expresses the meaning of marriage within the framework of Christian thinking and belief. However, this service may not completely meet your needs or be in accord with your beliefs. Therefore, you are encouraged to give careful consideration to the service and its meanings.

Don't forget, however, that you have chosen to be married in a church by a Christian minister. We expect, therefore, that your service will reflect Christian values and be conducted in keeping with the dignity of Christian worship.

The reverend Timothy Ziegler, lead pastor

Helpful Information and Policies

Application

Couples wishing to be married at West Side UMC should initiate the process by completing an application. Application forms are available from the office and online at westside-umc.org. After the application has been submitted, along with the wedding plans information sheet, call the church office to schedule your first premarital counseling session. No dates are reserved on the calendar until the deposit has been made.

Wedding Date

All dates must be cleared with the pastor, and the church office, well in advance of your wedding. The church calendar operates on a 'first come' basis with preference given to church members. Doors of the church will be



opened two hours prior to the time of the service on the day of the wedding and will be closed one hour after the wedding service has ended.

Deposit

A \$100 deposit is required. Dates are not reserved on the church calendar until the deposit is received and will be applied to the fee total. The deposit will not be refunded if the wedding is canceled following the first consultation with the pastor.

Wedding Fee

A wedding fee of \$1,100 is required of both member and non-member in order to secure the church and staff for a wedding and rehearsal. This includes pastor fee, wedding coordinator, custodial services, sound technician, accompanist, and property within the facilities.

Premarital Counseling

Premarital counseling is mandatory for couples wishing to be married at West Side UMC. It is the couple's responsibility to contact the officiating

pastor to arrange for counseling. This should be done at least three (6) months prior to the wedding.

Guest Pastor

Pastors who are not a part of West Side UMC may be invited to assist in your wedding with approval of the lead pastor.

Rehearsal

Usually the rehearsal is held the day or evening prior to the wedding. All members of the wedding party and the parents of the bride and groom should be present at the rehearsal. It is important that everyone arrive on time since the pastor often has other rehearsals and appointments. Typically, the rehearsal will take about an hour.

Facility

West Side UMC has designated handicap parking and is a barrier free facility. Guests may use the ramp off the parking lot. An elevator and restrooms (on both levels) are handicap accessible. A wheelchair is also available. In the sanctuary, there is space in front and in the middle of the lectern side to accommodate wheelchairs and/or walkers. Chairs with arms are also provided in that space for anyone who would like the easier access, or extra support for standing up and sitting down.

NO alcoholic beverages or illegal drugs are permitted in or on the premises. Failure of wedding party members or guests to follow this provision will result in the wedding being canceled and the deposit refunded.

West Side UMC is a smoke free facility

Sanctuary

The sanctuary has a seating capacity of approximately 200-225 with 14 full length pews on the lectern side, with open space for those guests in wheelchairs or using walkers, 14 full length pews and two short pews in the rears on the pulpit side plus 10 pews in the balcony. The sanctuary is not

air-conditioned; however, portable fans are available to aid air circulation on extremely hot days during the summer months.

Aisle Runner

A carpeted center aisle in the sanctuary makes the use of an aisle runner unnecessary. However, if you desire a runner, it can be obtained from your florist and should be at least 50 feet long. Fresh flower petals may be strewn only if an aisle runner is used. There is no objection to silk flower petals being used without a runner. The aisle runner is put in place prior to the service to aid with time constraints. The center doors are closed prior to the ceremony and guests are invited or ushered down the side aisles.

Flowers

The height of the alter arrangement can vary, but should be no wider than 18-36 inches. Silk flowers are permitted. If you desire to leave your wedding flowers for the Sunday worship service, notify the church office prior the Wednesday of the wedding and



acknowledgment of their use will be made in the Sunday worship bulletin. If there is another wedding on the same day, you might work out your alter flower arrangement with the other party. The office can give you this information. Also, your florist should call the office for a convenient delivery time or be made aware of the time frame of opening of the doors two hours before the service.

Candles

You may use either the two single candlesticks, which are always in place on the altar, or use two 5-branch candelabra on the altar. Two additional floor standing candelabras of seven candles each are also available.

Marriage (Unity) Candle

If the bride and groom desire to include this personal touch in their wedding service, they are responsible for providing the one candle of three

candles used for this part of the ceremony. The candles must be brought to the rehearsal. West Side UMC can provide the unity candle holder, if desired. Two regular dinner candles and one larger candle (no larger than 3" in diameter) are needed; or you may use three dinner candles, one being taller than the two side candles and West Side UMC can provide plain glass holders for these.

Kneeling Bench

The kneeling bench is put in place as a part of the wedding set-up if desired.

Plant Stands

Various heights are available for your use.

Marriage License

The marriage license must be brought to the officiating pastor at the time of the rehearsal. No weddings will be performed without a valid marriage license.

Payment

The wedding fees are due the night of the rehearsal and must be paid in cash to the church or online at westside-umc.org. If paid online, please notify the office.

Notes

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