



Your Wedding Guide



First United Methodist Church

903 East Fourth Street

Panama City, FL 32401

(850) 763-6537

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Wedding Fact Sheet

Today's Date: _____

Contact Person: _____ **Phone#:** _____

Bride's Full Name: _____

Bride's Name to be used in vows: _____

Home Address: _____ **Phone#:** _____

Church Membership: _____

Groom's Full Name: _____

Groom's Name to be used in vows: _____

Home Address: _____ **Phone#:** _____

Church Membership: _____

Address After Marriage: _____

City: _____ **Phone#:** _____

WEDDING DATE: _____ **TIME:** _____

REHEARSAL DATE: _____ **TIME:** _____

Minister's Name: _____

Will your Reception be held in Trinity Center? Yes _____ No _____

Bride's Parent(s) Name(s): _____

Groom's Parent(s) Name(s): _____

This form MUST be completed and returned with the church deposit and required janitorial fee before any dates can be reserved on the church calendar.



First United Methodist Church

Panama City, Florida

Wedding Guide

A Wedding is a happy and holy occasion in life. It is a service of worship in which vows are made to God and between two loving individuals, prayers are offered, and a blessing is given. The Wedding ceremony itself is one of great beauty and tested meaning; therefore it should not be changed. As two people join their lives to establish a Christian home, the church rejoices with them and is eager to help make the Wedding beautiful and memorable. It is not necessary for a Wedding to be elaborate in order to be beautiful, the true beauty lies in the spirit and attitude of those who take part. The Ministers, Staff, and Wedding Committee of our church are happy to help in any way with your Wedding preparations and the church's policies will be explained in detail at your first meeting together.

Arrangements:

To secure your Wedding date, approval from the Senior Minister and an initial consultation must be scheduled with the Wedding Coordinator. During the consultation, the Wedding Fact Sheet (page 2) should be filled out completely and payment for required fees rendered. **Please understand that without the completed Wedding Fact Sheet and payment for required fees the date cannot be held.**

It is the policy of our church to have our minister preside over all Weddings held here; however, persons desiring an outside minister to assist in the ceremony may obtain approval from the Senior Minister, who will then extend a personal invitation to the guest minister.

There are five premarital conferences the bride and groom are required to attend with the Senior Minister. Appointments are scheduled by contacting the Wedding Coordinator, who will then check your appointment time with the Senior Minister. Please make sure all dates and times (Rehearsal, Wedding, and Reception if in Trinity Center) have been discussed and finalized with the Wedding Coordinator before scheduling your premarital conferences. The five sessions are broken down as follows:

1. Wedding Policy
2. Biography & Hand Out
3. Discover your future spouse
4. Goals
5. Wedding Service

Wedding Director:

To ensure everything runs smoothly and all guidelines of the Methodist Church are followed, **you are required to use a member of our Wedding Committee to be your Wedding Director, even if you already have a personal planner.** Members of the Wedding Committee are:

Ms. Ann Parmer
Mrs. Alison Bostwick

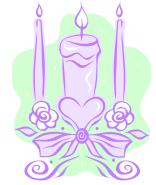


Please contact the Wedding Director of your choice as soon as possible. It is strongly advised (but not required) for the Wedding Director to attend your first Wedding consultation with the Senior Minister. There is a fee for the Wedding Director's services. Please talk about this fee with your Director, as she will set her fees and you will pay this fee to her directly, not through the Church Office. Please be advised that, if you have a personal planner, he / she **must** meet with the church's Director at least once by two weeks before your Wedding.

Decorations:

The interior of our Sanctuary and Chapel are both worshipful and beautiful. We advise few and simple decorations. Listed below are details which preserve the worship atmosphere and safeguard the furnishings. Please direct any questions you may have about this to your Wedding Director.

1. Nothing in the Sanctuary may be moved or removed from its accustomed place. This includes, but is not limited to, the pulpit furniture, hymnal books, and pew pencils.
2. No tape, tacks, nails, pins, or screws may be used to secure any decorations. Free-standing decorations are acceptable. Suitable materials should be used to protect floors and carpeting from dampness and drippings. No live petals may be dropped by the flower girls in the Sanctuary.
3. Any candles used **must** be drip-less (not wax). Please ask the Office contact or your Wedding Director if you need further information about candles.
4. Nothing shall be placed on the altar, pulpit rail, communion rail, or on the kneeling cushions. Care must be taken to not block the vision of the organist/pianist.
5. The following items are available to help with decorating:
 - a. Two large matching brass bowls suitable for flower arrangements
 - b. Two brass candelabras
 - c. Communion Chalice



****Arrangements for using these items should be made with the Wedding Coordinator. There is no charge for items listed above.***

6. If you would like to marry during the Easter, Thanksgiving or Christmas season, understand the church decorations **cannot be removed** for the Wedding.
7. The sconces on the walls of the Sanctuary (total of six) can be used. The candles inside are heatless candles so the globes are not broken. If you would like to have the candles lit during your ceremony, please make arrangements with the Wedding Coordinator. Please note, there is a fee involved for the use of the sconces.
8. The Wedding party is responsible for making sure all decorations used during the ceremony are removed prior to leaving. **If you would like to donate the flower arrangements used in your Wedding to the church for use in the Sanctuary or Narthex for Sunday services, or to be taken to the hospitals and nursing homes for patients who would appreciate a kind gesture, please notify the Church Secretary ahead of time.** A notation will be placed in the bulletin that the flowers are from your Wedding.

Music:

A Wedding is a worship experience. It is our belief that the musical selections used should be in accordance with the setting. Please make an appointment with the Minister of Music and organist / pianist of the church to choose music for your ceremony. If an instrumentalist is used, it is customary to use one from the church. **Guest instrumentalists must be cleared through the Minister of Music.**

If you would like to have a soloist sing at your Wedding but do not have one, the Minister of Music can arrange this for you for a fee.

Photography:

Wedding pictures allow the bride and groom to remember their special day for years to come. It is important to us at First United Methodist Church that you capture these moments while also keeping the integrity of the worship service. Included in this packet is a sheet titled "Guidelines for Photographers" and the photographer agreement (pages 9-10). **This form must be signed by both the photographer and Wedding party, then returned to the Wedding Coordinator no later than two weeks prior to the Wedding date.** He / she must also meet with your Wedding Director at least once by two weeks before your Wedding. If you have any questions concerning these guidelines please consult your Wedding Director or the Senior Minister.

Videography:

Capturing your Wedding on video allows you to re-live the special moments of your ceremony. You will find the videographer agreement and the Wedding Video Request Forms in this packet (pages 11-13). Please complete the requested information on this form and return to the Wedding Coordinator. The Television Ministry department will then contact you to discuss your request in depth. Please understand there is a fee for this service. **Note: if you decide to go with an outside videographer, they are subject to the same guidelines as photographers and must be approved by the Television Ministry. You will be required to have a member of our Television Ministry here to aid and supervise your videographer and there is a fee for this.**

Using the Trinity Center for your Reception:

If you are interested in a close, convenient facility to have your Wedding Reception at, you are welcome to consider our Trinity Center. Contact the Wedding Coordinator for more details.

PLEASE NOTE: Alcoholic beverages are not permitted on the premises. Anyone under the influence of alcohol will not be permitted at the Rehearsal, Wedding, or Reception (if held in the Trinity Center)

General Information:

The **Chapel** holds a maximum capacity of 120.

The **Sanctuary** holds a maximum capacity of 460.

The Bride's Room in the Community Life Center is made available for the Bride's party to dress, etc. before the Wedding. The Groom's party will be in the Conference Room in the Main Building. Please inform the Wedding Coordinator of what times you will need these rooms.

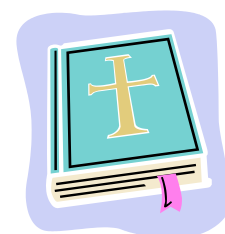
The marriage license should be given to the Minister no later than at the Rehearsal.

The Sanctuary / Chapel will be cleared by the Wedding Director 35 minutes prior to the start of the ceremony. This is to prepare the Sanctuary / Chapel for worship. Guests will be allowed to enter for the service beginning 30 minutes prior to the ceremony.

Smoking is not permitted inside the buildings.

For safety reasons, no rice or bird seed may be thrown in or around the church building or Trinity Center.

The church cannot assume liability for any loss, theft, or damage to personal property used in a Rehearsal, Wedding, or Reception.



Charges - Payments

NON - MEMBERS

The following list is the fee schedule for participants in the Wedding if provided by the church. It is your responsibility to engage the services as needed unless otherwise indicated. **All required fees are due at the time your Wedding date is reserved.** Checks need to be made payable to First United Methodist Church. The only check that will not be made payable to the church will be for the Wedding Director. You will need to make arrangements with them concerning their fees and services. Please contact the Communications Coordinator to make payment arrangements if non-required services are used.

Use of church facilities:	\$ 300.00 Sanctuary \$ 150.00 Chapel
Custodian (Required) :	\$ 120.00 Sanctuary \$ 100.00 Chapel
Wedding Director (Required) :	\$ Discuss amount with Director
Honorarium for Minister:	\$ 400.00
Soloist:	\$ 50.00 \$ 100.00 Minister of Music
Organist:	\$ 150.00
Pianist:	\$ 100.00
Sanctuary Sound Technician (Required) :	\$ 100.00/first hour, \$35.00/hour after
Video Taping:	\$ See price list next page
Sanctuary Sconce Candles:	\$ 50.00

- **These fees are based on a basic wedding and include 4 hours-rates will increase hourly if more time is needed (set-up, clean-up etc.)**

Trinity Center for Reception:

Rental Fee:	\$ 275.00 (1 - 100 people) \$ 450.00 (100 - 300 people)
Janitorial Services:	
1-75 people	\$ 100.00
Dishwasher	\$ 60.00
76-150 people	\$ 125.00
Dishwasher	\$ 60.00
151- 225 people	\$ 225.00
Dishwasher	\$ 75.00
226- 300 people	\$ 300.00
Dishwasher	\$ 75.00



Wedding Video Services

NON - MEMBERS

Personal Videographer \$50.00

TV Ministry Member present **(REQUIRED)**:
Rehearsal – work with Sanctuary Sound Engineer for pre-event instructions and assist Videographer with setup of equipment
Est. time = 1.5 hour
Wedding – arrive one hour before service, work with Sanctuary Sound Engineer and assist Videographer
Est. time = 2 hours

FUMC Video taping \$375.00

Videographer: \$200.00

Rehearsal – work with Sanctuary Sound Engineer for pre-event instructions

Est. time = 1.5 hour

Wedding – arrive one hour before service, Record service, add opening ID

Est. time = 2 hours

Production Sound Engineer: \$50.00

Rehearsal – pick up program, check with Wedding Director for instructions, review program and instructions with videographer

Est. time = 1.5 hour

Wedding – arrive one half-hour before service

Est. time = 1 hour

Camera 3 Operator: \$25.00

Wedding – arrive one half-hour before service

Est. time = 1 hour

Church Equipment Usage: \$100.00

*You will receive ONE unedited
DVD with event billboard.*

(Additional copies may be purchased at a charge of \$10.00 each.)

Staff Members Associated with Weddings

Rev. Carl Fountain
Interim Senior Minister

763-6537



Ms. Laurie Rodriguez
Finance Director/Administrator
Wedding Coordinator

763-6537



Music Director
Marvin Miller

763-6537

Mrs. Sandra Burleson
Organist

872-1064



Ms. Jeanine Hagan
Pianist

763-6537

Church Hours:

Our Church Office is open Monday through Friday from 8:00am until 4:30pm. If you have any further questions, or if we can help you in any way, please stop by or call us. **At First United Methodist Church... we want to help you make your Wedding the happiest moment in your life!**



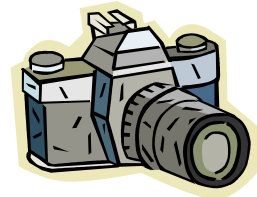
Personal Check List

<i>Task</i>	<i>Date Task Completed</i>
Wedding policy read and understood	_____
Meet with Communication Coordinator:	_____
Request Wedding / Rehearsal date and time	_____
Fact sheet filled out	_____
Location requested (Sanctuary or Chapel)	_____
Required fees paid	_____
Trinity Center reserved for Reception	_____
Pre-Marital counseling sessions with Senior Minister:	
Session One: Date _____ Time _____	_____
Session Two: Date _____ Time _____	_____
Session Three: Date _____ Time _____	_____
Session Four: Date _____ Time _____	_____
Session Five: Date _____ Time _____	_____
Appointment set up with Wedding Director	_____
Contact Minister of Music	_____
Sound / Video Taping (Contact TV Ministry Department)	_____
Photographer (Remember to have them sign guideline sheet)	_____
Church Organist	_____
Pianist	_____
Soloist	_____
Harpist	_____
Custodian	_____
Rooms needed and time:	
Bride's Party (Community Life Center)	_____
Groom's Party (Conference Room)	_____
All remaining fees paid (one month prior to Wedding date)	_____

This list is being given to you for your convenience in the planning of your Wedding. Good Luck!

Guidelines for Photographers / Videographers

Please read carefully, sign, and return the following agreement.



Dear Wedding Photographer and / or Videographer:

Here at First United Methodist Church it is our goal to make the Wedding ceremony a memorable worship experience. The Bride and Groom are very important to us and we want their special day to be full of moments they will remember their entire lives. We need your cooperation to ensure this while keeping the integrity of our worship service intact.

You can do this by following these simple guidelines.

1. Please allow plenty of time prior to the Wedding for pre-Wedding photographs taken in the Sanctuary / Chapel. The church Wedding Director will clear the Sanctuary / Chapel 35 minutes prior to the start time of the Wedding. This is to ensure the area is prepared for the worship service. The Sanctuary / Chapel will reopen for guests 30 minutes prior to the start of the Wedding.
2. There will be **no** movement during the Wedding ceremony by the photographer, this starts at the time the Sanctuary / Chapel is reopened to receive guests. If the Wedding is to be held in the Chapel you are welcome to take **non-flash** pictures during the ceremony from the back of the Chapel. If the Wedding is to be held in the Sanctuary you are welcome to take **non-flash** pictures from the balcony. Please understand no other locations can be used during the ceremony for pictures. You are welcome to stage scenes before or after the ceremony.

We appreciate your anticipated cooperation and look forward to working with you to create a memorable experience for the bride and groom. If you are unable to work within the above guidelines, please contact the Wedding party as soon as possible so they can make other arrangements for a photographer. If you are willing to work within the above guidelines, please fill out the following page of information. Signing this agreement will indicate that you understand and will abide by these rules. If the above guidelines are not followed on the Wedding day, you will be asked to leave immediately, leaving the bride and groom without professional photographs of their special day.

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Wedding Photographer

Information / Agreement

Please return this portion back to First United Methodist Church no later than two weeks prior to the Wedding ceremony. The Photographer will not be permitted without this signed form on file.

Photographer Printed Name: _____

Studio Name: _____

Address: _____

City, State, Zip: _____

Studio Phone #: _____

Cell Phone #: _____

Photographer Signature: _____

Date: _____

Bride's Signature: _____

Groom's Signature: _____

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Wedding Videographer

Information / Agreement

Please return this portion back to First United Methodist Church no later than two weeks prior to the Wedding ceremony. The Videographer will not be permitted without this signed form on file.

Videographer Printed Name: _____

Studio Name: _____

Address: _____

City, State, Zip: _____

Studio Phone #: _____

Cell Phone #: _____

Videographer Signature: _____

Date: _____

Bride's Signature: _____

Groom's Signature: _____

PLEASE NOTE: If you elect to have a Videographer other than one from the TV Ministry, he or she must submit this form and be approved by the TV Ministry. Thank you.

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Wedding Sound / Video Request

Wedding Date: _____ Time: _____

Bride: _____

Groom: _____

Rehearsal Date: _____ Time: _____

No. of Copies Requested: _____ Date: _____

Requested by: _____ Phone: _____

Paid by: _____ Date: _____

Your DVD will be delivered within 7 days after your Wedding. Additional DVDs are available, according to quantity requested, for an added fee.

Crew Assignment & DVD Confirmation:

Sound (Rehearsal and service): _____

Director / Editor:
(Rehearsal, shoot / edit / burn one DVD) _____

Camera 3: _____

Date Delivered to TV Ministry Chairperson: _____

Date Delivered or Mailed to Bride & Groom: _____

Director's Signature: _____

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Payroll Information

Wedding for: _____

Date: _____

<u>Services being provided</u>	<u>Due</u>	<u>Date Paid</u>
Wedding location: _____	\$ _____	_____
Reception location: _____	\$ _____	_____
Minister: _____	\$ _____	_____
Wedding Director: _____	\$ _____	_____
Sound Tech: _____	\$ _____	_____
Video Tech: _____	\$ _____	_____
TV Equipment Charge: _____	\$ _____	_____
Instrumentalist: _____	\$ _____	_____
Vocalist: _____	\$ _____	_____
Custodian: _____	\$ _____	_____
Candles: _____	\$ _____	_____
Other: _____	\$ _____	_____
_____	\$ _____	_____

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Additional Notes on Wedding Activities

Time of Rehearsal: _____

Rehearsal Dress? _____

Use of other rooms needed? Yes No

Time to be opened: _____

Time of Wedding: _____

Other rooms needed: _____

Time to be opened: _____

Candles used: _____

Set-up Times: _____

Time of Reception: _____

Location: _____

Set-up Times: _____

Other Instructions: _____

Special Requests and Approval: _____
