

Fees

A deposit of **1/2** of the anticipated fees is **required** one week after the first meeting with the Pastor to confirm your wedding date.

The Marriage License and payment of the balance of fees must be brought to the church office on the Monday prior to your wedding.

Marriage Counseling- **mandatory**

2 sessions \$50 ea \$100Cash

Minister's honorarium-

\$200Cash

**Historic Chapel & Rehearsal, first 4 hours \$150

**Sanctuary & Rehearsal, first 4 hours \$200

Accompanist's honorarium \$75

Extra for accompanying one solo \$15

Accompanying each additional \$10

Sound Technician \$75

Custodian: Sanctuary only 1-2 hours **mandatory fee** \$75

Historic Chapel 1-2 hrs **mandatory fee** \$75

Family Life Center **mandatory fee** \$150

**Kitchen Representative Family Life Center \$150

Family Life Center (**church members only**) \$100

**Family Life Center: ½ day 4 hours \$200

Whole day 8 hours \$400

**** Not assessed to church members.**

In addition, persons responsible for the event will be assessed for damages to church facilities and equipment.

Building Use Policies

Each person(s) using the building(s) is responsible for turning off all lights and heating/air conditioning, and locking and securing all doors. The person(s) responsible for the event will be provided a checklist which must be completed, signed, and left in the church office. Necessary keys will be provided upon receipt of a \$10 deposit. We recommend that someone in the wedding party other than the bride or groom be given this responsibility. **No alcoholic beverages are permitted on the church grounds or in buildings.**

Smoking is not allowed in any building. Chairs and tables may not be removed from the building/s



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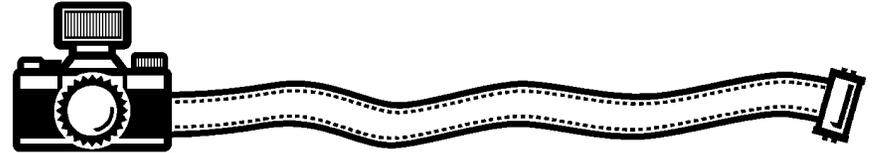
Middleburg United Methodist Church

If you have any questions which have not been addressed in this booklet, the Minister will be happy to answer them for you.

Contents

The Church Ceremony	2
The Minister	2
Your Wedding Arrangements	3
Music	4
Decorations and Flowers	5
Photography	6
Reception	6
Fees	7

Middleburg United Methodist Church
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Middleburg, Florida 32068
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Photography

It is the responsibility of the bride and/or groom to instruct the photographer and congregation (generally through the ushers) that no flash pictures are permissible in the Sanctuary after the processional. This is to maintain the sacredness of the ceremony. Two or three time exposures may be taken by the photographer unobtrusively from the rear of the Sanctuary during the ceremony only so long as they do not interfere with the guests attending the ceremony, or detract from the atmosphere of worship. Immediately following the ceremony, the wedding party may return to the Sanctuary for pictures.

A video tape of the ceremony may be made only with prior approval of the Minister and the attendance of the photographer at the wedding rehearsal.

The Reception



Wedding receptions may be held in the Family Life Center. Arrangements for receptions must be made when scheduling the wedding ceremony. The use of alcoholic beverages and tobacco are prohibited on church property and members of the wedding party will refrain from the use of alcohol prior to both the rehearsal and the wedding. It is the responsibility of the bride and groom to inform all members of the wedding party to these regulations.

Decorations and Flowers

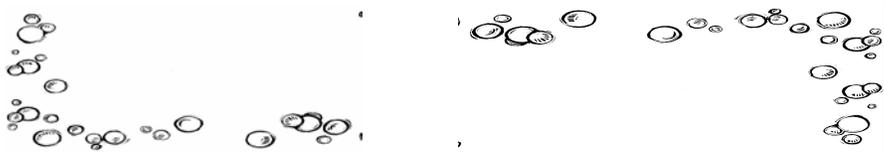
In the worship setting of the Sanctuary, there exists a dignity and beauty which speaks of the presence of God. A minimum of decorations is required and this should be carefully planned. It is the responsibility of the bride's family to arrange with a florist for floral arrangements.

Sanctuary furnishings are not to be rearranged or removed without prior discussion with, and approval of, the Minister. Construction of unique or artificial settings is not permissible. All decorations, properties, and items not owned by the church must be removed from the building immediately following the wedding ceremony. The florist and/or bride/groom are responsible for any damage which results from decorating. No tacks, nails, screws, or other objects (including tape) shall be driven or used on the walls, floors, pews, or other furnishings.

The flowers, palms, potted greenery, or standing candelabra should be placed so as not to hide the altar. As in all church decorating, everything should be arranged to direct attention toward the altar. No decorations shall be placed on the altar other than the regular altar floral arrangements or a small unity candle.

Candles for the church candelabras are provided by the church. When lighted candles are used in addition to those provided by the church, the holders must be protected so there will be no drippings on the floor or furnishings. Due to the draft caused by air conditioning, metal encased candles are highly recommended.

Rice and/or confetti are not to be thrown in or around any church buildings. Rice creates a considerable hazard of slipping and falling, is harmful to birds and requires increased custodial time for clean-up, however birdseed is acceptable as well as bubble bottles.



The Church Ceremony

One of the loveliest and most meaningful occasions in the lives of two people is their wedding. We are pleased that you have chosen to be married here, at Middleburg United Methodist Church, for we consider the wedding ceremony to be a sacred experience, instituted of God, and blessed by our Lord Jesus Christ. We want to join you in making your wedding a beautiful and memorable experience.

A wedding is only the first step into marriage. Its vows of love can be given and received in a few moments, but it takes a lifetime to carry out a marriage "for better or worse, for richer or for poorer, in sickness and in health, until we are parted by death." The marriage begins the day of your wedding, but is lived out as two people share their joys, comfort each other in sorrow and love, and cherish each other in all the experiences of life.

A wedding is precious. There is something of the infinite in it. It must be reverent and wholehearted even when it is simple. The sacredness of the wedding vows should be matched by a serious spirit and joyous dedication. Your marriage is a three way union – the two of you and Jesus Christ, our Lord.

As you plan your wedding ceremony, we want to help you transform that ceremony from words nervously spoken into life long vows that are joyously shared! God bless you in the establishment of your new Christian home.

The Minister

The Pastor of Middleburg United Methodist Church will officiate at **all** weddings, unless other arrangements are made in advance.* The Minister does require pre-marital counseling with the couple in advance of the wedding. Details of the service will be discussed as well as the policies of the church concerning the wedding. * If the clergy is not United Methodist, then the Pastor will officiate and the visiting clergy will be a guest of the Wedding couple.



Your Wedding Arrangements

The church office will schedule a tentative wedding date and initial appointment with the minister. Within seven days of the initial visit, the couple must contact the church office to confirm the wedding date and time. Your wedding date will be reserved, and a deposit of one-half the anticipated fees is due at this time.

Pre-marital counseling is required and includes from two to four visits, at the minister's discretion. *It is the responsibility of the couple to schedule these appointments. Payment of \$50 is due at each session.*

The Sanctuary will be open 1-1/2 hours before the service. The bride must arrange with the church office for any additional time to decorate and open for flower delivery.



Music

Because the wedding ceremony is a service of worship, music must be selected in consultation with the Minister and the accompanist. We have persons who are able to play the piano, keyboard and organ. Please let the Pastor know which instrument you prefer.

Following the initial pre-marital counseling session with the Minister, couples will need to schedule an appointment with the accompanist, who will assist in the selection of music which will reflect the unique preferences of the couple.

It is the responsibility of the bride and groom to arrange and pay for soloists, as well as to arrange for a time when the soloist and accompanist can rehearse prior to the wedding rehearsal. Any special music, vocal or instrumental, must be provided to the accompanist at least one month in advance of the wedding and should be written for piano, organ or keyboard.

