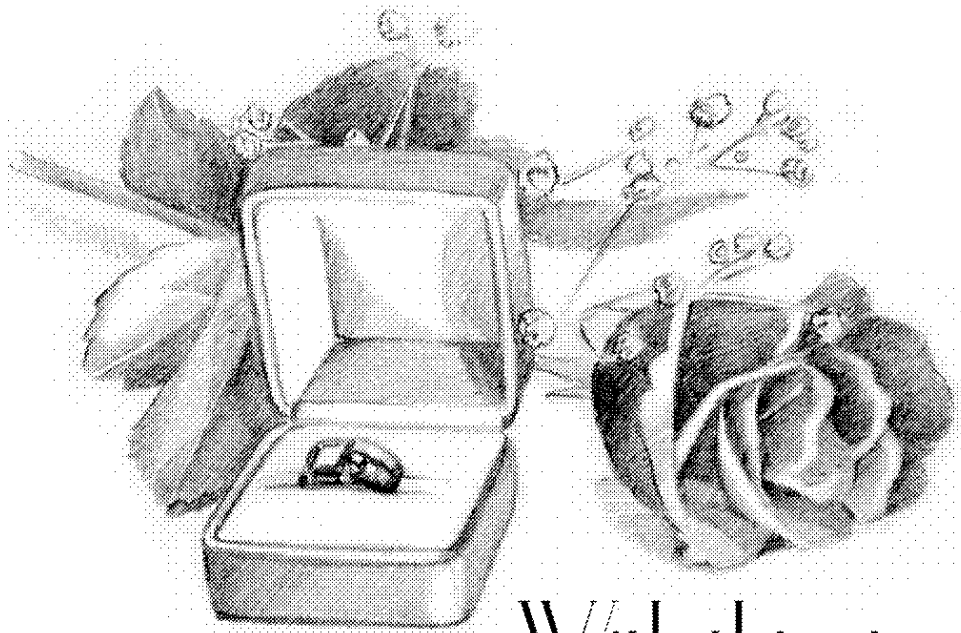


# WEDDING GUIDELINES



*With this ring...*

**Arlington United Methodist Church**  
**716 South Glebe Road**  
**Arlington VA 22204**  
**703-979-7527**  
**[www.arlingtonumc.com](http://www.arlingtonumc.com)**

## **Church Policy**

It is the policy of Arlington United Methodist Church (UMC) to encourage Christian marriage by making the Sanctuary or Chapel available for wedding services, provided that suitable arrangements are made through the Church Secretary (703-979-7527) and in consultation with the Senior Pastor, Abi Foerster, or Associate Pastors, Lydia Rodriguez and Chenda Lee.

The Pastor will be pleased to make arrangements with you to officiate at your wedding and to set a schedule for pre-marital counseling. At Arlington UMC, we use an instrument for marriage preparation called FOCCUS (Facilitating Open Couple Communication, Understanding, and Study) as the basis for our pre-marital sessions. Most couples work with the pastor for six to eight sessions, which typically take two to four months to complete. The church's pre-marital program is free except for the cost of the inventory, which is \$20. We recognize there is a commitment of time on the part of a couple; however, the church believes it is its responsibility to equip couples with the tools to make love last a lifetime. In essence, the wedding is a worship service, the marriage is based in faith; and both should be planned accordingly.

The Senior or Associate Pastors of Arlington UMC will conduct all weddings at Arlington UMC. If you desire to have the pastor of another church or former pastor of Arlington UMC participate at your wedding, it is proper that you first consult with the pastor in charge of the wedding and then that pastor will invite the other pastor to participate in the wedding.

## **Music**

The Church Music Director will be glad to assist you in planning the music for your wedding and is able to provide you with several recommended organists and/or musicians. If you wish to invite another organist or musician, please consult with the Church Music Director before inviting another musician. Our Music Director reserves the right to approve all music and will consult with you in choosing appropriate music.

## **The Rehearsal**

The wedding rehearsal is held the day before the wedding and helps everyone become familiar with what is expected during the service. All members of the wedding party, including musicians other than the Church Music Director, ushers, and parents should attend. One hour is allotted for this event and it is essential that all participants be punctual. Typically, rehearsals are held at 5:00 pm on the evening prior to the wedding.

## **The Wedding**

The bridal party may assemble in the Bride's Room/Parlor, if desired, usually one hour prior to the appointed time for the service to begin.

The groom and best man should meet the Pastor in the library at least twenty minutes prior to the service.

Ushers should plan to arrive at least forty-five minutes prior to the wedding. Candles should be lit by an usher at least fifteen minutes prior to the beginning of the service.

## **Cleaning Services**

It is essential that all church facilities be used under attentive supervision so as to be left in satisfactory condition. Thus, the church's cleaning services will be automatically included upon the scheduling of a wedding. There are certain fees required for the cleaning service. Please see the attached price list for appropriate fees. However, it is the responsibility of the wedding party to ensure that bulletins, decorations, and food and beverages are removed or thrown away at the end of the event so that the cleaning team can adequately prepare and clean the church for the next day's activities.

## **Candles**

If you plan to use the candelabra belonging to the church, arrangements must be made with the Church Secretary. The church also furnishes candles at a fee of \$25.00.

## **Flowers**

You may use the florist of your choice. It is recommended that one arrangement of flowers in a low vase be used on the altar. Other flowers or plants may be used elsewhere if you wish.

If your wedding is set for a Friday or Saturday and you wish to leave your flowers for the Sunday worship service, please notify the Church Secretary as early as possible.

## **Photographs**

We appreciate your desire to have a record of your wedding in pictures. However, we ask that professionals, family and friends refrain from flash photography during the service. We ask that professional photographers refrain from excessive movement during the worship service. The wedding service is a holy event celebrating the presence of God and should be respected as such. The wedding party may wish to return to the Sanctuary to re-stage any part of the service. If the Pastor is involved, please take his/her picture first.

Videotaping is permitted, but we expect those doing the taping to tape from one stationary location without any movement during the worship service.

## **Marriage License**

Please deliver your marriage license to the Church Secretary on the MONDAY before the rehearsal. Office hours are 9:00 am – 1:00 pm. This is necessary for the correct paper work to be prepared.

## **Seating**

The seating capacity of the Sanctuary is 416 persons. Capacity by section is as follows: 304 in the main section; 112 in the balcony. The seating capacity of the Chapel is 64.

## **General Information**

1. Weddings are normally held on Saturdays. Only on the rarest of circumstances are weddings scheduled on Sunday. Weddings will not be conducted during Holy Week, Easter Sunday weekend, Christmas Eve or Christmas Day.
2. Holy Communion is not proper at a wedding ceremony unless it is offered to the entire congregation in attendance.
3. There is no smoking in any part of the church building at any time.
4. Nothing is to be thrown inside the church premises. Only birdseed is acceptable outside. The entire wedding party should be informed of these policies beforehand.
5. Once details are completed with the Pastor, Music Director and the Cleaning Services, no changes should be made in the plan.
6. All people in the wedding party are expected to appear promptly at the rehearsal and on the day of the wedding.
7. The groom should name a head usher prior to the ceremony.
8. Notify the head usher about special people to be seated, including anyone who may need physical assistance entering and departing the church.
9. Wedding apparel should not be brought to the church until the day of the wedding.
10. A member of the family or the bridal party should be appointed to collect all items such as clothing, make-up, shoes, and hangers from the Bride's Room after the wedding.

11. You are encouraged to make a schedule of the appropriate times for taking care of all details of your wedding.
12. Please inform all participants of the wedding, including guests, that all cell phones, pagers, etc. will be turned off during the service.

## **Wedding Fees**

### **For Church Members**

Cleaning Service	\$200.00	(Check made out to Angel Martinez)
Musician	\$150.00	(Check made out to individual organist, several to choose from)
Candelabra/Candles	\$25.00	(Check made out to Arlington UMC)
Premarital Inventory	\$20.00	(Check made out to FOCCUS)

Members are not required to pay the Pastor or for the use of the church. However, a special gift and honorarium are appropriate. This check should be made out to Arlington United Methodist Church.

### **For Non-Church Members**

Use of Sanctuary and Bride's Room	\$300.00	(Check made out to Arlington UMC)
Use of Chapel and Bride's Room	\$150.00	(Check made out to Arlington UMC)
Pastor	\$200.00	(Check made out to individual pastor)
Custodian	\$200.00	(Check made out to Angel Martinez)
Organist	\$150.00	(Check made out to individual organist, several to choose from)
Candelabra/Candles	\$25.00	(Check made out to Arlington UMC)
Premarital Inventory	\$17.00	(Check made out to FOCCUS)

**PLEASE NOTE:** A \$75.00 non-refundable fee is due at the time you engage the church for your wedding. The date will not be secured on the church calendar until this deposit is received.

**ALL REMAINING FEES AND THE MARRIAGE LICENSE ARE DUE ON THE MONDAY BEFORE THE REHEARSAL. PLEASE BRING TO THE CHURCH SECRETARY BETWEEN THE HOURS OF 9:00 AM AND 1:00 PM THANK YOU.**

# Wedding Information Sheet

**Office use only:**

Last names \_\_\_\_\_ / \_\_\_\_\_ Wedding date \_\_\_\_\_ Time \_\_\_\_\_  
(bride) (groom)

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**BRIDE'S FULL NAME** \_\_\_\_\_

Address \_\_\_\_\_

Home telephone \_\_\_\_\_ Office telephone \_\_\_\_\_

Where employed \_\_\_\_\_

Religious Affiliation \_\_\_\_\_

Parents \_\_\_\_\_ Telephone \_\_\_\_\_

**GROOM'S FULL NAME** \_\_\_\_\_

Address \_\_\_\_\_

Home telephone \_\_\_\_\_ Office telephone \_\_\_\_\_

Where employed \_\_\_\_\_

Religious Affiliation \_\_\_\_\_

Parents \_\_\_\_\_ Telephone \_\_\_\_\_

Previous Marriages: Bride \_\_\_\_\_ Groom \_\_\_\_\_

Best Man \_\_\_\_\_ Maid/Matron of Honor \_\_\_\_\_

Ushers \_\_\_\_\_ Bridesmaids \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Other Attendants \_\_\_\_\_

Number of grandmothers: Bride \_\_\_\_\_ Groom \_\_\_\_\_

Wedding coordinator \_\_\_\_\_

Organist \_\_\_\_\_

Florist \_\_\_\_\_

Vocalist \_\_\_\_\_

Photographer \_\_\_\_\_

**REHEARSAL:** Date \_\_\_\_\_ Time \_\_\_\_\_

Place of reception \_\_\_\_\_

Will flowers be left for Sunday's services? Yes  No

Will the church candelabra be used? Yes  No

Will you provide a unity candle? Yes  No

**Please return this sheet along with a \$75.00 deposit.**