



Wedding Guide

The United Methodist Church of Whitefish Bay (UMC of WFB) is pleased and honored to offer the Wedding Ministry for the very special occasion of holy marriage. Weddings are available for both our members and visitors to the congregation. The wedding ceremony is a worship service where the bride and groom pledge themselves to one another in the presence of God and begin their marriage with Christ as the foundation. The following policies and procedures have been formulated to help your wedding go as smoothly as possible.

REQUIREMENTS FOR MARRIAGE AT WHITEFISH BAY

- Meeting(s) with assigned pastor prior to the ceremony.
- Presentation of properly executed marriage license at the rehearsal.
- The church grounds are alcohol-free and the buildings are alcohol and smoke-free. If alcohol is present on the premises, the officiating pastor reserves the authority to cancel the service.

SCHEDULING THE WEDDING

Weddings, rehearsals, and receptions are scheduled in the church office 414.964.2424 according to the following process:

- Inquiries about available dates can be made at any time.
- All persons inquiring about a wedding at UMC of WFB will access and read the church's Wedding Guide.
- Full completion of [the Wedding Agreement](#) and payment of fees are needed to place a permanent date and time for your wedding and rehearsal on the church calendar.
- In the event of cancellation by the bride or the groom, the deposit is non-refundable.

Weddings, rehearsals, and receptions may be held on any day of the week. Friday schedule is as follows: First Friday of the month 4:00, other Fridays 4:00, 5:00, or 6:00 p.m. In scheduling your wedding, rehearsal, and reception, we encourage

you to be sensitive to church events and holiday periods.

THE VENUES

Most weddings at Whitefish Bay are held in the Sanctuary. This warm and inviting facility seats approximately 600 guests and is available year round. The Chapel is also available for the very small wedding with no more than 60 people in attendance. Our pastors also perform weddings offsite (outside of the church) on a limited basis.

SOME FACILITY BASICS

Sanctuary capacity: 450 (main floor), 600 total

Number of pews in Sanctuary:
Main floor 34 (17 per side) Balcony 27

Length of aisle in Sanctuary:
56' from door to Chancel steps
Size of Communion Table: 2' x 10'

Chapel Capacity: 60

Number of pews in Chapel: 10 (5 per side)

Length of aisle in Chapel: 15'
Size of Communion Table: 1½' x 6'

Walnut Room Capacity: 70

Fellowship Hall Capacity: 200-300



THE PASTOR

If you are a member of the UMC of WFB, you may select one of the UMC of WFB pastors to officiate at your wedding. If you do not have a preference, one of the pastors will be assigned to your wedding.

Non-members will be assigned a pastor from our church. You will need to meet with your officiating pastor to plan the wedding ceremony. It is your responsibility to contact your officiating pastor to arrange this meeting. If you wish to have a pastor from another church be part of the ceremony, that pastor must be approved and invited by the UMC of WFB officiating pastor

PREPARATION SESSIONS WITH THE PASTOR

In most cases you will have at least two meetings with your officiating pastor to plan the wedding ceremony and discuss your understanding of the commitment you are making. This marriage preparation program is intended to help you better understand yourself, your partner, and your relationship. The time spent with the pastor will help you identify both areas of strength and of needed growth in your relationship, and will help you look at issues such as communication, family backgrounds, conflict, personality characteristics, roles, expectations and experiencing God. Topics such as effective ways of talking and listening to your partner, and developing strategies for conflict resolution also are discussed.

WEDDING COORDINATOR

The Wedding Coordinator represents the church in coordinating the many details of the wedding and rehearsal within the church. Her responsibilities include: ensuring the wedding venue is ready for the rehearsal and wedding, unlocking rooms for the wedding party, arranging guest book podium and gift table, assisting pastor with rehearsal, orchestrating processional and recessional, and overseeing any other facilitation needs within the church. When the wedding date has been confirmed and placed on the wedding schedule, a wedding coordinator through our wedding ministry team will be assigned (approximately three months prior to the wedding date). She will assist with rehearsal and will be at the church during designated times

THE DRESSING ROOMS

The bride and her party may dress at the church in the Brides Room. Customarily, the groom's party dresses away from the church, however Room 210 is available. Both rooms are located in the east end of the building. It is the responsibility of the bride and groom to arrange for the care of the property of the wedding party before, during and after the wedding, as well as the removal of such items immediately following the service. The church will not be responsible for any articles belonging to any person in the bridal party, any guest at the wedding or any vendor serving the wedding.

MARRIAGE LICENSE

The pastor can only perform weddings in full accordance with the law. Please do not overlook the necessity for careful compliance. The wedding cannot take place without a marriage license. The license is to be given to the Pastor or the Wedding Coordinator at the rehearsal.

WEDDING MUSIC

The wedding is a service of worship. All music played or sung during the wedding should express a Christian message appropriate to the occasion. The selection of all music is accomplished through consultation with the Organist and pastor who will provide final approval of all wedding music. While music with live accompaniment is preferable, taped or pre-recorded music is allowed. Neil Bubke, the Director of Music and Fine Arts may arrange for a



soloist from the church if desired. He may be contacted at nbubke@umcwfb.org or 414.964.2424 ext. 118. Our church organist can play the organ and/or piano, assist in the selection of music and act as a coordinator for all other musicians who do not use the organ. Our church

organist must approve any request for an organist other than him/herself, and in such case a bench fee will be applicable. It is the responsibility of the couple to contact the UMC of WFB organist to arrange for a consultation.

WEDDING PARTY

It is important the exact times indicated for the rehearsal and for the wedding are observed. Care should be taken to have all members of the wedding party in their places at the times indicated. Children serving as ring bearer and flower girls are welcome.

All members of the wedding party and friends should be reminded: Smoking is not permitted inside the church. No alcoholic beverages are permitted in the church or on the church grounds.

PHOTOGRAPHERS AND VIDEOGRAPHERS

No flash photos are permitted following the processional. The photographer must remain in one position at the rear of the sanctuary behind the last seated guest or in the balcony. Flash photos may once again be taken during the couple's recessional.



Requests are often made to videotape wedding services. The wedding party is responsible for providing personnel for this service. The camera must be placed on a tripod in an inconspicuous position. Typically the choir area or balcony is used for this purpose.

FLOWERS AND DECORATION



Flowers are to be provided by the bride. The flower girl may only scatter silk flower petals. Decorations of any kind may not be attached to the pews, (chairs), or any other furniture by gluing, nailing, pinning or taping. Pew holders or florist tape may be used. All decorations, flowers, candles, etc. must be removed from the building immediately following the service.

CANDLES

The UMC of WFB has two standing candelabras, which may be used and decorated, if desired. The church will provide white candles for the worship candles and candelabras. The church will also provide candle lighting torches. If the couple chooses to rent candelabras other than those offered, the candles must be placed inside a hurricane glass. Aisle candles are permitted in hurricane lamps only. If the bride and groom desire a unity candle, it will be their responsibility to provide the candles. The side tapers should be dripless candles.



RECEPTIONS

If you wish to have a reception at UMC of WFB, contact Leona Jordan, Director of Food Services, at ljordan@unmwfb.org or 414-964-2424 ext. 124.

NURSERY

If you wish to utilize the UMC of WFB nursery at any time (wedding, rehearsal, reception), arrangements will need to be made through the Director of Children and Family Ministry. Contact Dana Saxton at dsaxton@unmwfb.org or 414-964-2424 ext. 113. Only UMC of WFB personnel may staff the UMC of WFB nursery. It is your responsibility to contact the church to set up a personal consultation as you consider nursery needs for your wedding.

RESTRICTIONS

Because of city ordinances and other restrictions, confetti, rice and birdseed are not to be distributed and/ or thrown inside or outside of the church. Only bubbles used outside the church may be used for this tradition.



WEDDING INFORMATION SHEET

[This Wedding Agreement](#) is required to ensure an understanding of the church policies.

FINANCIAL RESPONSIBILITIES & FEES

The \$200 refundable scheduling and damage deposit is required at the time the wedding is scheduled with the church office. An invoice of financial responsibilities will be sent a minimum of two weeks prior to the wedding date. The balance must be in the church office on the Monday before the wedding day. Please make all payments in the form of a check payable to the United Methodist Church of Whitefish Bay.

SCHEDULE OF WEDDING FEES

*These fees are in effect as of July 13, 2010 and are subject to change until the church receives the signed Information Sheet.

Sanctuary

Scheduling and damage deposit.	\$200.00
Use of Sanctuary (non-members)	200.00
Services of pastor (non-member)	250.00
Organist	175.00
Wedding Coordinator	100.00
Custodial Services (Rehearsal and Wedding)	50.00
Audio Technician	35.00

Chapel

Scheduling and damage deposit	\$100.00
Services of pastor (non-members)	250.00
Wedding Coordinator	50.00
Custodial Services (Rehearsal and Wedding)	50.00

Offsite Weddings

Scheduling Fee	\$50.00
Services of Pastor (non-members)	300.00