

CHURCH FACILITY USE FEES FOR WEDDINGS

Facility Use Fees are due with the completed agreement.

Note: The damage deposit is non-refundable in the event of cancellation by the bride or groom.

MEMBERS

SANCTUARY WEDDING \$200 refundable damage deposit

CHAPEL WEDDING \$100 refundable damage deposit

NON-MEMBERS

SANCTUARY WEDDING \$200 *plus* \$200 refundable damage deposit

CHAPEL WEDDING \$100 *plus* \$100 refundable damage deposit

PASTOR \$200

WEDDING CEREMONY FEES

These fees apply to members and non-members alike.

These additional fees, as they apply to your service, are to be paid no later than the wedding rehearsal.

ORGANIST:

Larry Rouu – (414) 371-1121 (home) or (414) 964-2424 (work)

Wedding \$125

Wedding with rehearsal with soloist \$150

Additional rehearsals, each \$25

SOLOIST: (if arranged by the church) \$75-100

CUSTODIAL SERVICES (sound system, etc):

Wedding only \$50

Wedding and Reception in Fellowship Hall \$100

CANDLES (only if UMC of WFB candelabra is used): \$35

RECEPTIONS: Contact the Director of Food Services, Leona Jordan, 414-964-2424 ext. 124.

NURSERY/CHILD CARE: Contact the Coordinator of Ministry to Young Families, 414-964-2424.

Contact the church office or officiating pastor for more information.

Except for the fee(s) to the organist and (optional) soloist, which should be paid by check to the individual, all other checks should be payable to *The United Methodist Church of Whitefish Bay.*



Wedding Guide for the United Methodist Church of Whitefish Bay

Susan Patterson-Sumwalt, Senior Pastor

Steve Zekoff, Executive Pastor

Janet Hartzell, Pastor of Older Adult Ministries

Gerry Harrison, Pastor of Adult Discipleship

The United Methodist Church of Whitefish Bay

819 E Silver Spring Dr. - Whitefish Bay, WI 53217

Phone: (414) 964-2424 Fax: (414) 964-2430

www.umcwf.org

GREETINGS TO THE BRIDE AND GROOM!

We are pleased that you are considering celebrating your service of Christian marriage within the faith family of the United Methodist Church of Whitefish Bay (UMC of WFB). Your wedding should be one of the most joyous occasions of your life! It will be a sacred event, as you—in the presence of God, your family, and your friends—enter into a covenant with one another to build a strong lifelong marriage.

This guide will provide you with information about policies and available resources for weddings at the UMC of WFB, which will be helpful to know as you prepare for your wedding. Our church welcomes both member and non-member weddings. It is our desire to work closely with you to plan a meaningful service.

Please read the contents of this guide thoroughly and thoughtfully. It is important that you understand and agree to abide by the policies set forth here before you make a final decision to celebrate your service of Christian marriage at UMC of WFB.

We are honored that you are considering this site for your wedding, and look forward to our time together!

The Pastors, Staff, and Congregation of
The United Methodist Church of Whitefish Bay

BUILDING USE POLICY

When you choose to be married at the UMC of WFB, you agree to honor these church policies which may affect your rehearsal, wedding, and reception:

- No alcoholic beverages are allowed on church property.
- No use of tobacco is permitted on church property.
- No red beverages are to be served on church property.
- No furniture may be moved without permission from appropriate staff person or pastor.
- No throwing of rice or bird seed is permitted inside or outside of the building.
- No bubbles are permitted inside the building.

REFUNDABLE DAMAGE DEPOSIT

A damage deposit is required at the time of fee payment. Not abiding by our policies (stated on the above page) will cause forfeiture of the damage deposit.

If the facilities are left in an acceptable manner and all rules and policies are followed, the deposit is returned to the bride and groom within two weeks of the wedding.

MARRIAGE LICENSE

You must have a valid marriage license from the state of Wisconsin to be married at the UMC of WFB. Please bring the license to the wedding rehearsal.

FLOWERS, CANDLES, AND ACCESSORIES

Candles for the UMC of WFB candelabra and the altar candle stands are available to you (see fee list on the back of this Guide). If you wish to have a unity candle, you will need to purchase it yourself. Use of rice, bird seed, fireworks or confetti is prohibited on church property. Any attaching of decorations or flowers to pews, windows, or other locations is to be done with florist tape or pew holders. Bubbles are allowed outdoors only. An aisle runner is needed if live flower petals are to be dropped on the floor. The church does not own an aisle runner, so if one is desired, it must be rented.

SET-UP AND PREPARATION

The church is available two hours prior to the wedding for set-up, preparation, and pictures. The church will be available following the wedding for take-down and pictures. Please speak with the officiating pastor or wedding scheduler about any time constraints due to other weddings or church programs.

DRESSING ROOMS

Dressing rooms are available for the wedding party.

RECEPTIONS

If you wish to have a reception at the UMC of WFB, contact Leona Jordan, Director of Food Services.

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 Coordinator of Ministry to Young Families. 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.

WEDDING CHECKLIST

- _____ Read this UMC of WFB Wedding Guide
- _____ Select and schedule a date and time for the wedding
- _____ Select and schedule a date and time for the wedding rehearsal
- _____ Select and schedule a date and time for the wedding reception
- _____ Select a UMC of WFB pastor for your wedding
- _____ Complete and return the “Wedding Agreement” to church
- _____ Receive a copy of the completed “Wedding Agreement”
- _____ Contact UMC of WFB organist
- _____ Secure photographer
- _____ Secure flowers, decorations, & accessories
- _____ Reserve church nursery for childcare (if needed)
- _____ Contact and meet with officiating pastor
- _____ Secure marriage license

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: 100’

Size of Communion Table: 2’ x 10’

Chapel Capacity: 70

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

Length of aisle in Chapel: 15’

Size of Communion Table: 1 1/2 ‘ x6’

Walnut Room capacity: 70

Fellowship Hall capacity: 200-300

SCHEDULING

HOW?

Weddings and rehearsals are scheduled through 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 United Methodist Church of Whitefish Bay must secure and read the church's official Wedding Guide.
- The full completion of the "Wedding Agreement" and the payment of fees secures a permanent date and time for your wedding and rehearsal on the church calendar.
- In the event of cancellation by the bride or groom, the deposit is non-refundable.

WHEN?

Weddings, rehearsals, and receptions may be scheduled on any day of the week. If you choose a Saturday for your wedding, the latest a wedding in the sanctuary can be scheduled is 2:30 p.m. Friday rehearsal schedule is as follows: First Friday of the month 4:00, other Fridays 4:00, 5:00 or 6:00 p.m. In the scheduling of your wedding, rehearsal, and reception, we encourage you to be sensitive to church events and holiday periods.

SELECTING A 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 by 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, and expectations. Topics such as effective ways of talking and listening to your partner, and developing strategies for conflict resolution also are discussed.

PLANNING THE CEREMONY

MUSIC

Weddings at the United Methodist Church of Whitefish Bay are sacred worship services. Appropriate music enhances the occasion. You may select vocalists or instrumentalists to provide music, and recorded music, if appropriate, is also permitted. All music and personnel are to be chosen under the guidance of the UMC of WFB organist and officiating pastor. It is your responsibility to contact the UMC of WFB organist to arrange a personal consultation regarding your selection of music. The organist's contact information may be found on the back of this Guide.

PHOTOGRAPHY

Since the wedding ceremony is a sacred service of worship, all photographers (amateur and professional) are asked to respect the sanctity of the occasion. It is the responsibility of the bride and groom to instruct all photographers that there is to be no "flash" photography during the wedding. Flash photography is allowed before and after the ceremony, and can be used during the processional and recessional. Videotaping of the ceremony is permitted only when the video camera is mounted and at a stationary location. Personnel using the video equipment must be as unobtrusive as possible. Supplementary lighting is not permitted to be used with video cameras during the ceremony.