

### ***To the Bride and the Groom***

Congratulations and best wishes to both of you. We are happy you have chosen First United Methodist Church of Glendale as the place to celebrate your wedding. We want to share in your joy, and we hope to make this the most meaningful day of your life -- a pleasant and a memorable experience. This booklet has been prepared to help that happen. In it you will find suggestions regarding some of the considerations which go into a planning a successful wedding. Our experience has been that these guidelines help the bridal couple to achieve a joyful setting for worship and for the celebration of their relationship.

Our staff is ready to help you. Our promise to you is that our staff will do its utmost to assist you in orchestrating a memorable wedding in a church imbued with elegant charm. Please contact your wedding hostess if you have questions or concerns during the planning of your special day.

### ***The Wedding Hostess***

The wedding hostess acts as the minister's assistant in connection with all wedding functions at the church. She plays an important role in your wedding plans. As your liaison with the church, the wedding hostess will be in contact with you prior to your wedding to offer her assistance. *Should you have any questions about planning the use of the church, she is the first person to contact.* She is available to provide information on wedding etiquette, church policy and available services.

The hostess assists the minister at your rehearsal and is present at the wedding to help make your special day run smoothly. The minister relies heavily on her expertise and has delegated to her the responsibility of assuring that the wedding is conducted in accordance with your plans. She will be at the church two hours before the scheduled start of the ceremony to assist the wedding party, the florist and your photographer. At the discretion of the minister, if your wedding party is small, the use of the wedding hostess may be waived.

### ***Wedding Information and Guidelines***

The sanctuary will comfortably seat 250 people. There are rooms available for dressing. The office manager should have shown you these facilities at the time you booked your wedding. If you are having dresses delivered before you arrive, you will want to arrange for a family member or friend to watch them and other personal items such as wraps, purses, silverware, glassware, etc. that are used in the wedding and reception. The church cannot be responsible for your personal items. We will make every effort to provide adequate security; however, we cannot assume liability for lost or stolen items.

You will need to arrange for someone to move your gifts from the gift table to a car. It would be helpful for this person to have a roll of scotch tape so that he or she can tape the cards to the gifts. By this time, "pretty" is not as important as "secure."

Be sure your guest book attendant and gift takers are assertive and friendly. They should be at the church no later than 45 minutes prior to your ceremony.

For an additional clean-up fee of \$50, use of birdseed is allowed; however no rice or confetti. As an alternative to birdseed, we recommend the use of individual containers of bubbles because of the great look the bubbles will add to your wedding photographs.

**The use of tobacco or alcoholic beverages** in church buildings or on church property is strictly prohibited. This includes the Fellowship Hall and areas where the bridal party is dressing. The church reserves the right to exclude from the rehearsal or the wedding anyone obviously under the influence of drugs or alcohol. If you know that there might be some family member or friend who has this problem, please advise them of the church's policy.

Please obtain your wedding license and bring it with you to the rehearsal; leave it with the wedding hostess. The pastor will sign it after the wedding ceremony. Typically, the best man and maid (matron) of honor witness the signatures, and photographs will be taken of this event.

The information sheet given to you by the wedding hostess is very important for our church records. Please complete it and return it as soon as possible. Be sure to write the names as they should appear on your marriage certificates.

First United Methodist Church of Glendale is eager to host your wedding. The wedding hostess and the church staff will help you as much as possible to ensure a delightful, memorable, God-honoring ceremony and celebration.

### ***Your Music***

Whatever music you choose for your wedding, be it traditional or contemporary, a variety of ways are available for its presentation. Music, instrumental or vocal, should be planned with the minister or organist. Please contact the wedding hostess, and she will put you in touch with your organist.

The church will provide a sound system operator and the necessary equipment for amplification of any live vocal presentations and the playing of pre-recorded music. Because we cannot absolutely guarantee that pre-recorded tapes will not fail, we recommend that you provide us two copies of your taped music or use music on CD. The church cannot, of course, assume any responsibility should a pre-recorded tape or disc be damaged during use in the church sound system.

Because of the nature of the church organ, we require that you use one of our approved organists. You will find them to be very capable and helpful in the selection of appropriate music.

A piano is available in the sanctuary for use by your own pianist if you wish to use piano instead of organ music. Special music should be appropriate to the occasion and the church setting.

### ***The Rehearsal***

The wedding hostess will conduct your rehearsal. Unless otherwise arranged, the rehearsal will begin at 5:00 p.m. on the evening before your wedding and should last approximately 60 - 90 minutes. It is important that all members of the wedding party, parents of the Bride and Groom and musicians be present and ***arrive on time.***

### ***Your Flowers and Candles***

Your chosen floral arrangements and candles, combined with the rich color and symbolism of our sanctuary windows, will provide a beautiful setting for the wedding ceremony. If altar flowers are desired, you may use the two brass urns provided by the church. Liners for the vases are available for use by your florist. Please make specific arrangements with the wedding hostess if you plan to make use of the urns.

For delivery of the flowers, the church will be open two hours before the scheduled start of the wedding. You should advise your florist of this time. Two candelabra are available at the church. Each candelabrum holds seven candles which are provided by the church. The two altar candles are also used.

*Jesus said, "From the beginning of creation God made them male and female. For this reason, a man shall leave his father and mother and be joined to his wife, and the two shall become one. So they are no longer two but one. What, therefore, God has joined together, let no man put asunder." - Mark 10:6-9*

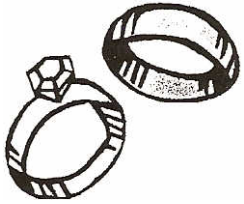


# WEDDINGS

## SUGGESTIONS AND REMINDERS

### **Bride / Groom Responsibilities:**

- Rings brought to church
- Groom gives to Best Man for keeping
- Bride gives to Maid (Matron) of Honor for keeping
- Marriage License (bring to rehearsal)



### **Suggested Items to bring to Rehearsal:**

- Ribbon Bouquet from Bridal Showers
- Shoes to be worn during wedding ceremony
- Guest book and pen
- Marriage License

**NOTE:** ALL participants in wedding must be at the rehearsal including musicians. Your photographer and videographer must check in with the wedding hostess upon arrival on wedding day.

### **Suggested Items to bring Day of Wedding:**

- Snacks and Drinks (non sugar are best, i.e., cheese/crackers, fruit, ice water)
- Hair spray, curling iron, needle and thread to match bridesmaid's dresses (in case a last minute repair is needed)
- "Going Away" changes of clothing (if desired)
- Gifts for attendants / groomsmen and servers (if not already delivered)