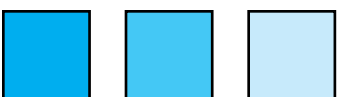


A Guide To Your Wedding

@Hempfield UMC





PLANNING YOUR WEDDING

OUR CHURCH

Hempfield United Methodist Church is dedicated to the worship of God and to the ministry of service as given to us by Jesus Christ. It is within this context that all functions of the church are governed. A marriage ceremony is a service of worship, for it celebrates a sacred union.

We are excited to host your wedding at our church. This guide book has been prepared to assist you in planning the details of your wedding. Hopefully, it will answer many of the questions you may have concerning the policies of the church, the responsibilities of the participants, the use of the facilities and other details related to planning the ceremony.

We will do everything we can to support and guide you in planning for your special day. The wedding coordinator and wedding staff of this church are trained and equipped to help you prepare for your new life together.

OUR THEOLOGY

Christian marriage is a sacred and worshipful event not only for the bride and groom, but also for the entire church. It is a special time when a man and woman stand in the presence of God and the community of faith and pledge their love and commitment to each other.

We believe in the vows of Christian marriage. In a time when, statistically, one out of every two marriages ends in divorce, we believe in the reverent respect of the scriptural purpose of marriage and the vows made to uphold it. Marriage, therefore, is not to be entered into without careful thought, prayer and guided preparation.

It is our hope that your marriage ceremony will be an occasion of Christian joy. We will attempt to help you have it reflect your personality and your wishes, so long as they conform to the basic standards which we believe are required because of our commitment to Jesus Christ. Marriage is ordained by God, and God is to be worshiped in all that we plan for your marriage ceremony.

INFORMATION

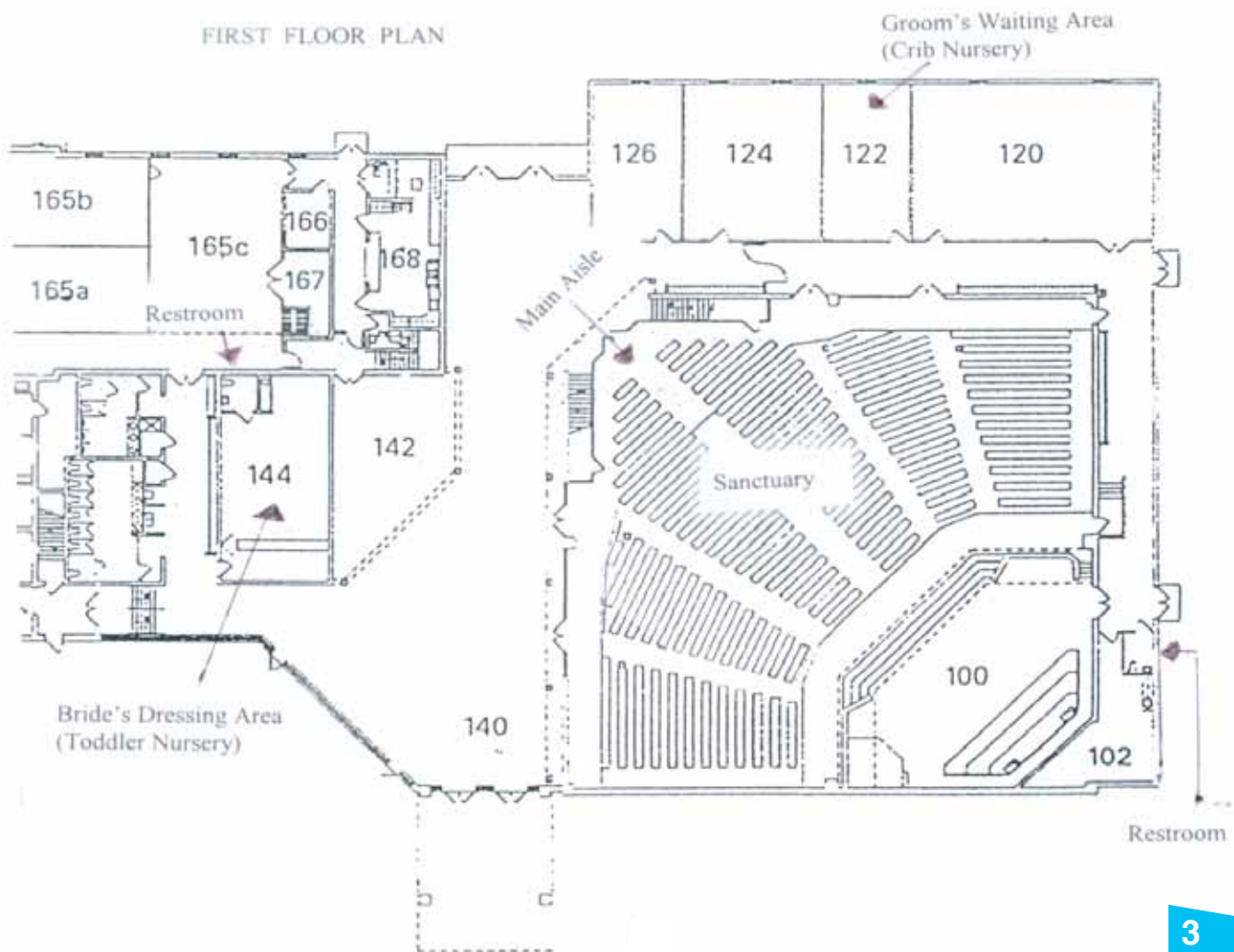


The Sanctuary

- *Seating capacity (approximately) 500 main floor
- *Number of pews 82 rows (15/section)
- *Center aisle is approximately 72 feet in length
- *Organ and piano both available
- *Two (2) Candelabra available for use free of charge
(Liquid wax candles are provided for use in the candelabra.)

Building Interior

- * Bride's waiting and changing room is the Toddler Nursery Room, Room 144, off of the narthex - Welcome Center area (has own restroom).
- * Groom's waiting area is the Crib Nursery, Room 122, down the hall to the rear of the sanctuary
- * Nursery space available, if needed; however, you must provide your own child care providers
- * Handicap accessible





CHURCH PERSONNEL

The Wedding Coordinator(s)

- Contacts you and the visiting pastor and facilitates your plans at the church
- Completes a Wedding Information Form and contracts with you
- Reviews specifics in this Wedding Guide with you
- Counsels you in the planning of the wedding service
- Directs the wedding rehearsal and wedding service
- Represents Hempfield Church in all requests for the use of our church for weddings that are not being done by our pastors.
- Provides information to the couple regarding pre-marital counseling

The Organist

- The couple should contact the church organist for an appointment well in advance of the wedding to coordinate all music for the wedding
- Approves all arrangements and musical selections
- Must be contacted even if requesting a different organist
- May at your request make suggestions to soloists

The Custodian(s)

- Handles preparation of sanctuary for wedding and rehearsal
- Handles thorough clean-up of facilities prior to and after the wedding (however, you are responsible for basic clean-up of the areas of the church you and your guests have used; please see page 10, Specific Rules for Use of Church Facilities).

The Operations Assistant

- Receives your request for wedding dates
- Assigns you to a Wedding Coordinator
- Fills out a Facility Request form for reservation of church facilities

The Audio-Video-Lighting Technician

- Handles all of the technical needs of the wedding

GENERAL INFORMATION



The Wedding Coordinator

It is the policy of Hempfield United Methodist Church that any wedding performed at our church must use one of our wedding coordinators. The role of the wedding coordinator is to facilitate the entire planning process with the couple, in consultation with the officiating pastor. A wedding coordinator will be assigned upon approval of the wedding request.

Audio-Video-Lighting Technician

Because of the complex nature of our sound and lighting systems, the use of one of our audio-video-lighting technicians is required for all weddings.

The Marriage License

All persons seeking to be married at Hempfield UMC must have a valid Pennsylvania marriage license issued by a County Marriage License Authority. In Lancaster County, the requirements for a license are as follows:

- * You must be 18 years of age or older. (Parental consent is required if person is under 18 years of age. Parent must accompany couple when application for license is being made.)
- * A Serological Blood Test is no longer required to obtain a marriage license in the Commonwealth of Pennsylvania.
- * Both applicants must appear at the Marriage License Bureau at the Lancaster County

Court House during regular business hours, Monday through Friday. When you go to apply for the license, take the following with you: a birth certificate (if younger than 18); photo identification (example - driver's license), information about the birth places, birth dates, and present addresses (if known) of your parents; a final divorce decree/certificate, if either person is divorced (and a Resumption Document if a divorced woman had returned to her maiden name); and the amount of cash needed to pay the application fee (at present, the fee is \$40 cash; no checks or charges are accepted).

If you are obtaining a marriage license outside of Lancaster County, please contact the local county courthouse for specific requirements.

After application, there is a three-day waiting period before the license is issued. If an application is filed on Monday, the license will be issued on Thursday; if an application filed on Tuesday, the license will be issued on Friday. If an application filed on Wednesday, Thursday, or Friday, the license will be issued on Monday.

The license must be used within 60 days of issue or it becomes void. Therefore, 60 days or less prior to your wedding you should obtain your wedding license. Additional certified copies of your license are available for a fee at the courthouse, upon request.

After you receive your marriage license, please take it to the officiating clergy's office so that the license can be prepared prior to the wedding.

The church office cannot prepare the license.



SPECIFIC INFORMATION

Requests For Use of Our Church for Weddings

Requests for the use of our church facilities for weddings are evaluated by our Wedding Team on an individual basis. Approval is subject to availability, the appropriate credential of the officiating clergy, and reasons for the request (i.e., why does the couple not want to be married in their home church facility?) Once you contact our church with your request, we will review your request as quickly as possible.

Officiating Pastor

Visiting clergy are welcome in consultation with the pastors of our church. Visiting pastors who will not be able to provide Christian pre-marital counseling must make arrangements with the couple to fulfill this expectation through a pre-marital preparation program or by a licensed therapist, as directed by their own church's policy. Once the sessions have been completed, it is requested that the pastor write a letter to Hempfield United Methodist Church (Attention: Associate Pastor, Care Ministries) advising that this requirement has been met.

The Wedding Rehearsal

Rehearsal times must be arranged between the couple, the wedding coordinator (the church) and the officiating pastor, and is subject to availability within the church's calendar; however, typically the rehearsal is the evening prior to the wedding day, but scheduled to begin no earlier than 6 p.m. If your wedding is the only wedding scheduled for that day, you may bring decorations, etc., to the church to be done prior to the rehearsal; otherwise, decorating is to be done no later than one hour before the wedding ceremony.

Music

Our church policy indicates that you must contact our church organist in regard to the organist for your wedding service. The organist will discuss with you the options for music at the wedding. If you prefer to have a different organist/accompanist, you must still contact our church organist about your arrangements. There is a \$25 service fee payable to the church organist if you are selecting a different organist for your wedding. Music selected for the service should reflect an attitude of Christian worship. It is strongly suggested that musicians be present at the rehearsal.



Photography

No flash pictures may be taken in the sanctuary during the service. Please instruct your photographer. Photographers may take existing light pictures from the balcony or the rear of the sanctuary during the service. Pictures may also be taken in the sanctuary prior to and/or after the ceremony. Videotaping without extraneous lights is permitted from a stationary and inconspicuous position. Discuss this with your wedding coordinator. Videographers requiring sound system hook-up, use of microphones or remotes, must contact our audio-video-lighting technician to ensure that there is no interference with our in-house system.

Church Membership

Weddings are performed for church members, regular attenders and their family members.

Scheduling A Wedding

As soon as you decide on a particular month and/or day, contact our church office. A minimum of 60 days notice is required in order for us to honor your wedding request. The operations assistant will check the church calendar to see if the respective date or dates are available and will contact you with the approval of the Wedding Team. Then one of our church's wedding coordinators will be assigned to you. The Wedding Coordinator will contact you as soon as possible to confirm the arrangements.

Use of Fellowship Hall for Reception

Presently, there are no facilities available for a reception on site.

Other Guidelines

Throwing of rice, bird seed, balloons, etc. We urge you to inform your guests that the throwing of rice, bird seed, releasing of balloons, etc., is prohibited inside or outside the church. Additionally, using fresh rose petals or flowers that stain carpet is not allowed. Please reserve this for your reception. You may wish to explore the option of using silk flower petals, if you desire to have your flower girl tossing flowers down the aisle. Also, using bubbles and the release of butterflies are acceptable outside the church.



Flowers

You may choose any florist for your wedding that you like. The florist must deliver the flower arrangements, bouquets, etc., to the church at least one hour before the service. Flowers must be removed from the sanctuary immediately following the service unless other arrangements have been made.

Candles

Candles may be presented in candelabra without restriction. Two candelabra are available for use free of charge.

No more than 20 individual wax candles can be used in the wedding setting and each of these must be placed on a plate to catch any melting wax. Candles must be placed on the wooden railing -- never on the floor.

The Guest Book

You may purchase a guest book and have it at the church. There will be a lectern on which to place it just outside the sanctuary doors. You may also choose a guest book attendant to encourage guests to sign it.

Aisle Runner

Aisle runners are not permitted due to the increased liability that they cause to the bridal party and guests.

Deposit of Guarantee

A non-refundable deposit of \$50 is required at the time the contracts are signed to guarantee your wedding date with the church. It is due at the first meeting with your wedding coordinator. Make your check payable to the particular wedding coordinator assigned to you. It will be applied to the wedding coordinator's fee due 30 days prior to the date of the wedding.

Additionally, if you plan to use our church organist, a non-refundable deposit of \$50 is required at the time the contracts are signed to guarantee the organist. It will be applied to the organist's fee due thirty days prior to the date of the wedding. Make your check payable to Gloria Hess.



Other Fees

All other church fees are due 30 days prior to the date of the wedding should be mailed to the wedding coordinator.

Timing

Weddings normally are scheduled on a first-come, first-served basis. Each wedding party will have access to the facilities two hours before and after the wedding service - a total of four hours for your wedding. If there are multiple weddings on a particular day, a minimum of three hours between weddings is needed.

Unity Candle

An optional addition to the service, the unity candle signifies the joining of two lives and two families. It typically consists of a center unity candle with two side "family" candles. Please discuss this option with your wedding coordinator and the officiating pastor. If you desire to have it, we can provide the brass stand for the unity candle set for your use at no additional cost. You will need to purchase the center unity candle (up to 4" diameter) and the two side candles (standard 7/8" diameter). Your florist may make suggestions as to the unity candle design.





CHURCH FACILITY USE RULES

* Hempfield UMC is a nonsmoking facility. Therefore, **NO SMOKING** is permitted on church premises.

* **NO ALCOHOLIC BEVERAGES** are allowed on the premises - including restrooms, the parking lot, pavilion, or any part of the church campus.

* You will be responsible for proper use of the facilities, and will be expected to make restitution for any damages.

* You will be responsible for cleaning up after yourselves, leaving the premises as you found them. If additional janitorial services are required, fees to cover the same will be charged.

For example:

Spilled beverages or food on the floor, tables, or chairs must be cleaned up.

All refuse and bottles should be placed in the proper trash containers.

If you have agreed to reset the room, please return it to its original arrangement.

* Park only in the designated parking areas.

* No loud music or other unreasonable noise is allowed.

* Please remove all personal items and clothing from dressing rooms before you leave the building to go to the reception. The church will not be held responsible for items left, lost or stolen. The church will be locked after your wedding so you will not have access later in the day.



SCRIPTURE READINGS FOR WEDDING CEREMONIES



Genesis 1:26-28, 31a The creation of man and woman
Song of Solomon 2:10-14,
16a; and 8:6-7 Love is strong as death
Isaiah 43:1-7 You are precious in God's eyes
Isaiah 55:10-13 You shall go out in joy
Isaiah 63:7-9 The steadfast love of the Lord
Matthew 7:21, 24-27 A house built upon a rock
Matthew 22:35-40 The greatest commandment
John 15:9-17 Remain in Christ's love
I Corinthians 13 God's unconditional love
II Corinthians 5:14-17 In Christ we are a new creation
Ephesians 2:4-10 God's love for us
Ephesians 5:21-33 Submit one to another in Christ
Philippians 4:4-9 Rejoice in the Lord
Colossians 3:12-17 Live in love with thankfulness
I John 3:18-24 Love one another
I John 4:7-16 God is love
Revelation 19:1, 5-9a The wedding feast of the Lamb

HYMNS FOR WEDDING CEREMONIES

[These hymns and hymn numbers correspond with The United Methodist Hymnal, 1989, The United Methodist Publishing House]

HYMNS OF PRAISE

166 All Praise to Thee, for Thou, O King Divine
559 Christ Is Made the Sure Foundation
475 Come Down, O Love Divine
111 How Can We Name a Love
644 Jesus, Joy of Our Desiring
89 Joyful, Joyful We Adore Thee
66 Praise, My Soul, the King of Heaven
139 Praise to the Lord, the Almighty
102 Now Thank We All Our God

WEDDING ORIENTED

642 As Man and Woman We Were Made
451 Be Thou My Vision
695 O Lord, May Church and Home Combine
645 O Perfect Love
408 The Gift of Love
138 The King of Love My Shepherd Is
643 When Love Is Found
647 Your Love, O God, Has Called Us Here



PREPARATION CHECK LIST

(Time periods are estimates to be used as guidelines)

Up To 1 Year Prior to Wedding

- Contact church with requested wedding date.
- Set appointment with your clergy for initial interview.

9-10 Months Prior (or as soon as possible)

- Meet with the wedding coordinator to sign contracts, pay deposit, and begin the planning process.
- Contact organist with wedding date.
- _____
- _____

6-8 Months Prior (or as soon as possible)

- Make pre-marital counseling arrangements. Schedule initial session.
- _____
- _____

3- 4 Months Prior (or as soon as possible)

- Meet with church organist to discuss music options and selections.
- Select and secure a soloist, if desired.
- Begin to detail the wedding service and bulletin.
- _____
- _____

1-2 Months Prior (or as soon as possible)

- Obtain wedding license.
- Finalize wedding service and bulletin design.
- Select bulletin cover; or secure design and printer.
- Complete pre-marital counseling sessions.
- _____

Up to 1 Month Prior (or as soon as possible)

- Deliver bulletin materials to printer.
- Finalize music with organist.
- Finalize music with soloist.
- Meet with wedding coordinator to discuss any final arrangements, needs, etc.
- Mail checks to the wedding coordinator to cover the fees for the contracted services. All fees are due 30 days prior to the date of the wedding.
- Deliver wedding license to the officiating Pastor
- _____

Wedding Rehearsal Day

- Bring bulletins to church/rehearsal location.
- Arrange to have your bridal party arrive for the rehearsal on time.
- Bring your unity candle, if planned, to the church..
- _____
- _____

The Wedding Day

- Make sure the appropriate person(s) have the wedding rings.
- Before leaving for reception, collect all of your personal belongings.
- Receive your signed wedding certificate from the officiating pastor or wedding coordinator.
- _____
- _____

DIRECTORY



Church Office

3050 Marietta Ave.
Lancaster, PA 17601
717-285-5156



Pastor

Pastor Keith Braucher 285-5156, ext. 249
kbraucher@hempfieldumc.com

Organist

Gloria Hess 285-3564

Wedding Coordinators

Lyn Daubert, 682-1819
Beth Parkins, 285-5503



Audio-Visual-Lighting Technician

Greg Farmer, 285-5156, ext. 246
gfarmer@hempfieldumc.com



FEES CHECK LIST

DEPOSITS (non-refundable) due when wedding is booked

- \$50 * This guarantees your wedding date with the church. It will be applied to the wedding coordinator's fee of \$150 total. (Make check payable to the particular wedding coordinator)
 - \$50 * To reserve a date on the church organist's calendar, a deposit of \$50 is required. It will be applied to the organist's \$150 - total fee. (Make check payable to Gloria Hess)
- * **These fees are due at the time the contracts are signed.**

WEDDING COORDINATOR *additional beyond deposit*

- \$100 (Make check payable to the particular wedding coordinator)

PASTOR *honorarium at couple's discretion*

- \$150 (Make check payable to the particular pastor officiating)

PRE-MARITAL COUNSELING SESSIONS

- \$300 Due at first session unless otherwise arranged.

(Make your check payable to the counselor unless otherwise instructed by the wedding coordinator)

ORGANIST - PIANIST *additional beyond deposit*

- \$100 (Make check payable to the particular organist/accompanist reserved.)

The organist will work with the couple to coordinate music for the wedding. If a soloist is used, the organist will rehearse with that individual just before or just after the wedding rehearsal. Additional rehearsal time must be arranged with the organist. Soloist fees are arranged with the individual soloist you select. Additional keyboardists requested for other accompaniment needs -- fee = \$ 75. (**A courtesy fee of \$20 is assessed if Hempfield UMC's organist is not used.)

CUSTODIAN

- \$100 (Make check payable to the custodian contracted by your wedding coordinator)

AUDIO-VISUAL-LIGHTING TECHNICIAN

- \$100 (Make check payable to the A-V-L Technician contracted by your wedding coordinator.)

FACILITY USE

- \$100 (Make check payable to Hempfield United Methodist Church)

ALL FEES ARE DUE 30 DAYS PRIOR TO THE DATE OF THE WEDDING AND ARE TO BE MAILED TO THE WEDDING COORDINATOR.

Due Date: _____

