

Wedding Registration Form for Non-Members

(Revised August 2010)

First United Methodist Church
110 West Franklin Street
Troy, Ohio 45373
937-335-2826
Email: staff@troyfumc.org

OFFICE USE ONLY

Date: _____
Office Staff Personnel
receiving form: _____
CC: _____

Deposit Pd: \$ _____
Date: _____
Ck # _____

Balance Pd. \$ _____
Date: _____
Ck #: _____

Welcome to First Church. We are glad to be of assistance as you plan your wedding here at the church. When this Registration Form is returned to the church office with a check for \$30.00 (payable to "First United Methodist Church") your wedding date will be reserved on the church calendar. We hope your wedding day will be a joyous and sacred moment in your lives.

Wedding Date: _____ Time of Ceremony: 1:30pm or 4:30pm (Circle One)
Rehearsal Date: _____ Time of Rehearsal _____

Bride's Name: _____
Bride's Address: _____
Bride's Phone Number: _____ (home) _____ (cell)
Email Address: _____

Groom's Name: _____
Groom's Address: _____
Groom's Phone Number: _____ (home) _____ (cell)
Email Address: _____

Fees:

Use of the Church	\$300.00
Wedding Coordinator	\$125.00
Organist	\$125.00
Custodian	\$ 80.00
TOTAL.....	\$755.00
Deposit due at registration	\$ 30.00 (non-refundable)
Balance due.....	\$725.00 (two weeks prior to wedding)

Officiating FUMC Pastor _____

Guest Pastor (if applicable) _____ Phone Number: _____

Address: _____

(The Order of Worship must be signed at time of registration and a copy of the agreement will be mailed to the Guest Pastor.)

****Please fill out ALL the attached sheets.****

Wedding Information

Bride

Groom

Marital status: _____
Age: _____
Place of Employment: _____
Church Affiliation: _____
Name to be used during service _____

Location of the rehearsal dinner: _____
Is the pastor and his/her family to attend the dinner? _____

Location of wedding reception: _____
Is the pastor and his/her family to attend the reception? _____

Bride's Parents:

Names: _____

Address: _____

Phone: _____

Groom's Parents:

Names: _____

Address: _____

Phone: _____

Couple's Address after wedding: _____

Couple's Phone Number after wedding: _____

Wedding Party

Best Man: _____
Maid or Matron of Honor: _____

Bridesmaids:

Groomsmen:

Ushers:

Flowergirl: _____

Ringbearer: _____

Acolytes:

Guest Book Attendant: _____

Vocalist: _____

Others involved in the ceremony:

*The First United Methodist Church
Troy, Ohio*

Guidelines for Your Church Wedding

(Revised August 2010)

The following information will help you prepare your wedding in our Sanctuary. If you have further questions, simply call the Church at (937) 335-2826.

1. CANDLES AND VASES

The following is supplied by the Church at no additional fee.

- 2 altar vases for floral arrangements
- 2 altar candles (candles are furnished by the Church)
- 2 seven-branch candelabras (candles are furnished by the Church)
- 1 kneeling bench if you desire its use

2. ITEMS NOT ALLOWED IN THE SANCTUARY

- 1. Aisle candles are not permitted in any of the aisles.
- 2. Candles are not permitted on railings or ledges.
- 3. The use of tacks on church furnishings is not allowed.
- 4. The throwing of birdseed or rice is prohibited. Sparklers are prohibited. Only bells, bubbles, or balloons are permitted.
- 5. Any additional equipment must be removed immediately after your wedding so the custodian may prepare the Sanctuary for worship on Sundays.

3. ORGANIST

The organist of the FUMC congregation is to play for all weddings. Her name is Mrs. Tawnie Johnson and you can reach her at (937) 545-1711. Mrs. Johnson will be happy to work with you in choosing appropriate music for your ceremony that will reflect the sacred joy and solemnity of the occasion.

4. ALCOHOLIC BEVERAGES

No alcoholic beverages are permitted on the church premises. This includes both the rehearsal and the wedding. The use of alcohol at the Church will result in the immediate termination of your wedding at the Church by the Pastor.

5. SMOKING

Smoking on all church property is prohibited.

6. PICTURES

We encourage you to plan your picture-taking schedule with your photographer. Some days there may be multiple weddings at the church, which can complicate the amount of time available to both wedding parties.

Also, we encourage you to remind your photographer to assist the pastor in keeping the wedding ceremony one of sacred worship and solemnity. Excessive flashes, excessive movement, and inappropriate placement can be detrimental to your wedding ceremony.

7. OFFICIATING MINISTER

The current Pastor(s) of the First United Methodist Church will be the lead Pastor of every Wedding ceremony. Clergy from other local congregations or denominations are welcome to assist in the ceremony. The Bride must sign the Order of Worship agreement at the time of registration if a guest pastor will be assisting and a copy of the agreement will be mailed to the guest pastor.

8. PRE-MARITAL COUNSELING

Every couple must meet at least once with the FUMC pastor who is officiating their wedding ceremony for pre-marital counseling.

9. WEDDING REHEARSALS

All wedding rehearsals will begin at 6:00 p.m. the evening before the wedding ceremony unless otherwise scheduled.

10. DRESSING ROOMS

The bride and her bridesmaids are to use Room 314-316 (third floor) the day of the wedding to dress and prepare for the ceremony. There is a mirror and restrooms in this area.

The groom and his groomsmen will use Room 121 (Social Room in the basement) to dress and prepare for the ceremony.

11. LICENSE AND FEES

The Marriage license must be delivered to the church administrative assistant the week of the wedding so that it can be prepared and returned to you the day of the wedding. All church fees must be paid in full two weeks prior to the wedding.

Celebrating the Marriage of

Bride
&
Groom

Date

The Entrance

Prelude
Lighting of the Candles
Seating of the Parents
Processional
*Greeting

Declaration of Intentions

Of the Bride and Groom
Prayer

Proclamation and Response

Scripture Reading ~ I Corinthians 13
Homily

The Marriage

*Exchange of Vows
*Blessing and Exchange of Rings
*Declaration of the Marriage
*Prayers for the Couple
~ Silent
~ Pastoral
~ The Lord's Prayer
Lighting of the Unity Candle
Blessing of the Couple

Sending Forth

Presentation of the couple
Recessional

I have read the order of worship for my wedding and I fully understand that The First United Methodist Church Pastor is the Lead Pastor of my wedding and he/she will perform the duty of each item that has a * in front of it.

Bride's Signature

Date

Stained Glass Windows

I understand The First United Methodist Church is currently undergoing a renovation of all the stained glass windows in the Sanctuary. I understand that the large window behind the altar will be removed in July 2011 and the restoration is expected to take approximately six months according to the restoration company. I understand other stain glass windows will be removed as money becomes available and may not be in place for my wedding.

Bride's Printed Name: _____

Bride's Signature: _____

Date: _____