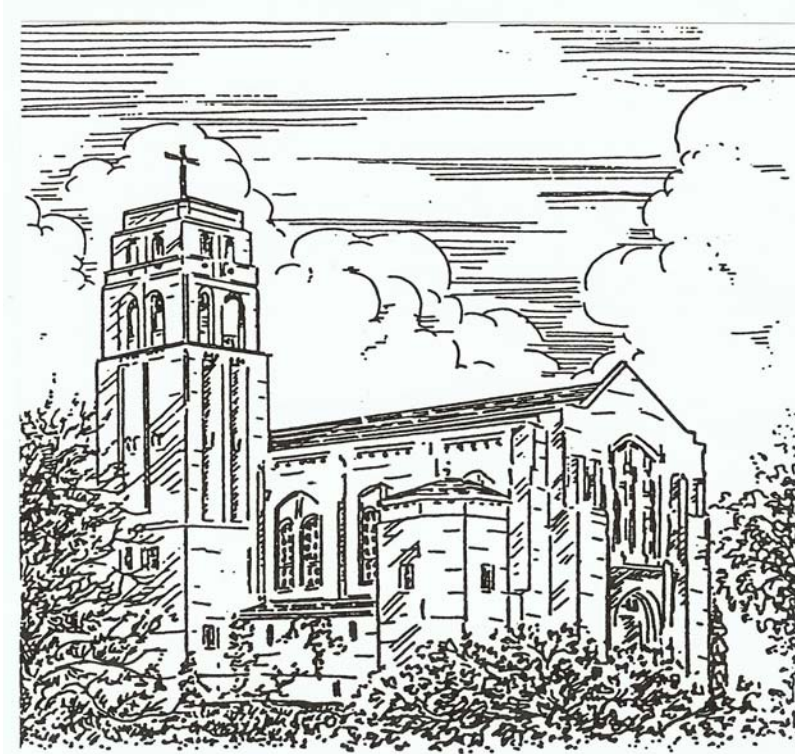


Weddings



First United Methodist Church

209 W. 1st Street

Reno, Nevada 89501

(775)322-4564

www.renofirstmethodist.org

Open hearts. . . Open minds. . . .Open doors. . . .

To those planning to be married:

Thank you for your interest in having your wedding at First United Methodist Church. We hope that this brochure will answer many of the questions that you have.

We know that people choose First Church for a variety of reasons, including the beauty of the Sanctuary. While we agree that the setting is a lovely one, we do not “rent out” the church. We do, however, provide a Christian marriage ceremony in the United Methodist tradition for couples desiring such a ceremony. Although church membership is not required in order to be married at First Church, it is important that the couple have a sincere desire to acknowledge the sacred covenant nature of Christian marriage.

Not all churches view marriage from the same theological perspective. United Methodists are a mainline Protestant denomination, with a strong belief in the equality of men and women in the life of both the home and the church. In this brochure, you will note that a United Methodist pastor will officiate at every wedding and will use a Methodist marriage worship service. In the weeks before the wedding, you will meet with the pastor for premarital counseling.

If, after considering these materials, this is the kind of wedding you are seeking, please call the pastor at the church (322-4564) and schedule an initial appointment.

The Wedding Service of Worship

In the United Methodist Church, the wedding ceremony is a service of worship in which two people are united in the covenant of marriage before God and their families and friends. Those present are understood to be an active congregation rather than passive spectators and, by their presence, give their blessing to the couple and the marriage. The service reflects the belief that husband and wife are equal partners in Christian marriage and are entering freely into this relationship. We will help you understand the service and shape it with sensitivity to who you are and the sacredness and importance of the occasion.

Wedding Arrangements

The Administrative Assistant in the church office is able to check the availability of dates, place a tentative date on the church calendar, and provide the wedding brochure. After reading this brochure, the next step is to meet with the pastor. If you then wish to receive the necessary paperwork to complete your reservation, you will be provided with the Wedding Agreement and Information forms. These forms should be returned to the church with the deposit within a month in order to confirm your date and time. The deposit is applied toward the total expense of the wedding. Upon receipt of both of the forms and the deposit, you will be sent an acknowledgement.

Prior to the wedding, you will need to obtain a marriage license at the Washoe County Courthouse, on the corner of South Virginia and Court Street, any day of the year from 8am to midnight. (Licenses from other Nevada counties are also acceptable.) You will need to show proof of age. If you've been previously married, you may need to show legal evidence of dissolution. Pastors of this church will seldom perform a wedding for anyone under 18 years of age—never on short notice and only after extensive counseling.

It is the bride and groom's responsibility to convey all information supplied by the church to everyone involved in the wedding.

The Pastor

An ordained United Methodist minister will conduct all weddings held at First Church. If the Pastor of the church is not available, another United Methodist pastor will officiate. (United Methodists ordain ministers without regard to gender.) Assignments are arranged based on pastor's schedules, and you will be supplied with the name of the pastor for your ceremony once the schedule is known. Please do not ask to bring "your own" minister to officiate. If you are affiliated with another church in the community, we strongly urge you to arrange your wedding in your home faith community.

Counseling with the Pastor

Prior to the wedding the Pastor meets with the couple in order to:

- get acquainted
- discuss the meaning of the marriage relationship
- make plans for the ceremony
- offer the support of the church in undergirding the
- couple's life and love together.

The purpose of the counseling time is not only to plan a reverent and beautiful wedding, but to enable you to begin your married life with strength and openness, grounded in love.

It is your responsibility to arrange all appointments with the Pastor. This may be done by calling the church office at 322-4564. *Before scheduling your second appointment, please be sure all paperwork is completed and returned to the church office with your deposit.*

We care about couples married at Reno First United Methodist Church. We will hold you in our prayers during Sunday morning worship. The Pastor is available for consultation before and after your wedding and can make referrals to appropriate licensed therapists and/or to marriage enrichment experiences. We cordially invite you to worship and to become involved in the life of the church.

The Wedding Coordinator

The wedding coordinator is the member of the church staff who assists the bride and groom with their wedding plans at First Church from the reservation through the wedding day. Details regarding use of facilities, payment of fees, etc., are arranged through her. She is available to answer your questions about all policies and procedures. The coordinator is present at the rehearsal and throughout the wedding day to see that the wedding runs smoothly. Her goal is to assist you in having a joyful and stress free event. Occasionally a couple hires an outside wedding planner or consultant. While such persons are welcome at the rehearsal and the wedding, ***their role at the church is subordinate to that of the church staff.*** The direction of the wedding itself will be handled entirely by the church coordinator and the pastor.

The Rehearsal

All weddings require a rehearsal, which is usually held on the evening prior to the day of the wedding. Please schedule your rehearsal with the pastor and wedding coordinator as early as possible. All members of the wedding party should be present, including parents and ushers (as well as photographers and videographers if they are not familiar with our procedures.) Musicians and readers are encouraged to attend, although time is not available during the rehearsal for them to practice. The organist does not attend the rehearsal. If she is to accompany a soloist, separate arrangements must be made with her.

Please have two ushers plus an additional usher for every 50 guests over 100. Children are a welcome, but optional part of the wedding party. In general we recommend that children under five not be included, as they are often unpredictable or unwilling participants

Please be punctual as another rehearsal may be scheduled following yours, and it is unfair to keep them waiting.

Music

Music is an important part of every wedding. First Church has a fine pipe organ and provides an excellent organist at no additional cost. *Only the church organist is permitted to play the organ.* Musical selections should meet the church's standards for reverence, taste, and dignity. The organist is happy to honor requests, but unfamiliar scores should be provided well in advance. Other "live" musicians, such as vocalists, strings, harp, or brass, may provide music, if desired, but those arrangements must be made and paid for by the couple. The organist is also an excellent pianist and can accompany vocalists or other musicians, with separate prior rehearsal to be arranged with her. Taped, electronic, or amplified music is not appropriate to the worship context of the service, but you may wish to use it at the reception. Please check with the coordinator if you have any questions.

Photography

Photographs and videotapes are meaningful keepsakes of your wedding. The church will cooperate with you and your photographer in the taking of pictures before, during, and after the ceremony. We suggest that you select a professional photographer rather than a friend if finances permit. The wedding ceremony is a worship service, so flash photography, visible photographers, or persons moving about with cameras create unacceptable distractions. *No flash pictures are to be taken once the processional has ended and until the service is over. No cameras may be set up in the chancel (the front of the sanctuary where the wedding takes place) or in the aisles during the service.* Please convey this information to your photographer and guests. During the service, still photos and videos may be taken from the balcony using available light. After the ceremony, these rules are relaxed, and you may return to the Sanctuary for altar pictures as time allows. Please check with your photographer so that you schedule adequate time for pictures.

General Requirements

- A non-refundable deposit of \$100 is required in order to hold the date and time for a wedding. Deposits are acknowledged in writing. Statements are sent out about a month prior to the wedding. All wedding fees are to be paid in full no later than two (2) weeks before the wedding. After that, only cash will be accepted.
- Checks should be made out to First United Methodist Church. See schedule of fees. We are not set up to honor credit cards.
- The bride and groom must complete and sign the Wedding Agreement and the Wedding Information form and return them to the church with the \$100 non-refundable deposit in order to complete the confirmation process. (The Information Form need not be complete. Additions and corrections can be made later.)
- The basic fee schedule covers a 3-hour period of time and includes the services of the pastor, wedding coordinator, the church organist, and the custodian, as well as the use of the Sanctuary, the parlor, two dressing rooms, validated guest parking, candles, and flower stands. Usually the 3-hour time frame begins an hour and a half before the wedding time (on the invitation) and ends an hour and a half after the wedding time. Additional time may sometimes be scheduled at the rate of \$50 per hour. If you wish additional time or want to adjust the 3 hours, please make those arrangements well in advance with the coordinator. NOTE: The time period at the church applies to everyone connected with the wedding—photographers and florists, as well as the wedding party and family. It is your responsibility to convey this information to everyone involved.

Note: The Pastor's honorarium is included in the total fees paid to the church.

- If the wedding is canceled or there are changes, such as the number of guests or the need for extra time, please notify the coordinator right away. *All changes must be made and paid for at least two weeks before the wedding, not the night of the rehearsal!*
- There will be no consumption of alcoholic beverages anywhere on the premises and no smoking inside the building. Any member of the wedding party who is inebriated will be excluded from the ceremony. If either the bride or groom is inebriated, the pastor will not perform the ceremony.
- For the protection of the wedding couple, the guests, and the environment, no rice, paper confetti, or bird seed is to be thrown. We also request that no balloons or living creatures (butterflies, doves, etc.) be released. You are welcome to use real flower petals, potpourri, or bubbles—outdoors, of course!
- No furniture, equipment, decorations, or other objects belonging to the church may be moved without permission. No decorations may be tacked, nailed, or taped (with tape leaving a sticky residue) to the furniture or the walls.
- Open flame candles are permitted in the chancel (raised) area only and then only in approved holders such as the candelabra or the unity candle holder. The wedding coordinator can advise you.
- Parking: The curved driveway is reserved for the couple's departure vehicle (one car). Other spaces in the drive are reserved for the church wedding staff. Guests and wedding party members may have their tickets from the Parking Gallery (corner of First and Sierra Streets) validated by the wedding coordinator following the ceremony. You are welcome to convey this information to your guests.

NOTE: Sanctuary seating is limited to 250 guests, approximately 175 downstairs and 75 in the balcony. This is quite full! If you are expecting more than 250 guests (and are not a member of First Church) please consider a larger location.



Wedding Fees

(Covers up to a 3-hour time block)

1 to 99 guests \$800

100 to 250 guests \$1000

Additional Fees

*Evening Wedding \$50 additional
(6:00pm or later)*

Additional time requested \$50 an hour

Wedding Coordinator

Sue Roberts, (775) 747-1631

Church Office and Pastor—(775) 322-4564