



Congratulations

A Wedding in the Church

This church lends itself to a worshipful setting for a wedding. In a church wedding, the couple taking the vows of marriage and those in attendance stand on consecrated ground and feel themselves to be in the very presence of God. The couple seeks, above everything else, the approval and blessing of God upon their marriage and the church is simply God's instrument to help accomplish this.

Wedding Coordinator

Our Wedding Coordinator will meet with you after you have reserved the church and are listed on the calendar. She will go over all the details to make sure your wedding goes as smooth as possible. As your wedding day draws closer, you will meet with her again to finalize all last-minute details. She will be at the rehearsal and the wedding to oversee details so everything goes according to plan. Any questions that arise during your planning should be directed to her.

Wedding Time

You are renting our Sanctuary for three (3) hours on the day of your wedding and one hour for your rehearsal. When planning your special day please keep this in mind.

Arrangements

Arrangements for use of the Church and its services should be made at least three months in advance. The prospective bride and groom shall have at least three conferences with the officiating clergyperson. All reservations for use of the church and its facilities are made through the Administrative Manager. The wedding date will be reserved on the church calendar only after the non-refundable room fee is received and the time for the wedding is stated. *The room fee can be paid by check, cash or by a VISA, Mastercard, or Discover credit card.* A tour of the church facility and a meeting with the wedding coordinator by the bridal couple is required after the deposit is taken. Please note that if you desire your wedding to be scheduled on a holiday weekend (*such as Memorial Day or Thanksgiving*), this will need to be discussed with the clergyperson and wedding coordinator. No weddings will be scheduled during the week of Christmas or Holy Week (*the week before and including Easter*).

Weddings during the advent season will be assessed a 10% surcharge.

Minister/Officiant

The United Methodist Church requires all clergy to include premarital counseling when working with couples before their wedding. It is preferred that a wedding is scheduled at least 3 months in advance. Since each pastor may have different expectations with premarital counseling, it is advised to talk with your officiating minister to learn what will be required. All weddings at First UMC Jackson will be officiated by an approved clergyperson but If you would like to invite a guest minister to participate in your wedding, please notify the church office so connections can be made between our pastoral staff and your guest minister.

Rehearsal

The time for this is one hour and all participants should be present. This is the time to run through the wedding ceremony and make sure that everyone in the wedding party knows what they are suppose to do. If there are soloists or other musicians, they should be present to allow for sound checks.

Photography

If you wish to have pictures taken in the Sanctuary before the ceremony, they should be completed 30 minutes before the service. Pictures may be taken in the dressing rooms until 15 minutes before the service. Flash pictures may be taken as the bridal party is coming down the aisle and as they leave the altar area. No flash photography and limited movement in the aisles is preferred during the service. Time exposures may be taken from the back balcony only.

When speaking with your photographer/videographer you must let them know the following rules of our church with regards to photographers.

- They are in a worship service and they are a guest. They do not run the ceremony!
- There are to be no flash pictures during the ceremony. *Photography assistants are to adhere to the same rules and there is to be limited moving around during the ceremony.*
- No talking during the ceremony.
- No standing on the pews.

Videography

Video recording must be done from a chosen, stationary place in the balcony with no additional lighting. All set-up must be completed prior to the beginning of preservice music.

First UMC has invested in quality video recording equipment positioned throughout the sanctuary. If you would like to have your wedding video recorded using our equipment and church operators, please contact your wedding coordinator.

Music

A Christian wedding is a service of worship and celebration! Music is an important part of any worship service. We ask that reverence and discretion are your principal guides while selecting music.

Organ: The organ is to be played by a church-authorized organist. Should you want the organ to be played during your ceremony, please make arrangements with the wedding coordinator. It is your responsibility to acquire sheet music and give it to the organist at least two months prior to your wedding date.

Piano: The church's Steinway Baby Grand Piano is available for your wedding. The church organist or a pianist of your choosing can play during the ceremony. Please make sure that they have print copies of the musical pieces far in advance of your wedding day.

Soloists: If you plan to have a vocal soloist at your ceremony, you must notify your wedding coordinator and they must attend the rehearsal along with the accompanist. A sound technician will be on site during the rehearsal and wedding to help with microphones.

Instrumentalists: If you desire to have a solo instrumentalist or ensemble perform during your wedding ceremony, it is preferred that they attend the rehearsal. If this is not possible, they must arrive one hour before the ceremony for set up and sound checks. A sound technician will be on site during the rehearsal and wedding to help with microphones.

Recorded music: Pre-recorded music should be given to the wedding coordinator or sound technician before the rehearsal so that no surprises happen on your wedding day.

Florist - Candles - Aisle Cloths

The florist is responsible for protecting the church furnishings and woodwork.

No floral arrangements may be placed on the organ console or the piano.

Arrangements for delivery of flowers may be made with the church's Executive Assistant. The Church furnishes altar candles, one set of candelabra, and the Unity Candle holder (*for a 3 inch diameter candle*) at no charge. The Church does not provide the unity candle. Only white candles are furnished. If you are purchasing additional candles, please be sure they are dripless. Additional pew candelabras are available for rent from the church. Please contact the wedding coordinator for more information. For the safety of all parties concerned, aisle cloths and the throwing of flower petals or rice will not be permitted.

Wedding Program

Any information needed for your printed wedding program should be given to the officiating clergyperson, such as the names and roles of the wedding party, the parents and grandparents of the bride and groom, and any poems or scripture verses to be shared that day. If you need help with this, please check with the wedding coordinator. Please include in your program that flash pictures during the ceremony are not allowed. Please print out the Lord's Prayer for those who do not know the words if it is to be included.

Receptions at Jackson First

Receptions may be held in the Parlor or Family Room for up to **60** people and in the Fellowship Hall for up to **200** people. *All reception facilities are on the first floor.* Receptions may last no longer than four hours and must be complete before 10:00pm. All room fees for a reception must be paid to the church office seven (7) days before the wedding rehearsal. Food charges are payable in full seven (7) days prior to the wedding. Arrangements for delivery of food/arrival of caterers may be made with the church's Executive Assistant.

Expectations during a Wedding and Reception

- Guests are expected to conduct themselves in a dignified manner at all times. *Children should be under adult supervision.*
- No alcohol or tobacco may be used within the Church or on its property (*including parking lots*). Persons using alcohol will be excused from the ceremony.
- No rice, bird seed or flower petals are allowed inside the Church building. *Bubbles and biodegradable confetti are permitted outside the building.*
- No dresses or personal items may be stored at the Church prior to the day of the wedding. The Church takes no responsibility for gifts or personal belongings left at the Church.
- Please designate someone from your wedding party to remove all personal belongings from the church after the wedding ceremony.
- All candles must be unscented.



May God bless
you and your
marriage all the
days of your lives.



Jackson First
A United Methodist Church
Hearts | Hands | Voices

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