WALKERSVILLE UNITED METHODIST CHURCH

22 Main Street
Walkersville, MD 21793
301-898-5242

To the Bride and Groom:

The people called Walkersville United Methodist Church welcome your interest in having your Service of Marriage in our sanctuary. We welcome you and look forward to hosting you, your family and friends at this high and sacred moment in your lives.

Your Service of Marriage is a time of worship and celebration for you, the participants, and your guests. The sanctuary is a sacred place that symbolizes the presence of God. We will cooperate with you to make your service reverent and dignified, as well as joyful.

The guidelines printed below are to assist you in your planning and to provide you with needed information.

General Information

1. Your primary contact with Walkersville United Methodist Church will be with our pastor. He/she will schedule your wedding, your rehearsal time, and all pre-marital appointments. For most weddings, the initial contact should be at least six months prior to the date of the wedding.
2. You will be requested to attend 2-5 pre-marital meetings with our pastor and/or a person designated by our pastor (i.e., counselor, therapist, etc.). These meetings will be used to assess your readiness to enter the marriage covenant, to instruct you, and to plan your Service of Marriage.
3. You are strongly encouraged to worship regularly with the people called Walkersville United Methodist Church as you prepare to be married and are invited to participate in other areas of the church's life. The faith that you profess in coming to the church for Christian marriage will be enriched and strengthened by your participation in our worship and congregational life. You will be welcomed into the church community and supported by it before, at, and after your marriage. It is hoped that you will continue to worship here or with another church community after your marriage.

4. Our pastor has the sole responsibility for determining on our behalf your readiness to be married and your ability to participate in a Christian Service of Marriage. He/she can terminate planning for a scheduled wedding for just cause. In the event this occurs, the cause must be communicated to you in writing.
5. You will be required to take a pre-marital inventory of our pastor's choosing. The inventory is a tool to help you celebrate areas of strength in your relationship and to address areas of weakness. The inventory processing fee will be paid by you at the time the inventory is taken. The fees range from $25.00 - $50.00.
6. No wedding can be performed without a valid Marriage License issued by the Clerk of the Circuit Court of Frederick County, Maryland. It is your responsibility to secure the license and have it in the possession of the presiding pastor prior to the service.
7. Ordained pastors besides our own may participate at your Service of Marriage. They must, however, be invited by our pastor after consultation with you.
8. All music played at your Service of Marriage will be selected after consultation with our Music Director/Organist. You will be guided in selecting appropriate music.
9. Qualified organists and pianists besides our own may play at your service, but these arrangement must be made after consulting with our Music Director. He/she can deny your request if your organist and/or pianist does not demonstrate adequate qualifications.
10. Photographs are not to be taken by guests during the Service of Marriage. They are permitted during the Procession, Recession, and after the service.
11. You may designate <u>one</u> professional photographer to take still photographs and <u>one</u> person to take a videotape. During the Service of Marriage, they may function from the church's balcony without flash or additional lighting. The still photographer is requested to limit photography during the Service of worship to six (6) photographs. The professional photographer may use flash photography and be on the main floor during the Processional and Recession. He/she is not to be disruptive. Formal wedding photographs may be taken either before or after the service, although we request you keep the time for this as brief as possible out of consideration for your guests. It is your responsibility to communicate this information with the professionals you select.

12. Flowers and other decorations are to be tasteful and easily removed following the service by you or your designee. In order to use the church's vases or to arrange for flowers to be left in your honor for Sunday services, you must contact our Flower Coordinator. At no time are you to obscure the cross or any other of our sanctuary's appointments.
13. Seamstresses in our church have created a liturgical banner for weddings. At your request, it may be hung in the sanctuary for your service.
14. No rice is to be thrown. If you wish to observe this custom, packages of bird seed may be distributed to the guests. Place keep the bird seed outside our church buildings.
15. A bulletin may be produced at your expense. Wedding bulletin covers are sold in most Christian bookstores. The text of the bulletin will be developed in consultation with our pastor. The church secretary is available, as time permits, to type your bulletin text in exchange for an honorarium.-secretary@walkersvilleumc.org
16. The church owns a cloth runner that you may use for the cost of having it cleaned and pressed. You may provide your own runner, if desired.
17. The church owns a pair of standing iron candelabra that may be used for your wedding. It is your responsibility to provide the 14 tapers.
18. Lighting a marriage candle may be incorporated into the Service of Marriage. You are required to provide the candles and display. The marriage candle display will be placed on the chancel table during the worship service.
19. It is your responsibility to notify our pastor of any changes in dates, times and places as soon as they occur.

Information About the Sanctuary

1. The sanctuary of Walkersville UMC will seat 200 people comfortably for a wedding or 150 people if you do not wish to use the balcony.
2. The organ is a Moller pipe organ that was completely rebuilt in 1987 and enlarged in 1991. The piano is a quality studio upright.
3. Rooms are available in our main building where the bridal party may dress prior to the service. Please make sure all personal articles and trash are removed after the service.
4. The chancel area is small. Bridal parties of more than ten people, including the bride and the groom, are discouraged because of a lack of space.

5. The paraments in the sanctuary are traditionally white for a wedding. "White" is the color of celebration within the Christian Church. The paraments may also be displayed in the Church's seasonal color (red, purple, green and white). Consult our pastor about this matter.
6. There is no smoking, or vaping, allowed in our facilities.

Information About the Georgetown Hall

1. There is no smoking or drinking of alcoholic beverages in Georgetown Hall.
2. Georgetown Hall will comfortably accommodate 150 persons seated around tables or 200 persons without tables. The tables and chairs are provided, but please handle them with care.
3. Music played at a reception will be in good taste and of moderate volume.
4. No reception shall last beyond 11:00 p.m. and clean-up shall be completed by midnight.
5. Arrangements to decorate Georgetown Hall will be made in consultation with our pastor, or the Board of Trustees, and with sensitivity to other groups which may be using the hall.
6. Please leave the Hall and Kitchen in good condition taking special care to return all tables and chairs to the places where they were found. All lights should be turned out, windows closed, and doors locked when the room is vacated.
7. The scheduling of Georgetown Hall and all negotiations concerning its use are to be done with our Pastor, or the Board of Trustees.

The Worship Committee,
Council on Ministries,
And Administrative Board of
Walkersville United Methodist Church

WALKERSVILLE UNITED METHODIST CHURCH

Minimum Wedding Honorariums

The following honorariums are minimum fees for weddings for Walkersville United Methodist Church. Cash, placed in a sealed envelope with the name marked on the outside, is the preferred method of payment. The size and type of your wedding may increase the amounts in this schedule. Changes will be discussed with you by our pastor and/or organist.

Presiding Pastor	$150.00
Organist	$100.00
Wedding Custodian, Sanctuary	$150.00
Custodian, Georgetown Hall (if used)	$150.00
Church Secretary (if bulletin is prepared)	$40.00

Rental fees for Weddings

The following fees apply for using the facilities of Walkersville United Methodist Church for a wedding. A contract must be signed with the church's Board of Trustees before Georgetown Hall can be used for a wedding reception.

Use of the sanctuary and adjoining spaces	$150.00
Georgetown Hall only for a reception	$350.00
Georgetown Hall with full kitchen use	$450.00

Individuals connected to the church through family of a church member, Cub Scout Pack 1070, or Weekday School:
$350.00 Use of Georgetown Hall and full use of the kitchen.
$150.00 Use of Georgetown Hall and incidental use of the kitchen (if needed). Incidental use is using the kitchen to store items and minor preparation. NO cooking or heating of any foods is to be done, other than use of the microwave.
$150.00 Sanctuary.

Members:
$0 Use of Georgetown Hall and full use of the kitchen.
$0 Use of Georgetown Hall and incidental use of the kitchen (if needed). Incidental use is using the kitchen to store items and minor preparation. NO cooking or heating of any foods is to be done, other than use of the microwave.
$0 Sanctuary.

Contact Persons

Pastor	Rev. Mike Henning	301-845-9860
Organist/Music Director	Nancy Mullins	301-845-6596
Office Manager/Secretary	Maryalice Donahue	301-845-9860

Walkersville UMC-Wedding Planning Information

Date:_____ Time:_____
Location:_____ Reception Location:_____
Rehearsal Date & Time:_____
Pastor*(s)*:_____

Bride:_____ Email:_____ Cell Phone:_____
Groom:_____ Email:_____ Cell Phone:_____
Children *(if applicable)*:_____
Brides Parents:_____
Brides Grandparents *(if living)*:_____
Grooms Parents:_____
Grooms Grandparents *(if living)*:_____

Maid of Honor:_____ Cell Phone:_____
Brides Maids:_____ _____
_____ _____
_____ _____
Best Man: _____ Cell Phone:_____
Grooms Men:_____ _____
_____ _____
_____ _____
Ushers *(if different than grooms men)*:
_____ _____
_____ _____

SERVICE INFORMATION
Organist:_____
Special Music:_____ Audio-PA System/Visual:_____
Scripture Selections:_____
Scripture Reader *(if other than the pastor)*:_____
Hymn Selections *(if a hymn is desired)*:_____
Special Readings:_____
Photographer:_____

Do you wish to include a Unity Candle in the service? Yes / No
If yes then you need to purchase a Unity Candle set. *(3 candles*)
Do you wish to use the candelabras? Yes / No
If yes then you need to purchase 14 long tapered candles.
Do you wish to use the kneeling bench? Yes / No

Please list persons *(aunts, uncles, etc.)* who you would want to have in reserved *seating (in addition to parents and grandparents).*
Brides Side: Grooms Side:
_____ _____
_____ _____
_____ _____