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First United Methodist Church

903 East Fourth Street

Panama City, FL 32401

(850) 763-6537First United Methodist Church

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 (850) 763-6537

 Wedding Fact Sheet

**Today’s Date:**

**Contact Person: Phone#:**

**Bride’s Full Name:**

**Bride’s Name to be used in vows:**

**Home Address: Phone#:**

**Church Membership:**

**Groom’s Full Name:**

**Groom’s Name to be used in vows:**

**Home Address: Phone#:**

**Church Membership:**

**Address After Marriage:**

**City: Phone#:**

**WEDDING DATE: TIME:**

**REHEARSAL DATE: TIME:**

**Minister’s Name:**

**Will your Reception be held in Trinity Center? Yes No**

**Bride’s Parent(s) Name(s):**

**Groom’s Parent(s) Name(s):**

This form MUST be completed and returned with the church deposit and

required janitorial fee before any dates can be reserved on the church calendar.

 **First United Methodist Church**

 Panama City, Florida

 **Wedding Guide**

A Wedding is a happy and holy occasion in life. It is a service of worship in which vows are made to God and between two loving individuals, prayers are offered, and a blessing is given. The Wedding ceremony itself is one of great beauty and tested meaning; therefore it should not be changed. As two people join their lives to establish a Christian home, the church rejoices with them and is eager to help make the Wedding beautiful and memorable. It is not necessary for a Wedding to be elaborate in order to be beautiful, the true beauty lies in the spirit and attitude of those who take part. The Ministers, Staff, and Wedding Committee of our church are happy to help in any way with your Wedding preparations and the church’s policies will be explained in detail at your first meeting together.

*Arrangements:*

**To secure your Wedding date, approval from the Senior Minister and an initial consultation must be scheduled with the Wedding Coordinator.** During the consultation, the Wedding Fact Sheet (page 2) should be filled out completely and payment for required fees rendered. ***Please understand that without the completed Wedding Fact Sheet and payment for required fees the date cannot be held.***

It is the policy of our church to have our minister preside over all Weddings held here; however, persons desiring an outside minister to assist in the ceremony may obtain approval from the Senior Minister, who will then extend a personal invitation to the guest minister.

There are five premarital conferences the bride and groom are required to attend with the Senior Minister. **Appointments are scheduled by contacting the Wedding Coordinator, who will then check your appointment time with the Senior Minister.** Please make sure all dates and times (Rehearsal, Wedding, and Reception if in Trinity Center) have been discussed and finalized with the Wedding Coordinator before scheduling your premarital conferences. The five sessions are broken down as follows:

1. Wedding Policy
2. Biography & Hand Out
3. Discover your future spouse
4. Goals
5. Wedding Service

*Wedding Director:*

To ensure everything runs smoothly and all guidelines of the Methodist Church are followed, **you are required to use a member of our Wedding Committee to be your Wedding Director, even if you already have a personal planner.** Members of the Wedding Committee are:



Ms. Ann Parmer

Mrs. Alison Bostwick

**Please contact the Wedding Director of your choice as soon as possible**. It is strongly advised (but not required) for the Wedding Director to attend your first Wedding consultation with the Senior Minister. There is a fee for the Wedding Director’s services. Please talk about this fee with your Director, as she will set her fees and you will pay this fee to her directly, not through the Church Office. Please be advised that, if you have a personal planner, he / she **must** meet with the church’s Director at least once by two weeks before your Wedding.

*Decorations:*

The interior of our Sanctuary and Chapel are both worshipful and beautiful. We advise few and simple decorations. Listed below are details which preserve the worship atmosphere and safeguard the furnishings. Please direct any questions you may have about this to your Wedding Director.

1. Nothing in the Sanctuary may be moved or removed from its accustomed place. This includes, but is not limited to, the pulpit furniture, hymnal books, and pew pencils.
2. No tape, tacks, nails, pins, or screws may be used to secure any decorations. Free-standing decorations are acceptable. Suitable materials should be used to protect floors and carpeting from dampness and drippings. No live petals may be dropped by the flower girls in the Sanctuary.
3. Any candles used ***must*** be drip-less (not wax). Please ask the Office contact or your Wedding Director if you need further information about candles.
4. Nothing shall be placed on the altar, pulpit rail, communion rail, or on the kneeling cushions. Care must be taken to not block the vision of the organist/pianist.
5. The following items are available to help with decorating:
	1. Two large matching brass bowls suitable for flower arrangements
	2. Two brass candelabras
	3. Communion Chalice

***\*Arrangements for using these items should be made with the***

***Wedding Coordinator. There is no charge for items listed above.***

1. If you would like to marry during the Easter, Thanksgiving or Christmas season, understand the church decorations **cannot be removed** for the Wedding.
2. The sconces on the walls of the Sanctuary (total of six) can be used. The candles inside are heatless candles so the globes are not broken. If you would like to have the candles lit during your ceremony, please make arrangements with the Wedding Coordinator. Please note, there is a fee involved for the use of the sconces.
3. The Wedding party is responsible for making sure all decorations used during the ceremony are removed prior to leaving. **If you would like to donate the flower arrangements used in your Wedding to the church for use in the Sanctuary or Narthex for Sunday services, or to be taken to the hospitals and nursing homes for patients who would appreciate a kind gesture, please notify the Church Secretary ahead of time.** A notation will be placed in the bulletin that the flowers are from your Wedding.

*Music:*

A Wedding is a worship experience. It is our belief that the musical selections used should be in accordance with the setting. Please make an appointment with the Minister of Music and organist / pianist of the church to choose music for your ceremony. If an instrumentalist is used, it is customary to use one from the church. **Guest instrumentalists must be cleared through the Minister of Music.**

If you would like to have a soloist sing at your Wedding but do not have one, the Minister of Music can arrange this for you for a fee.

*Photography:*

Wedding pictures allow the bride and groom to remember their special day for years to come. It is important to us at First United Methodist Church that you capture these moments while also keeping the integrity of the worship service. Included in this packet is a sheet titled “Guidelines for Photographers” and the photographer agreement (pages 9-10). **This form must be signed by both the photographer and Wedding party, then returned to the Wedding Coordinator no later than two weeks prior to the Wedding date.** He / she must also meet with your Wedding Director at least once by two weeks before your Wedding. If you have any questions concerning these guidelines please consult your Wedding Director or the Senior Minister.

*Videography:*

Capturing your Wedding on video allows you to re-live the special moments of your ceremony. You will find the videographer agreement and the Wedding Video Request Forms in this packet (pages 11-13). Please complete the requested information on this form and return to the Wedding Coordinator. The Television Ministry department will then contact you to discuss your request in depth. Please understand there is a fee for this service. **Note: if you decide to go with an outside videographer, they are subject to the same guidelines as photographers and must be approved by the Television Ministry. You will be required to have a member of our Television Ministry here to aid and supervise your videographer and there is a fee for this.**

*Using the Trinity Center for your Reception:*

If you are interested in a close, convenient facility to have your Wedding Reception at, you are welcome to consider our Trinity Center. Contact the Wedding Coordinator for more details.

***PLEASE NOTE: Alcoholic beverages are not permitted on the premises. Anyone under the influence of alcohol will not be permitted at the Rehearsal, Wedding, or Reception (if held in the Trinity Center)***

*General Information:*

The **Chapel** holds a maximum capacity of 120.

The **Sanctuary** holds a maximum capacity of 460.

The Bride’s Room in the Community Life Center is made available for the Bride’s party to dress, etc. before the Wedding. The Groom’s party will be in the Conference Room in the Main Building. Please inform the Wedding Coordinator of what times you will need these rooms.

**The marriage license should be given to the Minister no later than at the Rehearsal.**

The Sanctuary / Chapel will be cleared by the Wedding Director 35 minutes prior to the start of the ceremony. This is to prepare the Sanctuary / Chapel for worship. Guests will be allowed to enter for the service beginning 30 minutes prior to the ceremony.

Smoking is not permitted inside the buildings.

For safety reasons, no rice or bird seed may be thrown in or around the church building or Trinity Center.

**The church cannot assume liability for any loss, theft, or damage to personal property used in a Rehearsal, Wedding, or Reception.**



*Charges – Payments*

**NON - MEMBERS**

The following list is the fee schedule for participants in the Wedding if provided by the church. It is your responsibility to engage the services as needed unless otherwise indicated. **All *required* fees are due at the time your Wedding date is reserved.** Checks need to be made payable to *First United Methodist Church.* The only check that will not be made payable to the church will be for the Wedding Director. You will need to make arrangements with them concerning their fees and services. Please contact the Communications Coordinator to make payment arrangements if non-required services are used.

 Use of church facilities: $ 300.00 Sanctuary

 $ 150.00 Chapel

 Custodian ***(Required)*:** $ 120.00 Sanctuary

 $ 100.00 Chapel

 Wedding Director ***(Required)*:** $ Discuss amount with Director

 Honorarium for Minister**:** $ 250.00

 Soloist: $ 50.00

 $ 100.00 Minister of Music

 Organist: $ 150.00

 Pianist: $ 100.00

 Sanctuary Sound Technician ***(Required)*:** $ 100.00

 Video Taping: $ See price list next page

 Sanctuary Sconce Candles: $ 50.00

**Trinity Center for Reception:**

 Rental Fee: $ 275.00 (1 - 100 people)

 $ 450.00 (100 - 300 people)

 Janitorial Services:

 1-75 people $ 100.00

 Dishwasher $ 60.00

 76-150 people $ 125.00

 Dishwasher $ 60.00

 151- 225 people $ 225.00

 Dishwasher $ 75.00

 226- 300 people $ 300.00

 Dishwasher $ 75.00

*Wedding Video Services*

**NON - MEMBERS**

 *Personal Videographer* $50.00

 TV Ministry Member present **(REQUIRED):**

 *Rehearsal – work with Sanctuary Sound*

 *Engineer for pre-event instructions and*

 *assist Videographer with setup of equipment*

 **Est. time = 1.5 hour**

 *Wedding – arrive one hour before service,*

 *work with Sanctuary Sound Engineer and*

 *assist Videographer*

 **Est. time = 2 hours**

*FUMC Video taping* $375.00

 Videographer: $200.00

 *Rehearsal – work with Sanctuary Sound*

 *Engineer for pre-event instructions*

 **Est. time = 1.5 hour**

 *Wedding – arrive one hour before service,*

 *Record service, add opening ID*

 **Est. time = 2 hours**

 Production Sound Engineer: $50.00

 *Rehearsal – pick up program, check with*

 *Wedding Director for instructions, review*

 *program and instructions with videographer*

 **Est. time = 1.5 hour**

 *Wedding – arrive one half-hour before service*

 **Est. time = 1 hour**

 Camera 3 Operator: $25.00

 *Wedding – arrive one half-hour before service*

 **Est. time = 1 hour**

 Church Equipment Usage: $100.00

**You will receive ONE unedited**

**DVD with event billboard.**

(Additional copies may be purchased at a charge of $10.00 each.)



*Staff Members Associated with Weddings*



 Rev. Steve Rascoe 763-6537

 Senior Minister

Rev. Carl Fountain 763-6537

Associate Pastor

Ms. Laurie Rodriguez 763-6537

Finance Director/Administrator

Wedding Coordinator

 763-6537

Music Director

Mrs. Sandra Burleson 872-1064

Organist

Ms. Jeanine Hagan 763-6537

Pianist

Mrs. Denise Gehris 763-6537

Church Secretary

Flowers (after Wedding)

*Church Hours:*

Our Church Office is open Monday through Friday from 8:00am until 4:30pm. If you have any further questions, or if we can help you in any way, please stop by or call us. **At First United Methodist Church… we want to help you make your Wedding the happiest moment in your life!**



*Personal Check List*

 **Task Date Task Completed**

Wedding policy read and understood

Meet with Communication Coordinator:

 Request Wedding / Rehearsal date and time

 Fact sheet filled out

 Location requested (Sanctuary or Chapel)

 Required fees paid

 Trinity Center reserved for Reception

Pre-Marital counseling sessions with Senior Minister:

 Session One: Date Time

 Session Two: Date Time

 Session Three: Date Time

 Session Four: Date Time

 Session Five: Date Time

Appointment set up with Wedding Director

Contact Minister of Music

Sound / Video Taping (Contact TV Ministry Department)

Photographer (Remember to have them sign guideline sheet)

Church Organist

Pianist

Soloist

Harpist

Custodian

Rooms needed and time:

 Bride’s Party (Community Life Center)

 Groom’s Party (Conference Room)

All remaining fees paid (one month prior to Wedding date)

**This list is being given to you for your convenience in the planning of your Wedding. Good Luck!**

***Guidelines for Photographers / Videographers***

![MCj02381620000[1]]()

***Please read carefully, sign, and***

***return the following agreement.***

Dear Wedding Photographer and / or Videographer:

Here at First United Methodist Church it is our goal to make the Wedding ceremony a memorable worship experience. The Bride and Groom are very important to us and we want their special day to be full of moments they will remember their entire lives. We need your cooperation to ensure this while keeping the integrity of our worship service intact.

You can do this by following these simple guidelines.

1. Please allow plenty of time prior to the Wedding for pre-Wedding photographs taken in the Sanctuary / Chapel. The church Wedding Director will clear the Sanctuary / Chapel 35 minutes prior to the start time of the Wedding. This is to ensure the area is prepared for the worship service. The Sanctuary / Chapel will reopen for guests 30 minutes prior to the start of the Wedding.
2. There will be **no** movement during the Wedding ceremony by the photographer, this starts at the time the Sanctuary / Chapel is reopened to receive quests. If the Wedding is to be held in the Chapel you are welcome to take **non-flash** pictures during the ceremony from the back of the Chapel. If the Wedding is to be held in the Sanctuary you are welcome to take **non-flash** pictures from the balcony. Please understand no other locations can be used during the ceremony for pictures. You are welcome to stage scenes before or after the ceremony.

We appreciate your anticipated cooperation and look forward to working with you to create a memorable experience for the bride and groom. If you are unable to work within the above guidelines, please contact the Wedding party as soon as possible so they can make other arrangements for a photographer. If you are willing to work within the above guidelines, please fill out the following page of information. Signing this agreement will indicate that you understand and will abide by these rules. If the above guidelines are not followed on the Wedding day, you will be asked to leave immediately, leaving the bride and groom without professional photographs of their special day.

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 Wedding Photographer

Information / Agreement

Please return this portion back to First United Methodist Church no later than two weeks prior to the Wedding ceremony. The Photographer will not be permitted without this signed form on file.

Photographer Printed Name:

Studio Name:

Address:

City, State, Zip:

Studio Phone #:

Cell Phone #:

Photographer Signature:

Date:

Bride’s Signature:

Groom’s Signature:

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 Wedding Videographer

Information / Agreement

Please return this portion back to First United Methodist Church no later than two weeks prior to the Wedding ceremony. The Videographer will not be permitted without this signed form on file.

Videographer Printed Name:

Studio Name:

Address:

City, State, Zip:

Studio Phone #:

Cell Phone #:

Videographer Signature:

Date:

Bride’s Signature:

Groom’s Signature:

**PLEASE NOTE: If you elect to have a Videographer other than one from the TV Ministry, he or she must submit this form and be approved by the TV Ministry. Thank you.**

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 Wedding Sound / Video Request

Wedding Date: Time:

Bride:

Groom:

Rehearsal Date: Time:

No. of Copies Requested: Date:

Requested by: Phone:

Paid by: Date:

Your DVD will be delivered within 7 days after your Wedding. Additional DVDs are available, according to quantity requested, for an added fee.

*Crew Assignment & DVD Confirmation:*

Sound (Rehearsal and service):

Director / Editor:

(Rehearsal, shoot / edit / burn one DVD)

Camera 3:

Date Delivered to TV Ministry Chairperson:

Date Delivered or Mailed to Bride & Groom:

Director’s Signature:

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 Payroll Information

**Wedding for: Date:**

 **Services being provided Due Date Paid**

Wedding location: $

Reception location: $

Minister: $

Wedding Director: $

Sound Tech: $

Video Tech: $

TV Equipment Charge: $

Instrumentalist: $

Vocalist: $

Custodian: $

Candles: $

Other: $

 $

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Additional Notes on Wedding Activities

**Time of Rehearsal:**

 Rehearsal Dress?

 Use of other rooms needed? Yes No

 Time to be opened:

**Time of Wedding:**

 Other rooms needed:

 Time to be opened:

 Candles used:

 Set-up Times:

**Time of Reception:**

 Location:

 Set-up Times:

 Other Instructions:

**Special Requests and Approval**: