



United Methodist Church of Summit

THE UNITED METHODIST CHURCH OF SUMMIT WEDDING GUIDE AND FEES

WEDDING POLICY

A wedding is a religious service. The church encourages the use of the sanctuary for this purpose. The following suggestions and guidelines will be helpful.

It is the commitment of the clergy and music leadership of The United Methodist Church of Summit to present a properly balanced and theologically sound service that honors the marriage covenant.

PASTORAL STAFF

It is important that the bride and groom meet with the officiating pastor at least six (6) months prior to the wedding to discuss the meaning of Christian marriage and make plans for the service. The pastor will provide helpful materials for the guidance of the couple. Please contact the Senior Pastor, at: 908-277-1700 as soon as possible. Upon receiving your call, arrangements will be made to meet and to reserve the sanctuary or chapel and inform our Director of Music of the service.

Ordinarily, a pastor of the church will officiate. Where it is desired that another pastor or priest assist in the service, it is proper that the officiating clergy person extend the invitation to that visiting pastor or priest.

MUSIC

The church organist is expected to play at all weddings in the sanctuary when music is desired. A soloist or instrumentalist may be secured, if desired, in consultation with the organist. The couple should contact the organist approximately four (4) months prior to the wedding to arrange specific details of the music at the service. There is a wealth of joyful music for the church service. We ask that the music selected be of a sacred nature, appropriate for the church setting. Organist: JoAnne Teubner-Prussak telephone (908) 277-1700.

REHEARSAL

The officiating pastor shall conduct the rehearsal which generally is 1 hour in length. Everyone in the wedding party, including the bride and groom should participate in the rehearsal in order that they may be at ease during the ceremony. The bride and groom will notify the bridal party of the rehearsal time so that we can start promptly.

ALCOHOL

In view of the solemnity of the occasion, the use of alcoholic beverages prior to both rehearsal and ceremony is strictly prohibited.

LICENSE

The marriage license should be given to the officiating pastor at the rehearsal or earlier.

PHOTOGRAPHY

Photographers come at the invitation of the bridal couple. Flash pictures are not permitted in the sanctuary during the ceremony. Still pictures may be taken during the ceremony. The photographer can come down the aisle to take pictures only during the procession and recession. The clergy will be available after the ceremony should "posed" pictures be desired.

CUSTODIAN

The Facilities Manager will be at the church 1 hour before the wedding. The couple should notify the florist that deliveries should be made during that time.

RUNNER

A runner and bows (if desired) must be supplied by the florist or family. The aisle runner should be approximately 3 x 70 feet. A runner is discouraged as it usually bunches, folds and causes tripping; thus defeating its purpose and not enhancing the appearance of the wedding.

NO RICE OR CONFETTI

Rice or confetti may not be thrown. While pictures are being taken inside the church, bubbles or birdseed may be distributed outside the church

TRAFFIC POLICE

When the services of the traffic police officer are desired, the bride and groom should make the arrangement directly with the Summit Borough Police Department at 908-273-0051.

INVITATIONS and PARKING

In ordering invitations, the church address should appear as Summit United Methodist Church, 17 Kent Place Boulevard, Summit, New Jersey 07901. The church DOES NOT have a parking lot. There are local parking lots on Deforest Avenue as well as paid street parking depending on the day and time of the event. Please include this in your wedding invitations.

USHER

It is expected that, on the day of the wedding, ushers should arrive 45 minutes before the ceremony time. The groom should be no later than 1/2 hour before, and the bride should arrive no later than 5 minutes before the ceremony time.

LIVESTREAM/AUDIO

If there is a request to livestream the service or use of the sound system, the church's audio/visual technician must be used. Please see the attached fee schedule for cost. The request for livestream must be made at the original meeting with the Senior Pastor to allow time for set up.

SCHEDULING

The church is available for services Monday through Saturday, except holidays and as venues are available. Every effort will be made to work around prior scheduled events. The church is closed or has limited availability on the following days: New Year's Day, Martin Luther King Day, Holy Week, Easter Sunday, July 4th, Thanksgiving and Christmas Eve and Christmas Day.

Wedding Fees Non-Member and UMC Summit Members

	Non Member	Member
Use of Sanctuary	\$ 700.00	\$.00
Use of Chapel	\$300.00	\$.00

If paying by check, the above items are payable to the church, "*The UMC of Summit*"

If paying by check, the following items are payable to the persons listed:

Sexton's Fee	100.00	100.00
Check can be made out to: <u>Fred Herse</u>		
Livestream/Audio	75.00	75.00
Check can be made out to: <u>CASH</u>		
Organist's Fee	250.00	200.00
<i>(Includes music consultation and service)</i>		
Check can be made out to: <u>JoAnne Teubner-Prussak</u>		

Soloist's Fee *(negotiated with the soloist)*

Pastor's Fee *at your discretion*

Check can be made out to: Rev. Laura Steele

All fees/honoraria are due NO LATER than the day of the wedding.