



## *Your Wedding*

### *at Garden Street United Methodist Church*

A wedding is one of life's most meaningful experiences since it is a celebration of the uniting of a couple before God. It is our desire to help you have a wedding ceremony dedicated to the glory of God which will reflect your choice to be married in a Christian celebration of worship at Garden Street United Methodist Church. You will be inviting friends and family to support you in this time of joy; you also are inviting the grace of God to be a part of your wedding and your marriage.

We would like to cooperate fully in meeting your wishes to have the wedding that reflects your tastes and preferences while keeping in mind that the wedding, under the auspices of the church, is a religious ceremony.

This booklet is to aid you in planning this very special occasion. We also offer you our love, support, and prayers as a community of faith as you seek to make this holy covenant. We invite you to be a part of our church family as we all continue to learn and grow in our own marriages and families.

May God's blessings be on you as you begin this new journey of life together!

*—Garden Street United Methodist Church*



#### **A SERVICE OF CHRISTIAN MARRIAGE**

The decision to perform the ceremony is the right and responsibility of the pastor, in accordance with the laws of Washington State and The United Methodist Church. All

plans should be approved by the pastor. Leadership roles taken by other clergy should be at the invitation of the pastor. The pastor should be consulted and work with the couple in decisions on music selection.

Any children of the man or the woman, other family, and friends may take a variety of roles in the service, depending on their ages and abilities. They may, for example, be part of the wedding party, read scripture lessons, sing or play instrumental music, or make a witness in their own words.

Ethnic and cultural traditions are encouraged and may be incorporated into the service at the discretion of the pastor.

In the case of couples who are not church members or are not prepared to make the Christian commitment expressed in our services, adaptations may be made at the discretion of the pastor.



## WEDDING SYMBOLS AND TRADITIONS

### What Are the Vows?

*Man to woman:*

In the name of God,

I, *Name*, take you, *Name*, to be my wife,

to have and to hold

from this day forward,

for better, for worse,

for richer, for poorer,

in sickness and in health,

to love and to cherish,

until we are parted by death.

This is my solemn vow.

*Woman to man:*

In the name of God,



I, *Name*, take you, *Name*, to be my husband,  
to have and to hold  
from this day forward,  
for better, for worse,  
for richer, for poorer,  
in sickness and in health,  
to love and to cherish,

If the couple desires to write their own vows, or to use vows from another source, that may be done in consultation with the pastor.

### **Rings**

The exchange of rings is optional. Other tangible symbols may be given in addition to, or instead of, rings, especially in keeping with ethnic traditions. An example of an ethnic symbol used often in this area is a Scottish Clan Tartan, in an exchange of the sash. Asian, Hispanic and African American traditions are meaningful for many couples.

### **Veil**

The veil is a sign of youth.

### **Bride in White**

The early Romans wore white on their sacred days. The church has always considered white festive and the color of joy.

### **Bridal Flowers**

Ancient Romans carried bunches of herbs under the veil. Later, the Saracens carried orange blossoms as a symbol of fertility. The English favored roses, hence the popularity of June weddings, the month of roses.

### **Something Blue**

In ancient times, the brides of Israel wore a blue ribbon on the border of their fringed robes to denote purity, fidelity, and love.

### **Unity Candle**

The Unity Candle is meaningful to many couples. Two side candles represent the husband and wife. A center candle represents the marriage. The side candles are lit before the ceremony begins, and the center candle is lit following the vows. Representatives of the families, such as the mothers, light the candles. The side candles are not extinguished because both husband and wife retain their personal identities.

## **Holy Communion**

Holy Communion may or may not be a part of the wedding ceremony. If it is, not only the bride and groom, but the whole congregation are to be invited to receive communion. It is our tradition to invite all Christians to the Lord's Table. There should be no pressure that would embarrass those who for whatever reason do not choose to receive communion.

## **Holding of Hands**

A symbolic act of the marriage contract. The bride takes the groom's hand and vice versa in an act of pledging their faith each to the other.

## **Wedding Cake**

This is shared by the newlyweds and their guests signifying the "breaking of bread in kinship."



## **HOW TO BEGIN**

- 1. Reserve the Church.** Contact the church office as soon as possible to arrange the date and preliminary details. A deposit is requested at time date is confirmed. This amount is refundable if the wedding is cancelled 120 days prior to the scheduled date.
- 2. Meet with the Pastor.** Make an appointment with the pastor for your first meeting. He/she will want to meet with you one or more times. These interviews provide an opportunity for you and the pastor to get acquainted and a time to plan the worship service of your wedding so it will become a personalized event. The meaning of marriage, attitudes, hopes, plans, possible problem areas, and other concerns will be discussed to assist you in establishing a stable home.
- 3. Contact from the Wedding Coordinator.** Garden St. UMC's Wedding Coordinator will contact you after your first meeting with the Pastor to schedule an appointment for detailed planning of the wedding and reception. All weddings held at Garden Street United Methodist Church must be arranged with the assistance of the Wedding Coordinator. All preparations for the wedding, rehearsal, and reception, if at the church, shall be with her supervision.
- 4. Secure Music and Musicians.** Our sanctuary offers a pipe organ as well as a grand piano. If the pipe organ is desired, your musician must be approved by our organist. The soloist(s), if desired, is to be secured by the couple and arrangements made for practicing with the musician. The music selected must

be approved by the pastor. Words of the music selection(s) are to be given to the Pastor as early as possible. Should you be undecided, we would be happy to suggest musicians and music.

5. **Obtain Your Wedding License.** Plan to obtain the marriage license well in advance. The license is valid for sixty (60) days after it is issued. A three day waiting period is required between the date of application and issuance. Only marriage licenses issued by counties in Washington State are valid for weddings performed in Washington. Bring the license to the rehearsal. The wedding cannot be performed unless the pastor has the license in hand.
6. **Plan/Attend Rehearsal.** The rehearsal is an important time to resolve the mechanics of seating guests, the processional and recessional, as well as the order of service and special music. It is a time to ask questions and to think through the ceremony. It is also a good time to decorate, if pre-arranged. Usually the rehearsal is scheduled for the day or the evening before the wedding. All members of the wedding party should be in attendance, including the parents of the Bride and the Groom.

You are asked to bring the following items to the rehearsal:

1. Marriage License.
2. Checks for applicable fees in separate envelopes. All are given to the Wedding Coordinator.
3. Bride and Bridesmaids should bring their wedding shoes and wear them during the rehearsal.



## **OTHER IMPORTANT DETAILS**

**Photographs and Videos.** Wedding photos are cherished reminders of your wedding. Professional photographers are experienced in providing quality photos and working with the wedding party to record this special event. Sometimes you will want a friend to provide this service. All photographers should be reminded that during any service of worship flash pictures are not allowed. Please be certain family and friends are aware of this custom.

Professional photographers usually will want to have formal photos completed prior to the wedding. Plan to have all photos at least 30 minutes prior to the service. This gives you time to relax and prepare for the ceremony!

Video recording is permitted provided the operator and equipment do not intrude

during the ceremony. Videotaping may be done from the church balcony only.

**Guest Book.** A table is provided in the entrance of the sanctuary for your guest book. The guest book attendant should arrive 30 minutes prior to the wedding. The guest book attendant is responsible for moving the guest book to the reception area.

**Gifts.** You may wish to ask one or two people to receive gifts for you as guests arrive at the church. (Don't forget tape to attach cards to packages.) Even though you may be planning your reception away from the church, there will be guests who will bring their gifts into the church. You will want to ask someone to transport those gifts for you. Whether the reception is at the church or in another facility, you need to ask someone to be in charge of transporting the gifts for you.

**Candles and Candelabra.** We ask that you use only dripless candles. If you are planning to have a unity candle as part of your ceremony, you will need to provide it as well as the two six-inch tapers used to light the unity candle during the ceremony. We have a unity candle holder available at no charge.

The church provides the brass candelighters used for lighting the candelabra. Your florist can provide the candelabras, or two wooden candelabras are available from the church at no charge. The church candelabras hold a total of 14 candles.

**Flowers.** The sanctuary of Garden Street United Methodist Church requires a minimum of adornment. Therefore, couples planning a wedding can use either simple or more elaborate floral decorations. In either case, the result will be a lovely setting.

- The florist should have all floral decorations, and any other work, completed at least two hours prior to the scheduled time of the wedding. This should be made clear to the florist.
- The minister and organist do not wear flowers. Please do not include them when ordering your flowers.
- If a flower girl is part of the processional, we require only silk flower petals be dropped due to the possibility of staining the carpet.
- You may wish to use the flowers from the sanctuary for the reception. If the reception is at the church, the Wedding Coordinator will move them for you. If the reception is away from the church, you will need to make arrangements for someone to transport them for you.
- Arrangements must be made by the florist ahead of time to pick up equipment left at the church after the wedding.

**Use of Decorations.** The use of flowers and candles are an integral part of a wedding. For your safety and the protection of church property, we ask your cooperation in respecting the following rules:

- ✓ No candles be placed along the aisles of the sanctuary UNLESS covered by hurricane lanterns. They may not be under the balcony area.

- ✓ All candelabras have protective papers or plastic underneath to avoid candle wax drippings on carpets and furnishings.
- ✓ Decorations are not to be affixed to windows or walls. Pew decorations (flowers or bows) may only be placed with wrapped floral wire or elastic; DO NOT use masking tape, scotch tape, tacks, uncovered wire, etc.
- ✓ All altar and sanctuary furniture remain in place.

**Other Considerations.** The church will provide rooms for the bridal party to dress. The church will be made available no more than three (3) hours prior to the wedding. Arrangements should be made with the Wedding Coordinator for the church to be open for the arrival of the flowers and the cake.

### **Common Courtesies**

1. Our tradition stipulates no smoking or drug use, nor consumption of alcoholic beverages in the building or church parking lots.
2. We choose not to throw rice or confetti in or around the church. It is far more healthy for our feathered friends to throw wild birdseed as a sign of good luck!
3. Use of other rooms in the church is prohibited.
4. Please do not leave valuables or wedding gifts unattended anywhere in the church. The church is not responsible or liable for loss or damage of such valuables.
5. Any damages to the church by the wedding party and/or their guests will be the responsibility of the bride and groom.

**Custodial Services.** Custodial services are a necessary part of planning a wedding at Garden Street United Methodist Church. The custodial fee covers services and working hours in addition to those normally required and contracted by Garden Street. The basic fee includes the use of the sanctuary, hallway, stairways, fellowship hall, kitchen, library, and restrooms.



### **RECEPTION**

A beautifully appointed and complete wedding reception can be arranged and coordinated through the Wedding Coordinator. The United Methodist Women do all the work and provide:

Silver Tea Services	China Cups and Plates
Silver Nut Dishes	Silverware

Crystal Serving Plates	Punch Bowl and ladle
Crystal Candelabras	Glass Punch Cups
One Silver Cake Knife	Tablecloths

The Bride provides:

- \_\_\_ Tea bags (small box)
- \_\_\_ Coffee (1 lb. Serves 85)
- \_\_\_ Cube sugar (small box)
- \_\_\_ One pint "half and half"
- \_\_\_ Cake
- \_\_\_ Napkins
- \_\_\_ Four (4) candles for tea table
- \_\_\_ Guest book and pen
- \_\_\_ Grooms cake or scrolls (optional)
- \_\_\_ Basket(s) for groom's cake or scrolls
- \_\_\_ Safety pins, needle and thread, bobby pins, etc. for emergencies
- \_\_\_ Punch or ingredients and recipe if you desire the women to prepare it
- \_\_\_ Ice ring, if needed
- \_\_\_ Mints (optional)
- \_\_\_ Nuts (optional)
- \_\_\_ Cookies (optional)
- \_\_\_ Breads (optional)
- \_\_\_ One (1) lemon
- \_\_\_ Boxes for cake top and leftover cake, etc.
- \_\_\_ Plastic wrap for leftover cake, cookies, etc. (Saran, Handi-wrap, or something similar)
- \_\_\_ Tape for gift receivers to tape cards on packages
- \_\_\_ Servers, be sure to give list to the Wedding Coordinator
- \_\_\_ Two (2) cake cutters to work together
- \_\_\_ Two (2) to pour ( one at each end of tea table)





- \_\_\_ One (1) at the guest book
- \_\_\_ One or two serving punch
- \_\_\_ Three (3) or more gift receivers

If you wish to have other relatives and friends involved in serving, the time for these duties can be shortened and a double shift used.

- \_\_\_ A list of servers' names and their duties to be submitted to the Wedding Coordinator by the night of the rehearsal.

It is important to inform the servers to introduce themselves to the Wedding Coordinator. They should go promptly to their stations following the marriage ceremony. It is helpful if they sit where they can easily use the back stairs.

The Wedding Coordinator will place the servers' corsages at their stations before the wedding unless the bride specifies otherwise.

- \_\_\_ The Wedding Coordinator will be given a precise list of the foods to be served, and how and when they will arrive. Please also notify the Wedding Coordinator what time the cake will arrive.

These items may be brought to the church at the time of the rehearsal or at a time arranged with the church staff. The church cannot be responsible for any items left in the building overnight.



## **WEDDING FEES**

### **Pastor \$200**

A monetary gift for the pastor is appropriate in appreciation of the time spent during interviews, counseling, rehearsal, wedding papers, the ceremony, etc.

### **Church Musician \$150**

The musician will play for the rehearsal and wedding and practice with the soloist. The bride should discuss music selections with the organist. Approval of church organist is required.

### **Wedding Coordinator** Wedding only \$125; Wedding and Reception \$150

The Wedding Coordinator will help you however possible in your planning and will assist at the rehearsal and the wedding.

**Sound & Video Technician** Wedding only \$100 (includes DVD of ceremony)

**Environmental Technician** Wedding & Reception recycling & disposal \$100

**Reception:** (Payable to United Methodist Women)

The first 100 guests . . . . . \$200

Each additional 50 guests . . . . . \$70

Extra food (above the usual fare of cake, nuts,  
candy, punch, coffee, tea, etc.) . . . . . \$100

Use of church tablecloths . . . . . \$50

**Building Use:**

(This fee may be waived for church members and/or immediate family.)

Building use cost . . . . . \$500

Refundable Damage Deposit . . . . . \$200

**Payment:**

All fees are due at the church in separate envelopes by the time of the rehearsal and should be given to the Wedding Coordinator.

A \$200 fee is requested at the time the wedding date is scheduled on the church calendar. This amount is refundable if the wedding is cancelled 120 days prior to the scheduled date.

# Wedding Calendar Checklist

The following checklist is designed with the (ideal) timetable of twelve months. If you're planning your wedding on a shorter schedule, just start at the beginning of the list and try to catch up as quickly as possible. Use the boxes to the left of the items to check off tasks as you complete them.

## 9 TO 12 MONTHS PRIOR TO WEDDING DAY:

- Arrange a gathering for you and your parents.
- Determine budget and how expenses will be shared.
- Discuss the size, style, location, and scope of the wedding you want.
- Choose a target wedding date and time. (The actual date will depend on venue availability.)
- Create a binder to store and organize ideas, worksheets, receipts, brochures, etc.
- Visit and reserve wedding and reception sites.
- Meet with your officiant.
- Start compiling your guest list to estimate head count. Consider budget when thinking about "must-invites" versus "nice-to-invites."
- Begin shopping for the wedding gown.

## 6 TO 9 MONTHS PRIOR:

- Choose the members of your wedding party.
- Enroll in wedding/shower gift registries.
- Hire a photographer and a videographer.
- Book an engagement photo session, especially if you plan to include a professional engagement picture with Save-the-Date cards.
- Hire a caterer.
- Hire a florist.
- Make arrangements for music to be played at the ceremony and reception. (Tasks might include booking a band or solo musician, hiring a DJ, choosing significant musical selections, and so on.)
- Reserve a block of hotel rooms for out-of-town guests. (Ask about group rates.)
- Send out Save-the-Date cards. (Include lodging info and maps, as possible.)
- Shop for wedding rings.



- Select and order wedding gown, leaving ample time for delivery and alterations.
- Shop for bridesmaids' dresses.

- Schedule wedding cake design appointments and tastings.
- Start planning your honeymoon.

#### 4 TO 6 MONTHS PRIOR:

- Finalize the guest list.
- Order invitations (25 extra) and other wedding stationery (i.e., place cards and thank you notes).
- Plan wedding-day beauty preparations; ask your stylist how far in advance they book wedding parties, and whether they are willing to work on the wedding site.

- Finalize all honeymoon plans. If traveling outside the country, arrange for visas, passports and inoculations.
- Hire your wedding day transportation (carriage, limousine service, etc.).
- Plan the rehearsal dinner.

#### 2 TO 4 MONTHS PRIOR:

- Obtain a marriage license. Bring all necessary documents.
- Order tuxedos for the groom and groomsmen.
- Meet with the caterer to go over menus, wine selections, etc.
- Order the wedding cake.

- Order your wedding rings.
- Confirm wedding ceremony and reception music.
- Book a hotel room for the wedding night.
- If you plan on writing your own vows, start writing them now.

#### 4 TO 8 WEEKS PRIOR:

- Mail the wedding invitations 8 weeks before your wedding date.
- Do a hair and makeup run-through (including wedding veil, if applicable).

- Confirm all transportation plans.

#### 2 TO 4 WEEKS PRIOR:

- Work on seating arrangements for the reception.
- Finalize arrangements for out of town attendants and guests.
- Confirm details with the photographer, florist, and other vendors.
- Have final fitting for bridal gown and bridesmaids' dresses.

- Compile a list of all of the wedding vendors and wedding party, with contact information. Carry this list with you everywhere you go (just in case).
- Communicate rehearsal dinner details to those who will attend the rehearsal and rehearsal dinner.

- Write your rehearsal dinner toast.
- Purchase gifts for the wedding attendants.

- Look into where bride, groom and attendants will dress for the ceremony.

#### 1 WEEK PRIOR:

- Enclose any fees due on the wedding day in envelopes for easy distribution.
- Give the caterer a final head count.
- Appoint a trustworthy person to bring important items (cake knife, toasting glasses, etc.) to the reception.

- Appoint someone to act as an "organizer" to handle any last-minute problems.
- Review final details for those in the wedding party.
- Get final beauty treatments (manicure, facial, massage, waxing, brow shaping, etc.)

#### THE DAY BEFORE THE WEDDING:

- Gather together the following:
  - Something old  
*Symbolizing continuity with family and heritage*
  - Something new  
*Symbolizing optimism and hope for the new life ahead*
  - Something borrowed  
*An item from a happily married friend or family member*
  - Something blue  
*Symbolizing love and fidelity*

- Confirm honeymoon arrangements.
- Pack for the honeymoon.
- Enjoy a relaxing day with family and friends.
- Attend the rehearsal and rehearsal dinner; give gifts to attendants.
- Give the rings, and officiant's fee, to the best man.
- Try to get some rest

#### WEDDING DAY:

- Post wedding announcements in the mail.
- Relax and remain calm.
- Remember to eat something.
- Allow at least two hours for getting dressed.
- ENJOY THIS ONCE-IN-A-LIFETIME EVENT!

