

**Christ Community United Methodist Church
205 North Duffy Road
Butler, PA**

Jeffrey T. St. Clair, Pastor
Church Office – 724-287-4462
176 Westwood Manor
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**NON-MEMBER WEDDING GUIDELINES AT
CHRIST COMMUNITY U.M. CHURCH**

Here at Christ Church we believe that a wedding is a religious ceremony, and we will emphasize its Christian context. We recognize that a wedding ceremony understood properly is a Christian celebration of love between two people who are seeking God's blessing in their relationship.

It is expected that the pastor of Christ Church will officiate at all church weddings. If one of the couple belongs to another church and you desire the pastor of that congregation to assist with the service, that can be arranged. It should be understood that the intent will be that the visiting clergy will have a full part in the service, and not just token representation. However, the extent of participation will depend upon the willingness of the visiting pastor to participate.

Please note that it will be necessary for you to meet with the pastor three or four times prior to your wedding, and that it is your responsibility to call and make those appointments. **You must keep the pastor informed of any change of address or phone number where you can be reached as plans for your wedding progress.**

YOUR WEDDING MUST BE SCHEDULED NO LATER THAN 2:30 p.m. and everything back in order and building vacated by 4:30 p.m.

THE REHEARSAL

While the basic ceremony is simple, the rehearsal gives opportunity for becoming familiar with the service and our building. You will go more smoothly on the day of your wedding. Since we will have a "walk through" of the ritual of the United Methodist Church for weddings, and it will be taking time to explain to all their particular role, the rehearsal will usually take about an hour. If you are having a rehearsal dinner, you will want to schedule it after the rehearsal.

Plan the time for the rehearsal in consultation with the pastor, and in consideration for those who might have to travel a long distance to get here. It is important that all persons in the wedding party be at the rehearsal, and that they be on time.

Please note that the **marriage license should be given to the pastor ONE WEEK BEFORE the wedding.**

MUSIC

Music for inclusion in the service will be consistent with the Christian context of your wedding. Prior to finalizing your wedding, if you have a soloist, please consult with the pastor and/or the church organist as to its appropriate nature.

Our church organist will be available to play for your wedding. Our organist is Marilyn Stephenson, and she can be reached at 724-287-7938.

You are responsible for contacting the organist within one week after your first meeting with the pastor so you can coordinate with the organist's schedule. If our main organist is unavailable on the date of your wedding, other organists can be suggested. If you want to have your own organist. If so, he/she **must meet with the church organist** to review all organ presets.

The honorarium for the organist is **\$75.00**. If you are including special vocal numbers, the honorarium should be a minimum of **\$100.00**. The honorarium should be given to the organist, or given to the pastor in a properly designated envelope on the night of the rehearsal.

MEDIA

If videos/media is requested, the **FEE WILL BE \$75.00 (audio only)/ \$100.00 (audio and video).** The media technician will be present at the rehearsal, but will need all the information prior to the rehearsal. You are responsible for getting videos, music, etc.

technician ahead of time. The fee should be placed in a separate properly designated envelope and given to the media the night of the rehearsal.

FLOWERS

Floral arrangements can be used in the chancel area. Any florist in the area can help you with your selections. Please contact a florist that the church will be unlocked by the custodian two hours prior to the scheduled time for your wedding.

The church has two regular vases of flowers delivered every Saturday morning for use in our worship services. You are welcome to use these vases of flowers if you wish. If they are not already being provided by someone, you may do so at the cost of the florist.

PER VASE. You may submit color selection to the church secretary so it will match your wedding colors. Please note that the vases **MUST** be left for our Saturday and Sunday worship services. You may take them after Sunday worship if you wish. The check for the flowers should be made payable to Christ Community U. M. Church and given to the pastor the night of the rehearsal in an envelope properly marked “flowers”.

CANDLES

We have two regular candles that are on the altar for all services held in the sanctuary. There is also a set of candelabra candles are welcome to use by having them placed on each side of the altar. **THE CHARGE IS \$5** which covers just the basic candles. This fee should be placed in an envelope and marked “candelabra”. If paying by check, it should be made out to Christ Community U. M. Church.

If you desire to use the pew candles (they attach to the ends of the pews) there is a **CHARGE OF \$20.** You can decide if you want bows with bows if desired. You need to inform the church one week before your wedding so that the pew candles can be set in place.

Some couples choose to have the “wedding or unity candle ceremony” included in their service. If you desire to do so, please know that we have a holder available for the three candles if you do not wish to purchase your own set. There is no charge for use of the holder, but you are responsible for purchasing your own candles. The center candle should be 3” in diameter and the side candles should be regular dinner size candles. The candles should be brought the night of the rehearsal.

CUSTODIAN FEE

There is a **\$60.00 CUSTODIAN FEE** for cleaning the church following the wedding ceremony. This fee should be placed in a separate envelope and marked “custodian fee”. You can give this envelope to the pastor the night of the rehearsal.

WEDDING BULLETINS

Many couples decide they want to have a wedding bulletin so as to provide for their guests an outline for the service and list the names of the wedding party.

You must provide the bulletin cover and the information for it. The pastor will provide the outline for the service. The cover can be purchased at any religious supply store in the area or at Mary’s Cakes and Candles in Bon Aire.

We offer the possibility of printing the bulletin here at the church if you would like. **THE FEE IS \$20.** The check should be placed in an envelope and marked “secretary” and given to the pastor the night of the rehearsal. **INFORMATION: THE BULLETIN AND COVERS MUST BE SUBMITTED TO THE SECRETARY AT LEAST TWO WEEKS TO THE WEDDING DATE.**

PHOTOGRAPHY

Please be sure the photographer will be at the church at least 30-45 minutes prior to the start of the wedding. No pictures are to be taken during the wedding service. We do permit the professional photographer to take pictures of the bride and groom as they come down the aisle. But please request them to do so as inconspicuously as possible. Please advise family and friends ahead of time and in the bulletin that no pictures are to be taken during the ceremony.

We do permit the videotaping of your ceremony. The videographer should be at the church to set up the equipment **at 15 minutes prior to the start of the wedding.** Extreme care should be taken throughout the ceremony that the videographer be as inconspicuous as possible.

THE WEDDING DAY

Arrival time for those in the wedding party **MUST BE AT LEAST 1 ½ - 2 HOURS PRIOR** to the wedding time. The wedding party is welcome to dress at the church. The restrooms are conveniently located for your use. If you decide to dress at the church, we recommend you have **someone not in the wedding party assigned** to straighten the room you use and hang your clothes in your car.

CHURCH AND PASTOR FEE

There is a charge for use of the church. **THAT CHARGE IS \$250.00.** The check or money order should be placed in a envelope marked **Christ Community U.M. Church Basic Fee** and given to the pastor the night of the rehearsal.

The **FEE FOR THE PASTOR IS \$200.00** and should be placed in a properly designated envelope and given to the pastor the night of the rehearsal.

GENERAL SUGGESTIONS AND REGULATIONS

Smoking is prohibited in the church building. If you have guests who smoke, it must be done outside and you must provide a container for the cigarette remains to be placed in so as not to have them strewn around the parking lot.

All alcoholic beverages are prohibited on church property.

We do not permit the throwing of rice or bird seed at the church. Alternatives are helium balloons or small bottles of confetti used outside the church building.

Flower girls may not throw petals of any kind.

A crash or aisle runner is permissible.

SIZE OF SANCTUARY

We have 17 pews on one side and 14 on the other side. The sanctuary comfortably seats 377 persons. The aisle is 57 feet wide.