



WEDDINGS

Marriage Policy

for First United Methodist Church Albuquerque, New Mexico

In order to foster healthy relationships and strong lifetime marriages, the pastors and congregation of our church are committed to providing a program of marriage preparation for couples asking to be united in marriage at First United Methodist Church.

The Pastors of First UMC will be involved in your Preparation for Marriage, guiding the process, meeting with you in personal conferences, and sharing your joy of this special occasion. In addition, you will work with a Mentor Couple to further explore marriage.

We believe that the best assistance we can give engaged couples is to require the completion of a prescribed course of Preparation for Marriage, designed to equip you with the knowledge and tools necessary to ensure a strong and lasting union. The Administrative Board (Church Council) of our congregation has approved the following requirements:

- Contact the church office to speak with the Business Manager to determine if the date for your wedding is available.
- To secure the church on the date that you desire, a deposit of \$100 is required. The deposit is refunded after the wedding has taken place, if it is determined that no damages to the facility have occurred. (Deposit is non-refundable if our church office is not notified thirty (30) days prior to the wedding date if canceled.)

- Make an appointment with the Church Wedding Consultant at least three months prior to the selected date for the wedding.
- You will be assigned a Mentor Couple, a mature husband and wife who have enjoyed at least 10 years of healthy marriage. The Mentor Couple will walk with you during your preparation for marriage and beyond, offering their friendship, prayers, wisdom, and the hospitality of their home.
- At your first meeting, with your Mentor Couple, they will administer an Inventory (or you can take it online) which will affirm your strengths and identify areas for attention as you prepare for marriage. The cost for this is about \$30 and is due when the Inventory is taken. The results of the Inventory will be read by the Pastor and then shared with your Mentor Couple. You will be asked to sign a release form regarding the involvement of your Mentor Couple.
- You will meet for several more sessions with your Mentor Couple to discuss various parts of the Inventory: communication, conflict resolution, financial affairs, human sexuality, and other concerns. There will also be exercises for you to complete to enhance your understanding of one another.
- If you live away from Albuquerque you will be asked to document that you have completed the inventory and reviewed it with a mentor, pastor, or counselor.
- Should you be using a pastor not from First UMC, it is expected that you will enter into a formal marriage preparation program with that pastor or another counselor.
- Exceptions to the above must be approved by the Senior Pastor at First UMC.

- First United Methodist Church affirms the Biblical teaching that sexual union is to be practiced only within the bonds of marriage and statistics show that cohabitating couples are at the highest risk of divorce. If you are cohabitating, we will ask you to consider separate living arrangements until after your wedding. Also, statistical evidence indicates that practicing abstinence from now until after your wedding increases the probability of a successful marriage.

Wedding Policies & Procedures

for First United Methodist Church
Albuquerque, New Mexico

First United Methodist Church conducts many weddings each year. These policies and procedures are set forth to insure that the wedding is conducted in a Christian manner and to insure that the church facilities are properly maintained. Persons scheduling church facilities for a wedding and/or reception are responsible for all damages that might occur to church property.

STEP #1:

REQUEST A WEDDING DATE

Contact the church office, 243-5646, and ask to speak with the Business Manager. The Business Manager will check the church master calendar to determine if the date you request for your wedding is available. **Weddings will not be scheduled more than six (6) months in advance.** (First UMC Members: Wedding will not be schedule more than one (1) year in advance.) Regularly scheduled church activities have first option on the use of the church buildings and facilities. If the date requested is available, the Business Manager will put you in touch with the Church Wedding Consultant. The Wedding Consultant will meet with the bride and groom to discuss church wedding policies and procedures. **A public announcement should not be made or invitations ordered until the meeting with the wedding consultant is completed and the wedding consultant has confirmed the availability of a pastor for your wedding.**

STEP #2:

WEDDING APPLICATION AND DISCUSSION OF WEDDING POLICIES

An appointment with the Wedding Consultant is scheduled. Both the bride and groom should be present. A wedding application is to be filed out at that time for the church records. Once the application is completed, church policies will be discussed. When the application is completed, policies discussed, and the deposit received, the wedding and rehearsal dates will be confirmed on the church master calendar. ALL remaining fees must be paid in full not less than two (2) weeks prior to the wedding rehearsal date. The scheduled wedding and accompanying rehearsal will be removed from the church master calendar if fees are not paid on time.

A copy of the wedding application will be given to the wedding consultant, the officiating minister, the church office, the organist, and the bride and groom.

STEP #3:

PASTORAL MEETINGS

It is the responsibility of the bride and groom to call the church pastor (243-5646) to schedule required pastoral meetings as soon as the wedding date has been placed on the church calendar.

STEP #4:

THE WEDDING REHEARSAL

Please be prompt and make sure that everyone in the wedding party attends the ceremony rehearsal. The officiating minister will be in charge of the rehearsal.

STEP #5:

THE WEDDING CEREMONY

Please make sure that all members of the wedding party are at the church not less than one (1) hour prior to the wedding ceremony.

OFFICIATING MINISTER

If you plan to use an officiating minister, other than one at First UMC, the guest minister must be from a recognized denomination and contact the senior pastor of First UMC. All arrangements pertaining to your wedding must be made in full consultation with the officiating minister and approved by the senior pastor of First United Methodist Church.

FLOWERS AND DECORATIONS

- Flowers and decorations other than conventional vases, baskets and centerpieces must be approved for use by the wedding consultant.
- Objects may not be fastened to church furniture, carpet or walls.
- Watered flowers cannot be set directly on church furniture.
- Only liquid wax candles may be used.
- Live plants must have a basket or tray beneath them to protect carpet, tile or furniture.
- Furniture, musical instruments, etc., in the Sanctuary may not be moved without consultation with responsible staff through the wedding consultant.
- Anything bolted to the floor may not be moved for wedding ceremonies. (This includes, but is not limited to, communion rails, vanity rails, etc.)
- Arrange for flower delivery to the church through the wedding consultant.

- All special wedding decorations must be removed from the church immediately following the wedding ceremony. The custodial staff will dispose of any decorations not removed.

CANDLES

First UMC will provide two altar candles (see fee schedule). Candelabras are available for use. Candles for the candelabra are available (see fee schedule). Candles will not be placed on any furniture, musical instruments, etc., except in approved areas. Candles may be used only in approved holders. Check with the wedding consultant concerning what is permitted.

PHOTOGRAPHS

No pictures or movie cameras with lights are permitted during the wedding ceremony without permission from the officiating pastor. Video taping is permitted if the camera can be used without additional portable lighting specifically for the video camera. Photographs may be taken before and after the wedding ceremony and during the Processional and Recessional. Please consult with the officiating minister regarding the use of time-exposed photography by a professional photographer.

Movement by a photographer during the wedding ceremony is not allowed unless permitted by the officiating pastor. The wedding ceremony is considered a worship service at First UMC.

RICE, CONFETTI, BIRDSEED

The use of rice, confetti or birdseed at First UMC is prohibited both inside and outside the buildings. Its use, although a nice tradition, poses a serious injury threat for people who might slip and fall when they step on rice and birdseed.

SMOKING, ALCOHOL AND CONTROLLED SUBSTANCES

Smoking is prohibited on the inside and outside of the First UMC property. Alcoholic beverages of any kind are strictly prohibited on First UMC property. The use of illegal controlled substances is strictly prohibited on First UMC property. No wedding ceremony or rehearsal will be conducted when any member of the wedding party is under the influence of alcohol or illegal drugs.

SATURDAY WEDDINGS

Wedding ceremonies with a reception at the church may be scheduled no later than 2:00 pm on Saturdays. Wedding ceremonies without a reception at the church may be scheduled no later than 4:00 pm on Saturdays. The purpose for this policy is to permit the custodial staff sufficient time to prepare the facilities for Sunday worship services and activities.

SPECIAL CHURCH DECORATIONS

Special church decorations may not be moved for a wedding ceremony or rehearsal (i.e., Christmas trees, wall hangings, etc.)

LIGHTING

Lighting in the church sanctuary may not be changed (aiming, etc.) from the normal settings used for worship services. No exceptions to this policy are permitted.

Music Policy

for weddings at First United Methodist Church

John Clark, Director of Music

243-5646, ext 17

First UMC does not require that wedding music be strictly religious music; however, all music performed at the wedding service must be appropriate for use in a worship service at First UMC.

- The bride and groom must contact the Director of Music/Organist Ministries as soon as the wedding has been placed on the calendar to arrange for an organist/pianist.
- The policy of First UMC is that the church organist/pianist will play for all weddings at the church. Special exceptions to this policy are rare and may be granted by the Director of Music Ministries. If one of the staff organists/pianists cannot play at the time of your wedding, we will secure another fine player for you.
- It is expected that special music for the wedding ceremony will be decided and made known to the organist/pianist at least one month prior to the wedding rehearsal. The organist /pianist for your wedding is happy to help you in selecting music for your service. Feel free to ask for this assistance.
- The wedding party provides sheet music, not in the repertoire of the organist/pianist, for your wedding. Such music must be in the possession of the organist/pianist at least three (3) weeks prior to the wedding rehearsal to permit sufficient time for preparation.

- In some circumstances it is not vital that the organist be present at the wedding rehearsal. This is particularly true when there are no special soloists, instrumental or vocal. The staff organists/pianists have extensive experience playing for weddings and have a vast repertoire of appropriate music for weddings. The fee for the organist/pianist is reduced if attendance at the wedding rehearsal is not necessary (see fee schedule).
- Vocal/instrumental soloists may be secured through the church if such is desired. Ask the Director of Music about soloists (see fee schedule).

SOUND SYSTEM

The sanctuary sound system has many capabilities (i.e., sound reinforcement for music, speaking, etc.; the playing of recorded music through the system, the playing of taped accompaniment tracks, audio recording of the wedding ceremony, etc.). A First UMC sound technician must operate the system.

Fee Schedule

for Non-Church Member Weddings

*Please see the fee schedule on the next page
for the First UMC Member Fee Schedule.*

BUILDING USE

Sanctuary Use\$400.00
(for wedding ceremony)

Fellowship Hall Use\$250.00
(for wedding ceremony or reception)

Parlor Use\$150.00
(for wedding ceremony or reception)

FIRST UMC MINISTER\$100.00

ORGANIST/PIANIST

You must contact John Clark, Music
Director/Organist, at 243 5646 ext 17 to arrange.

Organist and/or Pianist for rehearsal and ceremony
.....\$175.00

Organist and/or Pianist for additional rehearsal
..... \$ 35.00 per ½ hr.

Consultation Fee (other than regular events)
..... \$ 60.00 per 1 hr.

*Fees are set according to American Guild
of Organists (AGO) guidelines.*

MUSIC SOLOIST

Contact John Clark, Music Director/Organist, at 243 5646, x17 to arrange.

Instrumental or Vocal Soloist\$50.00

SUPPORT SERVICES (REQUIRED)

(Custodial, security, sound technician, and Wedding Consultant):

Support Services (wedding only).....\$500.00

Support Services (wedding & reception)\$750.00

CANDLES

Two (2) Altar Candles..... no charge

Candelabras:

Pair of 7-light candelabra.....\$10.00

Pair of 14-light table top candelabra\$10.00

Pair of 14-light free-standing candelabra\$10.00

Single 15-light candelabra\$10.00

Arrange use of candles with wedding coordinator.

Unity candle, family candles are furnished by wedding party.

All fees are paid directly to church office a minimum of two weeks prior to the date of the wedding.

Fee Schedule

for First UMC Member Weddings

For the purposes of a wedding, the bride, groom, or parent of either the bride or groom must be a member of this church to receive the reduced rates for a wedding at First UMC. The member(s) must have joined/transferred membership to First UMC at least nine (9) months before the date of their wedding.

BUILDING USE

Sanctuary Use\$200.00
(for wedding ceremony)

Fellowship Hall Use\$100.00
(for wedding ceremony or reception)

Parlor Use\$75.00
(for wedding ceremony or reception)

ORGANIST/PIANIST

You must contact John Clark, Music
Director/Organist, at 243 5646 ext 17 to arrange.

Organist and/or Pianist for rehearsal and ceremony
.....\$175.00

Organist and/or Pianist for additional rehearsal
..... \$ 35.00 per ½ hr.

Consultation Fee (other than regular events)
..... \$ 60.00 per 1 hr.

*Fees are set according to American Guild
of Organists (AGO) guidelines.*

MUSIC SOLOIST

Contact John Clark, Music Director/Organist, at 243 5646, x17 to arrange.

Instrumental or Vocal Soloist\$50.00

SUPPORT SERVICES (REQUIRED)

(Custodial, security, sound technician, and Wedding Consultant):

Support Services (wedding only).....\$400.00

Support Services (wedding & reception)\$650.00

CANDLES

Two (2) Altar Candles..... no charge

Candelabras:

Pair of 7-light candelabra.....\$10.00

Pair of 14-light table top candelabra\$10.00

Pair of 14-light free-standing candelabra\$10.00

Single 15-light candelabra\$10.00

Arrange use of candles with wedding coordinator.

Unity candle, family candles are furnished by wedding party.

All fees are paid directly to church office a minimum of two weeks prior to the date of the wedding.

CONTACT US

First United Methodist Church

First UMC phone 505-243-5646

First UMC fax..... 505-842-6675

First UMC e-mail..... mail@fumconline.org

First UMC Web site www.fumconline.org

Rev. David Okerberg, Senior Pastor..... 505-243-5646, ext. 14
..... dokerberg@fumconline.org

Rev. Jeb Archey, Associate Pastor 505-243-5646, ext. 13
..... jarchey@fumconline.org

Business Manager, Ava R. Williamson..... 505-243-5646, ext. 10
..... arwilliamson@fumconline.org

Music Director and Organist, John Clark 505-243-5646, ext. 17
..... jclark@fumconline.org

Wedding Coordinator, Eleanor McKinnon 505-385-9107
..... eleanormck@aol.com



First United Methodist Church

314 Lead SW
Albuquerque, NM 87102
505.243.5646
www.fumconline.org

Sunday Worship Schedule

Contemporary Worship Service	8:30 am	Sanctuary
Sunday School	9:40 am	Classrooms
Traditional Worship Service	11:00 am	Sanctuary

Rev. David Okerberg, Senior Pastor

Rev. Jeb Archey, Associate Pastor

Feb-10

FIRST UNITED METHODIST CHURCH

314 LEAD AVE SW 87102

PO BOX 1638 87103

ALBUQUERQUE, NM

(505) 243-5646

Office Use Only	
Times Bldg. Open	_____
Flowers	_____
Reception	_____
Sound	_____
Altar	_____
Cross	_____
Candles	_____
Kneeling Rail	_____
Piano	_____
Parking	_____
Other	_____

WEDDING APPLICATION

Wedding Date _____

Time of Wedding _____

Rehearsal Date _____

Time of Rehearsal _____

Bride's name _____

Bride's address _____ (last) _____ (first) _____ (middle) _____
(street address, apt. #) Phone () _____

Work Phone () _____

City _____ State _____ Zip _____

If out-of-town, list in-town contact: Name _____ Phone _____

Groom's name _____

Groom's address _____ (last) _____ (first) _____ (middle) _____
(street address, apt. #) Phone () _____
Work Phone () _____

City _____ State _____ Zip _____

Bride's Attendants:

Maid/Matron of Honor _____

Bridesmaids _____

Groom's Attendants:

Best Man _____

Groomsmen _____

Ushers _____

Flower Girl _____ Age _____

Ring Bearer _____ Age _____

Who will give the bride away? _____ Relationship _____

Bride's Parents (if applicable) _____
 Groom's parents (if applicable) _____
 Bride's Grandparents (if applicable) _____
 Groom's Grandparents (if applicable) _____
 Bride's step parents (if applicable) _____
 Groom's step parents (if applicable) _____
 Church affiliation: Bride _____ Groom _____
 Number of guests expected at the ceremony _____
 Location of the reception _____
 Organist/pianist _____ (Phone if not First UMC Organist/pianist) _____
 Soloist _____ Phone if not First UMC soloist) _____
 Officiating minister _____ Phone (if not First UMC minister) _____
 How do you wish to be introduced at the close of the ceremony? _____

Required Costs:

Building Use \$ _____
 Support Services: \$ _____
 Total Required Costs: \$ _____

Additional Costs:

_____ \$ _____
 _____ \$ _____
 _____ \$ _____

We have read the wedding policies and procedures for First United Methodist Church, understand the fees involved and have made the initial \$100.00 deposit.

Bride's signature _____ **Date** _____
Groom's signature _____ **Date** _____
Wedding consultant _____ **Date** _____

Office Use Only

Wedding posted to calendar: _____
 Copies of application to: Office _____ Wedding Couple _____ Minister _____
 Marriage Program: _____ Director of Music _____ Consultant _____