

WEDDING INFORMATION
UNITED METHODIST CHURCH
Tuscola, IL

WEDDING POLICY

Tuscola United Methodist Church offers you its best wishes as you begin to plan your wedding. We are pleased that you have chosen to be married in the church and that we will be a part of your special day. The wedding service is a sacred time of worship. The church is a place of worship dedicated to God. Our pastor and church staff are interested in helping you plan a service of marriage that will both glorify God and reflect your own journey into married life. This leaflet will inform you of the church policies for weddings. Please read it over and ask the pastor if you have any questions about it. Keep it for reference as you plan.

THE CHURCH PASTOR

The pastor of the church presides at all weddings held here. Planning and premarital counseling will be done through the pastor. All couples will be expected to participate in the pre-marital counseling sessions as determined by the pastor. These sessions will focus on your decision for marriage, marital expectations and commitments, and will include practical aspects of married life. These will be a good time for the pastor and you to become acquainted and to make the specific plans for your wedding day.

If you wish to have another pastor participate with the church pastor in the service, this may be arranged. Participation of another minister is at the invitation and discretion of the pastor. Please let the church pastor know at the first session if you have this request.

THE WEDDING COORDINATOR

There is a wedding coordinator within our church who is able to assist in the preparations. They will meet with you to plan details of the wedding and to learn how we can better serve you. On the day of the wedding they will provide general assistance for the wedding party and help to direct the ushers in their duties as well as to assist the parents and wedding attendants for the processional.

SCHEDULING

- Meet with pastor to set dates for wedding, rehearsal, and pre-marriage counseling.
- Meet with wedding coordinator to review contract and make deposit to hold dates.
- Confirmation of the wedding date will be finalized after the first meetings with the pastor and wedding coordinator.

CHAPEL WEDDING

Some couples prefer to have a small, simple service, and the Cartwright Chapel is the perfect setting. You might consider the chapel for your ceremony if these apply:

- You will only have one attendant each, and
- There will be no more than 20 guests in attendance, and
- A rehearsal would be unnecessary.

FLOWERS

We recommend that you handle the flower arrangements with the florist of your choice. Some rules to remember:

- Nothing is to be taped to the chairs, rails or altars.
- Please use only artificial petals for the flower girl to spread upon the floor.
- We ask you not to use rice, birdseed, glitter, or confetti during or after the ceremony.
- If you need access to the sanctuary to do your own decorating, this must be arranged and we reserve the right to adjust as necessary in the event of preceding activities.

THE REHEARSAL

Normally a rehearsal is held the evening before the wedding. The date and hour of the rehearsal should be arranged early in your planning process and written on the church calendar. As many of your wedding party as possible should attend the rehearsal. At the rehearsal the pastor will guide your party through the service as you have planned it together. Usually a rehearsal will take about an hour. The pastor and musicians will not assume that they are invited to a rehearsal dinner. Invite them in advance if you wish.

THE LICENSE

The wedding license and legal requirements of marriage, according to Douglas County in the State of Illinois, can be acquired from the County Clerk's office in Tuscola, Illinois. The license is to be presented to the minister no later than the day of the rehearsal.

CUSTODIAL SERVICES

Use of the custodians is required, as they are able to assist the wedding party, guests and participants a safe, welcoming environment. They will make sure the facility is open and ready to welcome everyone for the rehearsal and wedding, assist in set up and be there to clean while you can enjoy your reception.

THE MUSIC

Music is an important part of your service. The music you select will set the tone and add to the uniqueness of your service. The church staff wants to help you select music that will be appropriate to a church service and pleasing to you. We are proud of our music staff and highly recommend that they play for your wedding. Any exceptions will need special approval. Early in the planning stages, you should consult with the pastor about music for the wedding as the pastor must approve all music used.

Musician – Please contact the musician at the first available date to discuss your music. If you would like to request another, this must be arranged through the pastor and church's musician. All fees for musicians are arranged through them.

Soloists- Soloists are a beautiful addition to the service. To allow for the accompanists the chance to prepare the music, please contact the organist/accompanist at the earliest date to make arrangements. If the soloist is to be accompanied by CD or other means, you will need to arrange for an Audio/Video technician.

Digital/Recorded Music – Some couples prefer to provide music that is pre-recorded. We are able to provide an Audio Technician to control the playing of recorded music. Approval of the music and the supply of the Audio Technician is through the pastor.

PHOTOGRAPHS AND VIDEOTAPING

Most couples want photographs to remember their wedding day and many have been videotaping the service. There are some guides that will help you get a good recording of the day without creating a distraction. No flash pictures should be taken during the service. Professional photographers recognize that a church wedding is primarily a worship service and that their conduct is to be appropriate to the setting. We expect any photographer to understand and follow these guidelines. After the processional the photographer will only take non-flash pictures from the back. Videotaping should be done at the direction of the pastor and in an unobtrusive manner. Others will be asked not to take pictures during the service. Before your guests arrive, you may take pictures and after the wedding you may stay for pictures.

GENERAL POLICIES AND GUIDELINES

- Alcoholic beverages are not allowed in the building or on the property of TUMC.
- Smoking is not permitted in the building or on the property of TUMC.
- Failure to observe these policies will result in immediate termination of this contract. All guests and the wedding party will be asked to leave the premises immediately. No fees will be refunded.

No rice, bird seed, glitter, confetti, or similar items are to be thrown.

Vacating building

- If reception is held in the fellowship hall, vacate building by 10:00 p.m.
- If reception not held at TUMC, vacate building 2 hours after ceremony.
- TUMC will not be responsible for items left in our facility.

Adopted by Church Council, August 15, 2016

Wedding Fees – Courtesy Sheet

Tuscola United Methodist Church
901 N. Prairie
Tuscola, IL 61953
(217) 253-4232

Church Fees

Check payable to Tuscola UMC – due when date is reserved

Wedding in Fellowship Hall	\$250.00	_____paid
(Fee is waived for members of Tuscola UMC, a donation is appreciated to cover costs)		
Damage deposit (refunded 14 days after ceremony)	\$250.00	_____paid
Deposit to hold dates (refunded 14 days after ceremony)	\$100.00	_____paid
Wedding in Chapel	\$50.00	_____paid
(Fee is waived for members of Tuscola UMC, a donation is appreciated to cover costs)		
Damage and hold date deposit (refunded 14 days after ceremony)	\$100.00	_____paid

Reception Fees (optional)

Check payable to Tuscola UMC – due when date is reserved

Fellowship Hall	\$200.00	_____paid
-----------------	----------	-----------

Staffing Fees

Checks payable to each individual are due seven days prior to rehearsal.

Pastor	Non-members - \$300.00,	Members - honorarium	
Wedding Coordinator (required except chapel)	_____		\$100.00
Organist (optional)	_____		\$
Pianist (optional)	_____		\$
Soloist (optional)	_____		\$
Sound/video (optional)	_____		\$75.00
Custodian	Wedding & Rehearsal	(required)	\$100.00
	Rehearsal dinner		\$ 50.00
	Reception at TUMC		\$200.00
	Chapel Wedding without rehearsal or reception		\$50.00

Signed _____

By bride or groom

by church representative