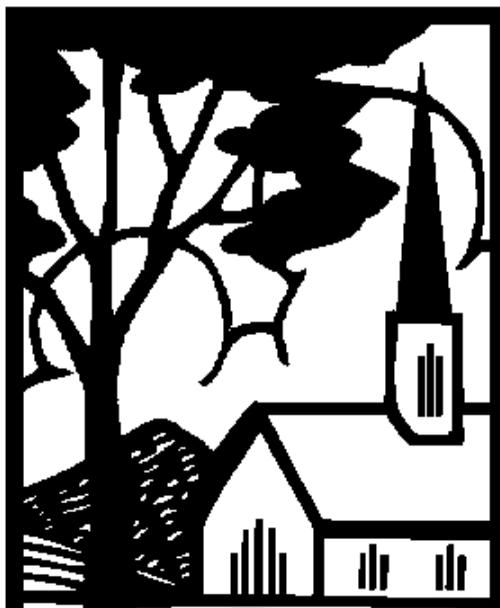


Seabold United Methodist Church

In Faith and Community We Love, Serve and Grow



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YOUR WEDDING AND THE CHURCH

A wedding is one of life's most meaningful experiences — the celebration of the uniting of a couple before God. We are pleased that you are considering Seabold United Methodist Church for the location of your ceremony. A church wedding is essentially a worship service in which two people come before God, church and family and friends, to proclaim life-long fidelity to each other. Thus, the service offers prayers and imparts the blessing of God upon those who make such a commitment before God's holy altar. Marriage in the church is a specifically Christian act celebrated "in the sight of God."

With that in mind, every effort will be made to maintain the dignity, reverence and spiritual meaning of the service. It is the ultimate responsibility of the Pastor to direct all aspects of the service, including music, readings, floral arrangements, placement of all adornments or decorations and other procedures. The Wedding Coordinator will consult with the couple concerning these matters, but the Pastor will make the final decisions concerning all matters pertaining to the service in the church.

We hope this booklet will assist you in planning your very special occasion. Please read it carefully. Space is reserved toward the end of this booklet for notes or questions.

Our best wishes and assistance are yours.

GENERAL INFORMATION

Seating Capacity—Church Sanctuary: 100
Seating Capacity—Social Hall: 72 Dining / 155 Standing

- ◇ **Reserve Your Date.** Please contact the Office Administrator at 206.842.3622 as soon as possible to confirm the availability of your chosen date and time. Your wedding date will be “*tentatively reserved*” on our church calendar until we receive your deposit.
- ◇ **Complete the Wedding Application Form.** Send it back to SUMC along with your \$100 deposit, which will be applied to the total fees and is non-refundable. If the form is not fully complete, please keep the SUMC Office Staff updated on new information as it is acquired.
- ◇ **Contact the Pastor.** The Pastor may be reached at 206.842.3622 or 253.306.2813 to arrange and schedule meeting times. It is our Pastor's policy to meet with the couple before the wedding to plan the ceremony. Additional sessions will be included.

We take our role in your wedding and marriage very seriously, and invite you to attend worship services with us before your wedding date.

- ◇ **Guest Clergy.** The Pastor of SUMC welcomes Guest Clergy to assist in your Wedding Ceremony; however, the SUMC Pastor will officiate the wedding and therefore will be made aware of all ceremony arrangements.

It is the church's policy that our Pastor officiate at all weddings held at Seabold United Methodist Church. However, he will be glad to talk with you about including another Pastor as part of the ceremony. This arrangement must be made well in advance of the wedding date.

- ◇ **Wedding Coordinator.** Our wedding coordinator will answer any questions you may have. She will connect you with our organist/

- ◇ **The Marriage License.** It is recommended that plans to obtain the marriage license be made well in advance of the Wedding Ceremony. The license is valid for sixty (60) days and should be brought to the final meeting with the Pastor prior to the ceremony. The license may be purchased at any County Auditor's Office.
- ◇ **Wedding Rehearsal.** The Pastor will conduct the rehearsal. Every member of the wedding party should be present including the parents. We prefer that your rehearsal take place the evening before the wedding. A rehearsal usually can be completed in one hour.
- ◇ **Wedding Day Time-Frame.** It is expected that the wedding day time-frame will consist of about three hours as follows:
 - ◇ 60 minutes before ceremony — Groomsmen arrive
 - ◇ 60 minutes before ceremony — Groom arrives
 - ◇ 60 minutes before ceremony — Bride arrives
 - ◇ 60 minutes for the ceremony and picture taking
 - ◇ 45 minutes for clearing out and cleaning-up.
- ◇ **Music.** Music for the Ceremony must conform to accepted standards for worship of God — that which upholds Christian ideals of marriage and gives proper references to God.

If the organ is to be used for the ceremony, our church Organist has first right of refusal to play for the rehearsal and wedding. Organ settings have been specifically made for Seabold UMC organists, and if an alternate organist is chosen, we request that he/she consult with our organist(s) about the settings prior to using the organ. If you choose to have a soloist, arrangements should be made for practicing with the musician. We also have a list of soloists available if desired.

GENERAL INFORMATION continued . . .

- ◇ **Selected Readings.** We encourage you to personalize your ceremony by considering involving your family members or close friends in reading Scripture or literature (which upholds Christian ideals of marriage and gives proper reference to God).

- ◇ **Photography.** It is recommended that pictures be completed within one half hour prior to the ceremony. Participants should arrive at the church in time to dress and be ready by the scheduled time for photographs.

Camera flashes will be allowed during the processional and recessional only. No camera flashes will be allowed during the wedding ceremony. Professional photographers may take “natural light” photographs during the wedding from the back of the Sanctuary.

Video taping is allowed during the ceremony if equipment is inconspicuously placed and left stationary. After the Service, the Pastor will be happy to perform a “re-enactment” of the exchange of rings or lighting of the Unity Candle.

- ◇ **Child Care.** A nursery care attendant is available during the wedding ceremony. The Wedding Coordinator will make these arrangements with you. There is a per child fee.

- ◇ **Alcoholic Beverages.** No alcoholic beverages are permitted in the church buildings or on the church grounds. Inebriated persons will not be allowed to participate in the Wedding Ceremony.

- ◇ **Smoking.** Seabold United Methodist Church is a Smoke Free Zone — Smoking is not allowed anywhere on the property.

- ◇ **Rice, Confetti, Birdseed, Balloons, Rose Petals.** No rice, confetti, birdseed, balloons or rose petals are to be thrown inside or out-

side the church buildings. Bubbles may be used — **outdoors only** — they are beautiful and are environmentally friendly.

DECORATIONS

- ◇ **Flowers** and other decorations should fit with the atmosphere of the church. Pew decorations may be attached with plastic clips. Masking tape, tacks, wire, etc. will damage the pews and prohibited.

Arrangements need to be made with the Wedding Coordinator for the florist to pick up any equipment left at the church after the wedding.

- ◇ **Candles.** We have two seven-candle altar candelabras, two brass candle lighters, and a unity candle base available for your use. Due to the historic nature of the church building and the potential fire danger, lit candles are only allowed on the altar.
- ◇ **Unity Candle.** If you choose to have a unity candle in your ceremony, please speak to the Pastor during the planning stages of your wedding arrangements. These candles are to be purchased by you and are yours to keep. We do have a source for the purchase of these candles, if you wish to order them.
- ◇ **Guest Book.** The foyer may be used to place your Guest Book and pen.
- ◇ **Gift Table.** A gift table will be placed in the foyer or in the fellowship hall if you choose to have your reception at the church.

The church cannot be responsible for any items left in our building before, during, or after the wedding ceremony.

RECEPTION

If you choose to have your reception at the Church...

The United Methodist Women (UMW) will assist you in arranging your reception at the Church. Whether you choose to have your reception catered or provide the food yourself, representatives of the UMW will be on hand to assist you.

The United Methodist Women (UMW) will provide the following:

- ◇ Silver Tea Service
- ◇ Two Silver Candlesticks
- ◇ Plates
- ◇ Cups
- ◇ Silverware
- ◇ Punch Bowls & Cups
- ◇ Various colored and lace tablecloths.

The Bride and Groom will provide:

- Tea bags (small box)
- Cube sugar (optional)
- Wedding cake
- Cookies (optional)
- Punch or ingredients and recipe if you desire UMW to mix your punch
- 6 Candles for silver candlesticks
- Groom's cake and/or scrolls (optional)
- Breads, meats, and cheeses (optional)
- Fresh lemon (optional)
- Boxes for cake top and leftover cake, etc.
- Plastic wrap
- Coffee (1 lb. serves 85)
- One pint half and half (optional)
- Napkins
- Mints (optional)

A list of all servers should be submitted to the wedding coordinator at the time of the wedding rehearsal.

If you choose to have your reception catered, the caterer needs to contact the wedding coordinator not later than two weeks before the wedding.

It is very important that the servers go directly to their stations following the wedding ceremony. They should also make themselves known to the UMW representatives.

Refrigerator space is very limited, so any food items to be used at the reception must be brought in on the day of the wedding. Other items not requiring refrigeration may be brought in at the time of the wedding rehearsal.

Please provide servers for the following:

- ◇ Two wedding cake cutters to work together
- ◇ Two servers to pour coffee and hot water for tea
- ◇ One server at the guest book
- ◇ One or two servers at the punch bowl
- ◇ Two gift receivers

FEE BREAKDOWN

REQUIRED

___	Pastor	\$ 300.00	[]
___	Sanctuary	\$ 200.00	[]
___	Organist*	\$ 150.00	[]
___	Custodian: Wedding Only	\$ 60.00	[]

OPTIONAL:

___	Wedding Coordinator	\$ 100.00	[]
___	Soloist	\$ 100.00	[]
___	Social Hall	\$ 100.00	[]
___	UMW Representative at Reception	\$ 300.00	[]
___	Custodian: Reception	\$ 50.00	[]
___	Child Care - per hour, per child (Minimum of \$15)	\$ 7.50	[]

Total Charges \$ _____

Less Deposit -\$100.00 []

Total Cost \$ _____

** Seabold UMC organists have first right of refusal.*

Note: All fees are to be paid **in full** two weeks before the wedding date. Please make checks out to SUMC.