

Wedding Guidelines – Glen Mar UMC (Final 3/27/15)

Congratulations! It is with great joy that the Glen Mar community can share in the sacrament of Christian marriage with you and your family! The wedding ceremony is a sacred service of Christian worship that provides you the opportunity to reflect and express your Christian beliefs along with a public declaration of your commitment to God and each other.

Glen Mar Pastors and staff are pleased to assist you during the planning process. The following guidelines will help you get started.

Request and prepare for a wedding

1. Contact the church office, 410.465.4995 or Pastors' Assistant, Laura Dreibelbis, laura.dreibelbis@glenmarumc.org with your proposed wedding date and requested Glen Mar pastor. The Pastors' Assistant will present the request to the Pastoral Staff for clergy and facility availability. When availability of the facility and the pastor have been confirmed, a letter and wedding application will be sent, and your wedding & rehearsal will be tentatively placed on the church calendar. Please fill out the application and return it promptly along with a \$200.00 non-refundable security deposit which will be applied to facility fees. Glen Mar will welcome guest pastors to officiate or participate in the service, but this will be at the discretion of the Glen Mar pastor. Please notify the pastors' assistant if you wish to involve another pastor when requesting the wedding.

Availability

- **Friday evenings** – ceremony, pictures and full facility cleanup must be completed by 9:00pm
 - **Saturday** – ceremony, pictures and full facility cleanup must be complete no later than 3:00pm.
 - **Sunday** - weddings will be considered schedule permitting.
 - Weddings will not be scheduled from Thanksgiving – January 1, or Palm Sunday weekend through Easter Sunday.
2. Upon receipt of the wedding application and deposit, please contact your officiating pastor to arrange for pre-marital counseling.
 3. **Wedding Coordinator** Glen Mar requires that couples work with the Glen Mar Church wedding coordinator who will assist with your plans, guide you regarding church policies, aid the pastor in conducting the rehearsal, and coordinate the wedding ceremony itself. Glen Mar's wedding coordinator, Jocelyn Kouatchou will be in touch with you to arrange a meeting. Once you have received the confirmation letter and wedding application from the Pastor's Assistant, the wedding coordinator will be the point of contact for questions relating to the event.
 4. Please acquire your marriage license from the **Howard County, Maryland Clerk of Court, 9250 Bendix Road, Columbia, MD**. Please bring the license to the officiating pastor at **least one week prior to the wedding**.
 5. The final balance of facility and wedding fees are due in the church office **30 days prior to the wedding rehearsal**.

6. A wedding rehearsal will be held, generally the day before your ceremony. If there is a desire to hold a reception at church, please notify the Pastor's Assistant at the time the wedding is scheduled, or notify the wedding coordinator as soon as known. Separate facilities charges and staff coordination will be needed and should be requested to the Minister for Operations through the wedding coordinator.

The Wedding Ceremony

1. Your wedding will follow the United Methodist Order of Worship for the Celebration of Christian Marriage.
2. **Music** A piano is available for use in the wedding ceremony. If a pianist is desired, Glen Mar's Minister for Music has the right of first refusal for all weddings. Your ceremony is a service of Christian worship and musical selections should reflect the sacred nature of this occasion. Musical selections can be coordinated with the Minister for Music and the officiating pastor who will be able to provide suggestions
3. **Holy Communion** may be celebrated at the request of the couple. All guests must be invited to partake (not just the couple or bridal party) and both the bride and groom must receive Communion.
4. **Programs** will be the responsibility of the couple. A draft must be provided to the officiating pastor one week prior to the ceremony. **Please bring the printed programs to the rehearsal.**
5. If the **Unity Candle or sand are to be** used, the couple provides the candles and candle holders at the rehearsal.
6. **Photography** During the ceremony we ask that only the "official photographer" take pictures (no flashes or clicks) to minimize distractions during the service. During the ceremony, he or she must stay in one place in the back of the worship space. The processional and recessional may be photographed with flashes, but the aisle must remain clear. A video camera may be set up on a tripod in the back of the worship space. If the couple would like posed photos of the ceremony, they may be taken after the ceremony has ended. Upon request, the pastor will remain after the ceremony for any photos.

Facility Guidelines

1. The wedding coordinator and facilities staff will assure that the worship space is returned to its pre-service condition or readied for worship.
 - Members of the wedding party or their designees are responsible for returning the bride's and groom's spaces to their original condition. All decorations are to be removed or they will be disposed of.
2. No alcoholic beverages, illegal substances or smoking is allowed in any of the church facilities or grounds.
3. No food or drink in the Spirit Center or Chapel. (Bottled water may be used during the ceremony)
4. Paraments will be white or if desired, the same as the worship services of the season. Please request the paraments from the wedding coordinator.
5. Tape, tacks, or other items that could permanently affect the facility cannot be used. Any décor or special requests must be approved by the facilities staff and wedding coordinator prior to being used. Furnishings in the worship space may not be moved or removed without permission from Glen Mar facilities staff or the wedding coordinator.

- All decorations provided by the couple or a rental company must be removed from the worship space immediately after the ceremony. If there is an item that needs to be stored for later pickup, please make arrangements with the facilities staff through the wedding coordinator ahead of time.
6. Only soap bubbles may be used in or outside of the facility.
 7. No flowers of any kind (including silk) can be dropped on the aisle due to carpet staining and slipping issues. Rental aisle runners must be secured to the floor with removable gaffer's tape for safety and to avoid damaging the Spirit Center floor.
 8. Flower arrangements are the responsibility of the couple. Silk and/or artificial flowers may not be used on the chancel/stage area. If the couple chooses to donate the flowers to the church, they will be used in worship (only if altar flowers have not already been sponsored) or given to someone who is unable to attend worship.
 9. Couples must make their photographer and florist aware of GMUMC policies and all vendors including the photographer will work under the direction of the wedding coordinator and officiating pastor.
 10. Maximum occupancy – Chapel (100). Spirit Center (450).
 11. Technical assistance is available for a fee (please see fee structure below). **The officiating pastor must be notified as soon as possible if technical assistance will be needed.**
 12. **Safety of personal items** Money, jewelry, and other valuables must not be left unattended in the bride's or groom's rooms. Please choose a person to hold on to these things or secure them elsewhere. **Glen Mar Church is not responsible for items that are lost, stolen, or damaged.**
 13. **Building accessibility** - All deliveries must be coordinated with the wedding coordinator. The building is accessible by appointment from 8:30 a.m. – 4:30 p.m. Monday – Friday; 9:00 a.m. – 9:00 p.m. on Saturday.

Fee Structure

Staff and Professional Services	Members and affiliated Members	Non Members
Pastor Honorarium	No Charge	\$325.00
Marriage Preparation Class	\$200.00	\$200.00
Wedding Coordinator	\$175.00	\$175.00
Pianist (Includes rehearsal)	\$250.00	\$250.00
Tech Service (should attend rehearsal)	\$100.00/hour	\$100.00/hour

Facility Use

Spirit Center/Gathering Place

Includes classroom for bridal and groom parties for two hours prior to and one hour following the ceremony

No Charge

\$450.00

Chapel/Gathering Place

Includes classroom for bridal and groom parties for two hours prior to and one hour following the ceremony

No charge

\$225.00

Custodial Services

\$100.00

\$100.00