



Wedding Handbook

Congratulations! We extend our best wishes for all joy in your new life together. This booklet has been prepared as a guide to help you as you prepare for this important occasion.

There is one basic philosophy regarding your wedding at Auburn United Methodist Church that will influence every decision that you make—Every wedding is a religious occasion. While not considered a Sacrament of the Church, the wedding ceremony should be conducted with an eye to the Glory of God.

As you read through this wedding booklet you will find four major sections. These sections will address the following:

- General Information
- Sanctuary
- Founder's Chapel
- Receptions

SCHEDULING

It is important that the date and time of your wedding be scheduled on the church calendar by contacting the assistant to the senior minister at the earliest possible date in order to avoid conflicts.

It is requested that all weddings be scheduled no later than **7:00 p.m.**

- If more than one wedding should be scheduled for the same date and in the same worship center, there must be a minimum of seven hours from the beginning of the first wedding to the beginning of the second wedding scheduled.
- If more than one wedding should be scheduled for the same date, but in different worship centers, there must be a minimum of three hours from the beginning of the first wedding to the beginning of the second wedding scheduled. *The church will have final approval of requested times.*

Sunday weddings are discouraged because of the extensive use of the buildings on Sundays and the ministers' schedule of activities.

CONFIRMATION

Confirmation of a wedding reservation will be one year (from date of wedding) for members and nine months (from date of wedding) for non-members provided a Wedding Reservation Application has been completed and submitted to the church office with the wedding fee.

FEE

CHAPEL

Member \$305

Non-Member \$405

SANCTUARY

Member \$350

Non-Member \$500

- Make check payable to **Auburn UMC**
- Mail application and wedding fee to:

Auburn UMC
P.O. Box 3135
Auburn, AL 36831-3135
Attn: Katharine Manley

Dates Excluded

It is asked that no weddings be scheduled during holidays and holiday weekends, and other special events.

- Martin Luther King Weekend
- Easter Holy Week
- Memorial Day Weekend
- Independence Day
- Independence Day Weekend
- Labor Day Weekend
- Thanksgiving Weekend
- Christmas Eve and Christmas Day
- Christmas Weekend
- New Year's Eve and New Year's Day
- New Year's Weekend
- Auburn University Home Football Games

Holidays are to be avoided whenever possible due to the unavailability of staff and maintenance. **It is understood that planned church activities will not be changed to accommodate weddings and rehearsals.**

The Marriage License

The marriage license may be procured from the Office of the Probate Judge in any county in the state of Alabama. Blood tests are **no longer required in Alabama** before the issuance of a marriage license.

The marriage license should be given to the Wedding Coordinator at the rehearsal. The minister is responsible for signing it and returning it to the issuing officer.

To obtain a **certified copy** of the completed license to use as your permanent record of marriage, contact the Probate Office of the county that issued the marriage license approximately two or three weeks after the wedding. In many cases, the office of the Judge of Probate where you obtain your license may forward a certified copy directly to you through the mail. Be sure to inquire with them about their procedure.

Minister

Once the bride and groom have decided upon a date and submitted the Wedding Reservation Application and fee, *they should procure the availability of a minister.*

Generally, one of our ministers shall officiate at all marriages in our church but other ministers may officiate upon consultation with the senior minister. *Where it is the wish of the bride or groom to invite other clergy to participate in the ceremony, this should be made known to the senior minister*

of the church who will extend the invitation to the guest minister. The correct name, address and zip code of guest clergy must be provided. All ministers must meet requirements of the state of Alabama to perform the marriage ceremony.

Officiating at a church member's wedding is one of the joys of ministry. Usually, an honorarium is given to the officiating minister(s). *This honorarium is typically \$200 - \$250*, but the exact amount is to be determined by the wedding couple.

Counseling

When an Auburn UMC minister is officiating, premarital counseling is required by **The Book of Discipline** of our denomination. During the counseling session, the vows and wedding ritual offered are discussed in detail by the minister. Any changes or additions in the marriage liturgy must be approved with the minister at that time. Normally, the ministers do not attend the rehearsal. The Church Wedding Coordinator (CWC) will organize and facilitate the wedding rehearsal, guiding the wedding party through the planned ceremony.

Church Wedding Coordinator

The CWC is the direct church representative for all weddings held at Auburn UMC. Our representative must be present at all times and will be available to help you plan/direct your rehearsal and wedding ceremony. This representative also assists the officiating minister (s). (Included in fee.)

Wedding Assistant

Additionally, Auburn UMC provides a Wedding Assistant (WA) to assist the bridal party. The WA exemplifies the warmth and caring love of Auburn UMC. She will share the joy and excitement of the day offering her assistance wherever needed to help assure a pleasant and smooth wedding. The WA will have access to various areas of the church and will know who to call upon in cases of emergency and will assist in general for any needs that might arise. (Included in fee.)

Acolytes

Arrangements may be made through the CWC for acolytes to be a part of your service to light the candles. The acolytes should be present at the rehearsal as well. The acolytes normally processes shortly after the prenuptial music begins and proceeds to light the candles.

If desired, the Processional Cross may be used. An acolyte carries the Processional Cross down the aisle, entering and recessing just before the minister. The Cross is always brought into the worship center down the aisle. There is no fee for the acolyte. A small token or remembrance would be acceptable.

Music

A church wedding is a sacred service and all music should be suitable for the worship of God. Our director of music and church organist will be helpful with appropriate suggestions.

Please submit a list of music to be used in the wedding to the CWC of Auburn UMC. The director of music will make final approval of all chosen wedding music. You may choose to include congregational hymns, solos, duets, instrumentals, chorus, etc., in the service as well as the traditional use of the organ and/or piano. Consult with the director of music or organist on these areas.

Organist

Due to the complexity of the sanctuary and chapel organs, only Auburn UMC staff will be permitted to play for weddings at Auburn UMC. The standard fee established by the church is \$350 which should be paid at the time of the rehearsal. This provides for a consultation about the wedding music, attendance at the rehearsal, rehearsal with soloists, and preparation for and performance of pre-nuptial and wedding music.

Soloists are expected to provide the music (not photo copies) for their selections in the keys in which they plan to sing or play them. If there are several soloists or if music is requested for the wedding which requires an unusual amount of rehearsal time, the fee will be adjusted accordingly. Soloists are responsible for scheduling rehearsal time with the organist. If the church organist or Director of Music is unable to play for the wedding, they will help to coordinate an approved substitute.

Video Recording

The bride or her representative is responsible for obtaining the personnel and equipment for video recording the wedding ceremony. The CWC will discuss with you locations acceptable for taping. All location options require that the video camera be stationary and **unobtrusive**.

Photographs

During the course of the ceremony, **flash pictures will not be permitted** by the photographer, wedding party members or guests. A picture may be taken at the end of either aisle near the vestibule at the time of the processional and recessional. The CWC will discuss with you locations acceptable for the photographer to take pictures **during** the ceremony. If pictures of the wedding party at the altar are desired, the pictures may be made before the wedding or the party may reassemble after the conclusion of the ceremony for such pictures. Time exposures may be made from the balcony. If all wedding pictures are made prior to the ceremony, the bride and groom will be given an option for a *private moment*. There will be **NO ONE** allowed in the worship center during this special time between the bride and groom unless prearranged and approved by the bride. *This is a special personal and private moment for the bride and groom, and we will respect their wishes for privacy.*

These guidelines for photography are the responsibility of the bride to communicate effectively to the photographer she retains.

General Decorum

Remaining mindful that this is a house of worship and a religious ceremony, all behavior should be respectful and subdued.

Each prospective bride and groom are responsible for sharing with the members of their bridal party the information herein contained. Please make every opportunity to acquaint your friends with what is expected in the way of conduct.

- **NO SMOKING** is permitted in the buildings nor on the grounds. (The latter is a matter of littering.)
- **NO ALCOHOLIC BEVERAGES** in any form may be served on the church premises. Alcohol should not be used by members of the wedding party prior to the rehearsal or wedding. Appearance of any member of the wedding party under the influence of alcohol may, at the discretion of the minister, result in cancellation of the service as planned for this church.
- **APPROPRIATE MUSIC** for a ceremony or reception should be selected and be suitable for the church worship center and/or church facility. If you have questions about choices of music, please contact the CWC.

Liability

The Auburn UMC Board of Trustees require that a form accepting responsibility for any damage or destruction that may result to church property be signed by the parties reserving the church facilities. An information form listing your professional services personnel must also be submitted to the church office and CWC as soon as possible. The party reserving the church is the responsible party for any damages incurred.

The church will not be liable for dresses, pocketbooks, gifts or personal items lost, stolen or damaged during the use of the facilities for weddings.



Sanctuary Weddings

Decorations

All decorations and decorative equipment must be furnished by the wedding party or the florist. Care must be taken to protect the church property against damage. The following regulations must be observed:

- Paraments (coverings for the altar, pulpit and lectern) are available. White is the color most frequently used for weddings and will be placed by a member of the church staff.
- Care should be taken that no decorations are in the way of the minister's or organist's entrance.
- No decorations are to be placed on the organ or piano. No decorations are to be placed on the altar other than the regular altar ornaments: the Cross, candles and flowers. A Bible may be placed on the altar.
- No nails, tacks, staples, florist tape or scotch tape may be used to attach decorations to walls, woodwork, pews, furniture or floors.
- **Only dripless, mechanical candles may be used.** The florist or decorator will be responsible for cleaning wax from the floor, carpets or furniture.
- Church furniture should not be moved except the additional folding chairs often placed in the narthex. The flags and kneeling cushions may be removed; please advise the CWC that this is desired and a staff person will see to it.
- The use of rice is **NOT** permitted. Many wedding couples choose birdseed as an alternative to rice bags. However, no seed is to be thrown inside the building at any time.
- Any type of decorations not covered above must be cleared with church authorities.

Flowers

While the church may be made as festive and beautiful as possible, it should be remembered that it is the house of worship and the wedding is a service of worship and consecration. Therefore, attempts to turn the chancel into a floral garden or the use of elaborate displays requiring the removal of altar furnishings cannot be permitted.

Removal of wedding flowers must be **immediately** after the service to allow for proper clean up and preparation for the next service. Custodial services do not cover removal of flowers (from windows, pews, entrances, etc.). This may be handled by your florist or the individual responsible for decorating the church.

If you wish to have your wedding flowers remain for the church worship service, arrangements must be made with the CWC at least two weeks before the intended service. A brief description should be prepared to be inserted into the Sunday worship bulletin. (*Example: The flowers on the altar are given to the glory of God from the wedding of...*)

- Flowers should not obscure the Cross, the altar or the pulpit. Everything should be arranged to direct attention toward the altar. Floral/greenery arrangements should not be higher than the Cross.
- Clean up any wet florist oasis pieces that falls upon the carpeting while arranging the flowers as this can get imbedded in the carpeting. Plastic sheeting should be placed on the flooring while arranging flowers in the chancel, narthex, hallways, etc.
- Flowers, books, etc. must never be placed on the **pulpit, Baptismal Font, organ, piano, or lectern.**
- No live flower petals may be strewn down the aisle. Silk petals may be used.

Fee for Sanctuary Weddings

There are normally fees associated with the use of church facilities for weddings and receptions. The following fee applies for a sanctuary wedding: (**Seating Capacity 900**)

Member \$350
Non-Member \$500

Included in the fee for a sanctuary wedding:

- Use of worship center during wedding rehearsal and ceremony
- A room for the bride/bridesmaids
- A room for the groom/groomsmen
- A room for the parents and grandparents
- Wedding coordinator/hostess services
- Sound engineer
- Custodial services

Additional Costs:

- Nursery \$45
- Our nursery care coordinators will provide trained nursery care givers for two hours in concert with your wedding needs provided a request for a nursery is made two weeks prior to the date of the wedding.
- Adult supervision must be given in the nursery. The bride is responsible for requesting a nursery through the CWC who will work with the nursery care coordinator for your specific needs. **There will be an additional fee of \$45 for a nursery and should be paid to the church**

office two weeks prior to the day of the wedding to properly make accommodations for a nursery worker and to reserve the room.

The member fee shall apply if any of the following wedding party participants are members of Auburn UMC:

- Bride or Parents/Grandparents of the bride
- Groom or Parents/Grandparents of the groom

A member may schedule a wedding at any time. It can be **confirmed** and placed on the church calendar **one year** to the wedding date.

A non-member shall be eligible to schedule a wedding at any time; however, it cannot be **confirmed** and placed on the church calendar earlier than **nine months** prior to the wedding date desired.

- The wedding fee is payable at the time your wedding reservation request is made.
- **Checks presented for the wedding fee should be pre-dated to the earliest confirmation date as outlined above.**
- Checks will be processed upon confirmation to the person reserving the church or their designated representative. At the time of confirmation, the wedding will be placed upon the church calendar.

Sound System

The sound equipment at Auburn UMC is a highly technical system and requires trained personnel to operate. If your musicians require the use of this equipment it must be scheduled **two weeks** prior to the wedding. The CWC will make arrangements for a sound technician to be assigned for your wedding.

A CD (audio only) of the wedding service can be made. The bride should let the minister, organist, and CWC know that she wishes to have a CD made of the produced. The church will provide the CD.



Chapel Weddings

Decorations

Founder's Chapel is a significant part of Auburn UMC. Its rich history dating to 1850 has touched numerous lives by serving as the location for services, weddings, funerals, and baptisms.

Today this restored and renovated historic structure is available for continued service to members and friends of Auburn UMC.

It is the desire of Auburn UMC that the historical significance of Founder's Chapel be preserved even in its present use. A spiritual atmosphere permeates the entire structure and challenges us to let the chapel speak its own message of worship on any occasion. It is with this aim in mind that these guidelines are made for the use of Founder's Chapel.

The chapel is to be enhanced by a minimum of added decorations:

- **THE ALTAR** – The Cross and candles will remain on the altar table. A Bible may be placed on the altar.
- **PARAMENTS** – A white altar cloth is available for weddings. It will be placed by a member of the church staff upon request.
- **PEW MARKERS** – Tasseled cords are available from the church to be used for marking pews. These are in keeping with the period furnishings and do not mark the pews. **No other decorations can be used on the pews.**
- No decorations are to be placed on the altar, altar rail, piano, organ or other chapel furnishings.
- Nails, tacks, staples, screws or tape shall not be used on the walls, woodwork, furniture, windows or floors.
- Only dripless mechanical candles can be used in the two candle holders on the altar. A unity candle may be used using only dripless mechanical candles. No other candles can be used in the chapel.
- No church furniture will be moved.
- The altar rail will be used for kneeling if that is desired in the service.
The use of rice is not permitted. Many wedding couples choose birdseed as an alternative to rice bags. However, no seed is to be thrown inside the buildings at any time.
- Any type of decorations not covered above must be cleared with church authorities.

Flowers

The use of flowers in the Founder's Chapel is intended to add to the reverence of the chapel and the services, weddings, funerals, and baptisms scheduled. The wedding party and/or the florist are responsible for the flowers and their precise placement in the chapel.

The church has urns that accommodate floral arrangements or greenery in four areas throughout the chapel:

- The flower table in the chapel
- The vestibule table
- The flower table in the east entrance area
- The flower table in the west entrance area

No other floral arrangements or greenery will be used in the chapel.

All floral arrangements may be prepared in the ante-room adjacent to the chapel. NO floral arrangements will be prepared in the chapel area. Arrangements should be finished and ready to place in one or more of the above reference provided areas. The florist/decorator will be responsible for clean up and preparation for the next service. **Custodial services do not cover removal of flowers.** This should be handled by your florist or decorator. The church urns are **NOT** to be removed from the facility at any time. Liners for the urns should be provided by the florist/decorator.

If you wish to have your wedding flowers remain for the church worship service, arrangements must be made with the CWC at least two weeks before the intended service. A brief description should be prepared to be inserted into the Sunday worship bulletin. (*Example: The flowers in the chapel are given to the glory of God from the wedding of...*)

Silk flower petals may be strewn down the aisle. Live flower petals may **NOT** be dropped in the aisle or anywhere in the chapel.

Instruments

Due to the size of the chapel, additional instruments and the number of vocalists should be limited. Plans involving the use of instrumentals other than the organ or piano should be discussed with the CWC and/or Auburn UMC's director of music.

Piano and Organ

Founder's Chapel has a Pilcher pipe organ made in 1901, as well as a 1914 Steinway grand piano. Both of these instruments are of historic value and therefore are to be given the utmost care. Permission to use and a key to these instruments should be secured from the director of music.

Fee for Chapel Weddings

There are normally fees associated with the use of church facilities for weddings and receptions. The following fee applies for a chapel wedding: (**Seating Capacity 220**)

Member \$305
Non-Member \$405

Included in the fee for a chapel wedding:

- Use of worship center during wedding rehearsal and ceremony
- A room for the bride/bridesmaids
- A room for the groom/groomsmen
- A room for the parents and grandparents
- Wedding coordinator/hostess services
- Custodial services

Additional Costs:

- Nursery \$45
- Our nursery care coordinators will provide trained nursery care givers for two hours in concert with your wedding needs provided a request for a nursery is made two weeks prior to the date of the wedding.
- Adult supervision must be given in the nursery. The bride is responsible for requesting a nursery through the CWC who will work with the nursery care coordinator for your specific needs. **There will be an additional fee of \$45 for a nursery and should be paid to the church office two weeks prior to the day of the wedding** to properly make accommodations for a nursery worker and to reserve the room.

The member fee shall apply if any of the following wedding party participants are members of Auburn UMC:

- Bride or Parents/Grandparents of the bride
- Groom or Parents/Grandparents of the groom

A member may schedule a wedding at any time. It can be **confirmed** and placed on the church calendar **one year** to the wedding date.

A non-member shall be eligible to schedule a wedding at any time; however, it cannot be **confirmed** and placed on the church calendar earlier than **nine months** prior to the wedding date desired.

- The wedding fee is payable at the time your wedding reservation request is made.
- Checks presented as payment for the wedding fee should be pre-dated to the earliest confirmation date as outlined above.

Checks will be processed upon confirmation to the person reserving the church or their designated representative. At the time of confirmation the wedding will be placed upon the church calendar.

RECEPTIONS

The fellowship hall, located in the Epworth Center, is *occasionally* used for wedding receptions. It is expected that the reception will last two hours and the church allows two hours to decorate, and two hours to clean up for a total of six hours. Scheduling for decorating the fellowship hall should be arranged with Ed Crum, church administrator, at 334-826-8800 (Ext. 239), so that the room may be properly reserved. It is requested that evening receptions be concluded by 9:00 p.m. for maintenance and security reasons.

A piano is available in most locations appropriate for holding a reception. Decorations may be used for a reception; however, no tape, tacks, staples or nail will be used to adhere decorations to wall, doors, woodwork, etc. in the fellowship hall or hallways. If media/sound is required for your reception, a technician must be on hand. The fee is \$25 per hour with a 2 hour minimum.

The assistance of CWC is not a part of the original fee provided to the church when booking your reception. You may, however, contract with the CWC separately to help plan and facilitate the reception for an additional fee.

Fees Associated with the Fellowship Hall

The church fellowship hall is designed to divide into three smaller sections, a combination of two different sized sections (or small and one larger) or one large room. The fee schedule for the hall is based on the number of sections needed.

Fellowship Hall

	Member	Non-Member
1 Section	\$100.00	\$150.00
2 Sections	\$175.00	\$250.00
3 Sections	\$250.00	\$350.00

Equipment Use

Option 1 Auburn UMC provides set up and take down of tables and chairs, arranges room according to provided diagram and general clean up.

Banquet Reception	Table and 8 Chairs	\$5.00 each
Standard Reception	8-10 Tables provided	FREE

Option 2 Reserving party provides the set up and take down of equipment used, returning equipment to designated storage areas and general clean up.

Banquet Reception	Table and 8 Chairs	FREE
Standard Reception	8-10 Tables provided	FREE

Kitchen

A fee for the use of the kitchen is charged with respect to the size of the event and to what extent the kitchen will be used.

	Reception	Prepared Meal w/disposable w/china*	Catered/Pot Luck
1 Section	\$50.00	\$ 75.00 \$35.00	\$50.00
2 Sections	\$75.00	\$100.00 \$40.00	\$60.00
3 Sections	\$85.00	\$125.00 \$45.00	\$70.00

*Plates, cups, glasses, silverware, serving utensils, punchbowl & cups, etc.

**Auburn United Methodist Church
137 South Gay Street
Auburn, AL 36830**

(FOR MAIL) P.O. Box 3135
Auburn, AL 36831-3135

(FOR DIRECTIONS) 220 East Magnolia Avenue - Sanctuary and Chapel Address
Auburn, AL 36830

(334) 826-8800 OFFICE
(334) 826-8922 FAX
www.AUMC.net

STAFF DIRECTORY

Senior Minister

Dr. Cory Smith Ext. 237
corys@aumc.net

Associate Ministers

Rev. Charles Cummings Ext. 236
charlesc@aumc.net

Rev. Kelli Hitchman-Craig Ext. 240
kellihc@aumc.net

Church Administrator

Andrew Baird Ext. 239
andrewb@aumc.net

Wedding Reservations

Katharine Manley Ext. 222
katharinem@aumc.net

**Church Wedding Coordinator and
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Gary Klarenbeek Ext. 233
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Church Organist/Pianist

Gary Klarenbeek Ext. 233
garyk@aumc.net

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