



# Athens United Methodist Church

118 South Main Street  
Athens, PA 18810  
570-888-2241

## Procedures for Making Wedding Arrangements

The congregation and staff of the Athens United Methodist Church rejoice with you as you prepare for your marriage. This form is to assist you in dealing with the numerous details involved in making use of the church's facilities. This is your wedding, and we want to cooperatively assist you in making it memorable.

In the United Methodist Church, the wedding ceremony is a worship service where we are glorifying God's actions in bringing you to this place and time in your lives. Therefore, all the words, actions, and music used in this ceremony should be of glory and praise to God. We will help you do this in the following ways:

1. **The pastor requires that each engaged couple enter into a pre-marital counseling process before finalizing any wedding plans that include the church.** In this process, you and the pastor will investigate several aspects of married life, and you should arrange with the pastor to begin the process as quickly as possible.
2. The couple usually arranges for an organist or other musical needs. You should contact the pastor as soon as you can to discuss your musical requirements.

Organists (other than the church organist) will need to make arrangements with the church organist and pastor to be sure he or she is familiar with the church organ in our sanctuary and church policy for its use. Fees for the organist are negotiated and paid by the couple.

Soloists, if desired, are to be contacted by the couple. They should contact the pastor and organist to arrange for practice sessions. Songs to be sung are subject to approval by the pastor. Fees for the soloist(s) are negotiated and paid by the couple.

3. Florists and photographers are to be contacted and paid by the couple. An aisle runner, as well as pew ribbons and other decorations, if desired (and approved by the pastor), are to be obtained by the couple.
4. Professional photographers may not permit flash photography during the ceremony. Family members and friends should be so informed. **No photographer is to be moving about up front during the ceremony. This policy also applies to videographers.** Please contact the pastor with any questions.
5. If desired, bulletins may be purchased at any religious supplies store and typing and printing of the bulletins can be done for a fee. **Material for bulletins and payment for printing must be given to the church secretary one week before the ceremony.**
6. We require that no alcoholic beverages or helium balloons be allowed inside the church building. **No glitter, rice, birdseed, or confetti are to be used inside or outside the church.** Bubbles may be used outside the church building.

## **7. ATHENS UNITED METHODIST CHURCH IS A SMOKE-FREE CAMPUS.**

### Wedding Vows

Couples may write their own personal wedding vows for use instead of the standard vows included in the marriage service. The pastor must review personal vows at least one week prior to the wedding.

### Scheduling of Wedding

In scheduling the date for your wedding, the church calendar and pastor's calendar must be consulted. There are times in the church year when weddings simply are not possible. In the event the pastor is unable to officiate at your wedding it could be possible, with the pastor's agreement, for someone else to officiate.

### As a Sacred Trust

**Smoking is prohibited in all areas of the church property. Alcoholic beverages are prohibited on church property, including champagne.** Members of the wedding party must dress and conduct themselves appropriately at the rehearsal and wedding. If anyone in the wedding party arrives for any part of the wedding "under the influence" the rehearsal or wedding will be postponed until the pastor feels the individual(s) is(are) deemed able to continue.

**The Pastor has the right to determine whether the rehearsal or wedding service will be held.**

### General Information

The church is to be left as found with furniture back in place and throw-a-way material gathered in a single place. If you have moved furniture items, it would be greatly appreciated if they were returned to their proper places. Someone from your family should be assigned to be sure that everything is cleaned up and taken following the service. Please pick up items such as candles, candleholders, isle runner, bows, etc. as soon after the wedding as possible. The longer they are left behind, the more likely they are to be misplaced or discarded. It is also recommended that valuables not be left in the church building during the service since the building is open and unsecured.

**ALL ITEMS ARE TO BE REMOVED THE DAY OF THE CEREMONY UNLESS THEY ARE BEING DONATED TO THE CHURCH.**

**PRIOR ARRANGEMENTS NEED TO BE MADE WITH THE PASTOR IF ITEMS NEED TO BE LEFT AT THE CHURCH FOLLOWING THE CEREMONY. ATHENS UNITED METHODIST CHURCH WILL NOT BE RESPONSIBLE FOR THESE ITEMS IF THEY ARE LOST, DAMAGED, OR DISCARDED.**

**ALL FEES ARE DUE IN THE CHURCH OFFICE THE NIGHT OF REHEARSAL**

	<b>Church Member</b>	<b>Non-member</b>	<b>Payable to</b>	<b>Give to</b>
Church Use	No Charge	\$150.00	<b>ATHENS UNITED METHODIST CHURCH</b>	Church Secretary
Bethel Hall	No Charge	\$150.00	<b>ATHENS UNITED METHODIST CHURCH</b>	Church Secretary
Memorial Center	No Charge	\$150.00	<b>ATHENS UNITED METHODIST CHURCH</b>	Church Secretary
Custodian	\$75.00	\$75.00	<b>Ruth Holley</b>	Church Secretary
Organist	\$100.00	\$100.00	<b>Debbie Crum</b>	Organist
Secretary **	\$25.00	\$25.00	<b>Carol Ann Philpott</b>	Church Secretary
Pastor ###	\$200.00	\$200.00	<b>Andrew Weidner</b>	Pastor

**\*\* Secretary fees are for bulletin preparation. Bulletins are purchased by the couple or can be ordered by the church secretary at extra cost.**

**### Please recognize that weddings take a great deal of time due to premarital meetings and for the wedding rehearsal and ceremony.**

**Contact Information:**

**Church Office: (570) 888-2241**  
**Church email: athensumc@stny.rr.com**  
**Pastor: (570) 888-1829**  
**Pastor's email: pastorpaw@hotmail.com**

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**WEDDING INFORMATION**  
**PLEASE PRINT**

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_ Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

**MANDATORY FINAL MEETING:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**PERSONAL DATA:**

**Bride's Name:** \_\_\_\_\_ Age: \_\_\_\_\_ DOB: \_\_\_/\_\_\_/\_\_\_

Address: \_\_\_\_\_

Phone:(day)\_\_\_\_\_ (evening)\_\_\_\_\_ Cell phone: \_\_\_\_\_

Email:\_\_\_\_\_

Previous Marriage:  YES  NO

If Yes, how was the marriage dissolved: \_\_\_\_\_ Date: \_\_\_\_\_

Church affiliation: \_\_\_\_\_

Parent's Names: \_\_\_\_\_

\_\_\_\_\_

**Groom's Name:** \_\_\_\_\_ Age: \_\_\_\_\_ DOB: \_\_\_/\_\_\_/\_\_\_

Address: \_\_\_\_\_

Phone:(day)\_\_\_\_\_ (evening)\_\_\_\_\_ Cell phone: \_\_\_\_\_

Previous Marriage:  YES  NO

If Yes, how was the marriage dissolved: \_\_\_\_\_ Date: \_\_\_\_\_

Church affiliation: \_\_\_\_\_

Parent's Names: \_\_\_\_\_

\_\_\_\_\_

Address after marriage: \_\_\_\_\_

**WEDDING PLANS:**

Place of ceremony: \_\_\_\_\_

Clergy: \_\_\_\_\_

Music: Organist: \_\_\_\_\_

Pianist: \_\_\_\_\_

Other accompanist: \_\_\_\_\_

Soloist/Vocalist: \_\_\_\_\_

Florist: \_\_\_\_\_ Phone: \_\_\_\_\_

Flowers left at church? \_\_\_\_\_ Aisle runner used? \_\_\_\_\_

Bulletins printed by: Church \_\_\_\_\_ Outside source \_\_\_\_\_

Photography and recording:

Still camera \_\_\_\_\_ Video tape \_\_\_\_\_ Audio tape \_\_\_\_\_

Number of guests expected: \_\_\_\_\_

**WEDDING PARTY:**

Liturgist: \_\_\_\_\_

Maid/Matron of Honor \_\_\_\_\_ Best Man: \_\_\_\_\_

Bridesmaids:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Groomsmen:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Flower Girl (age) \_\_\_\_\_

Ring Bearer (age) \_\_\_\_\_

Other Attendants

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**RECEPTION:**

Location: \_\_\_\_\_ Time: \_\_\_\_\_

**PASTORAL CONTACTS:**

Date: \_\_\_\_\_ Summary: \_\_\_\_\_

Date: \_\_\_\_\_ Summary: \_\_\_\_\_

**PASTORAL COUNSELING MUST BE COMPLETED BY \_\_\_\_\_.**