



Your Wedding

At St. Matthew's UMC

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YOUR WEDDING: A PLANNING GUIDE

This information is designed to help couples prepare for their wedding at St. Matthew's UMC.

WHAT IS CHRISTIAN MARRIAGE?

Christian marriage begins with a decision of two persons to spend the remainder of their lives together as husband and wife, sharing the joys and cares, the loves and responsibilities of interdependent living.

More than just a physical union, Christian marriage is the uniting of two spirits, two children of God. Through mutual trust and faith, the two can achieve a sense of oneness that will touch every element of their lives. Marriage is a partnership in which each person respects the rights and privileges of the other. It is a skilled oneness that comes with practice and patience. It is a love that grows.



Christian marriage is a big step— and it can be a wonderful one! “No other human ties are more tender, no other vows more sacred than these you now assume.”

WHO MAY BE MARRIED IN THE CHURCH?

The Sanctuary is dedicated to the glory of God, and used for the administration of the Christian sacraments, public worship and private prayer, and for activities of the church and its organizations, including weddings and funerals. To all who desire to use the worship facilities for any of these purposes, we offer a cordial invitation. Please remember to treat it with reverence and good taste.

A valid marriage license must be presented to the pastor, usually signed by the best man and maid or matron of honor, in the presence of the pastor or wedding hostess, prior to the service, and preferably at the wedding rehearsal.

THE CHURCH

The Church is happy to make its facilities available to all who desire such a service that emphasizes the sacredness of Christian marriage. The staff wants to do everything within its power to make marriage a deeply religious experience.

In keeping with its mission, the Church does not rent its facilities for weddings. The furnishings and the equipment in the Sanctuary are part of the primary function of worship, and therefore are not to be removed or hidden.

In keeping with the purpose and policy of this Church, smoking including e-cigarettes, recreational or medicinal marijuana and alcoholic beverages are not to be brought on, consumed, or served anywhere on the property.

WHEN

In order to confirm a wedding date and time, a written and signed application and a **deposit of \$100**, which is applied to the total cost of the wedding.

WHAT TIME

Four (4) hours are allotted for a wedding, includes time prior and following the service.. *For example: if the service were scheduled to begin at 10 a.m., the church would be open to the wedding party, from 8:30 a.m. to 12:30 p.m.*

WHERE

The name and address of the Church:

St. Matthew's United Methodist Church, 1360 S. Wendy Drive, Newbury Park, CA 91320

WHO

The Pastor of St. Matthew's United Methodist Church, officiates weddings at our facility, although a pastor from another Church may assist at the discretion of the pastor. Pre-marital counseling with our pastor is required and subject to the Pastor's approval.

The Wedding Hostess will call the Bride to assist with detailed arrangements for the wedding and for the reception, if held at the church. This person is required for weddings held at the church.

Pianist from our staff can be arranged for your ceremony or we may offer suggestions for other musical arrangements such as soloists. You may also provide your own performer, with the Pastor's approval.

A wedding is a service of worship, thus the music should be consistent with a worship service. All music must be coordinated with the pastor who will ensure that all music is consistent with the religious and spiritual foundation of the marriage ceremony.

The music staff has an extensive inventory of music. Should you desire music not in the inventory, the bridal party must provide the music a minimum of (4) weeks prior to the wedding for pastor & music staff to approve. Every effort will be made to honor these special requests if the music supports the spiritual nature of the ceremony, and is provided in a timely fashion. Please note that congregational singing may also be appropriate. *Do not assume that your choices of music may not be used – we encourage you to ask!*

DÉCOR, FLOWERS AND CANDLES

Aisle runners and décor may be set up the night before, as permitted. Candles are provided on the Altar table and are part of "bringing in the Light of Christ" for the Wedding service. You may also bring in candles; we prefer that candles remain on the dais. There are also candelabras available; this requires 2 weeks' notice so they will be prepared for service (and not go out!). Please remove all decorations and attachments such as tape, and let the hostess know immediately of any damage or problems.

Enclosed is an instruction sheet for your florist. Discuss the placement with the wedding hostess as well as what will be done with arrangements after the service.

PHOTOGRAPHY AND VIDEO

Photography is allowed before, during and after the service throughout the property as long as it is not disruptive to other groups on campus, neighbors, or traffic. The ceremony may be videotaped but not in a way that would decrease the solemnity of the occasion. Details about when and where pictures are to be taken should be discussed in advance with the pastor. An instruction sheet for the photographer is enclosed.

OTHER MATTERS

- The throwing of **bird seed**, the consumption of **alcoholic** beverages in any form, and **smoking** are not permitted on our campus including the parking lots.
- If children will be included in the wedding ceremony (flower girls, ring bearers, candle lighters, etc), we ask that they participate in the rehearsal. Childcare may also be arranged.
- Be considerate; all scheduled meetings (interviews, rehearsal, and wedding service) must begin on time.
- The church does not allow rehearsals or weddings to take place when ANY member of the wedding party is visibly under the influence of drugs or alcohol.
- The cancellation of wedding plans by the wedding party relinquishes the church's responsibility to return any money or supplies.

REHEARSAL

During the rehearsal, details of the wedding are discussed and practiced. The rehearsal is to be attended by ALL members of the wedding party - the ushers, the parents of the bride and groom. If children will be included in the wedding ceremony (flower girls, ring bearers, candle lighters, etc), we ask that they participate in the rehearsal as well. *****BRING THE WEDDING LICENSE on the night of rehearsal.*****
We suggest a \$250 honorarium be given to the Pastor this night.

DECORATING

This may be done up to 24 hours in advance if the space is not being used for another activity.

WEDDING DAY

Recommended arrivals at the church:

1 hour before: bride, maid of honor (with groom's ring), attendants and mother of the bride.

45 minutes before: Ushers

30 minutes before: Groom, best man (with bride's ring) and other family members.

APPLICATION FOR SERVICE

In order to confirm a wedding date and time, a written and signed application and a deposit of \$100, which is applied to the total cost of the wedding. This is non-refundable if the wedding is cancelled within 60 days of the scheduled date.

SHARE OF COST

This is the estimated cost to recover the use of our facilities and Staff member’s time.

Facilities (includes restrooms):

Sanctuary	\$250.00
Outdoor Patio	\$100.00
Wesley Room	\$100.00
Children’s Ministry Building	\$150.00

Assistants:

Wedding Hostess	\$100.00
Pianist/Organist	\$250.00
Soloist	\$100.00
Ushers	\$50.00
Sound Technician	\$100.00

PAYMENT

- The deposit of \$100: will be applied to the total Share of Cost of the wedding. In case of cancellation by the wedding party, the \$100 will be kept on behalf of the Pastor’s discretionary fund.
- Facility Share of Costs: are due 2 weeks prior to the wedding, payable to St. Matthew’s UMC
- Assistant Share of Costs: are due 2 week prior to the wedding or made directly to the Assistants on the day.
- Pastor’s honorarium: May be given directly to the Pastor at the rehearsal or on the day.

APPLICATION FOR WEDDING SERVICE

BRIDE'S NAME _____ Birthdate _____

Address _____

Email _____ Phone(s) _____

GROOM'S NAME _____ Birthdate _____

Address _____

Email _____ Phone(s) _____

OTHER CONTACT: _____ Number of Guests: _____

Desired Wedding Date _____ Time _____ a.m./p.m.

We understand and agree that:

- the bride and groom will participate in premarital counseling with the minister at least one month before the wedding.
- we will abide by the Wedding Service booklet, and other written and verbal church policies.
- we will abide by the facility policy of maintaining an alcohol-free, smoke-free(including e-cigarette) campus.
- the church does not allow rehearsals or weddings to take place when ANY member of the wedding party is visibly under the influence of drugs or alcohol.
- four (4) hours time will be allotted for the wedding service including all photography.
- on rare occasion it may be necessary for the church to substitute the minister, and this is acceptable.
- any changes in date and time of the wedding are subject to the availability of the church facility and the minister.
- the deposit to reserve the date is payable 90 days before the wedding and is non-refundable.
- all fees are to be paid in full two weeks prior to the wedding date.

Applicant's signature _____ Date _____

Applicant's signature _____ Date _____

CHURCH OFFICE USE ONLY

Date application received _____ Non-refundable deposit \$ _____

Received by _____

REFUND: \$ _____ Reason _____