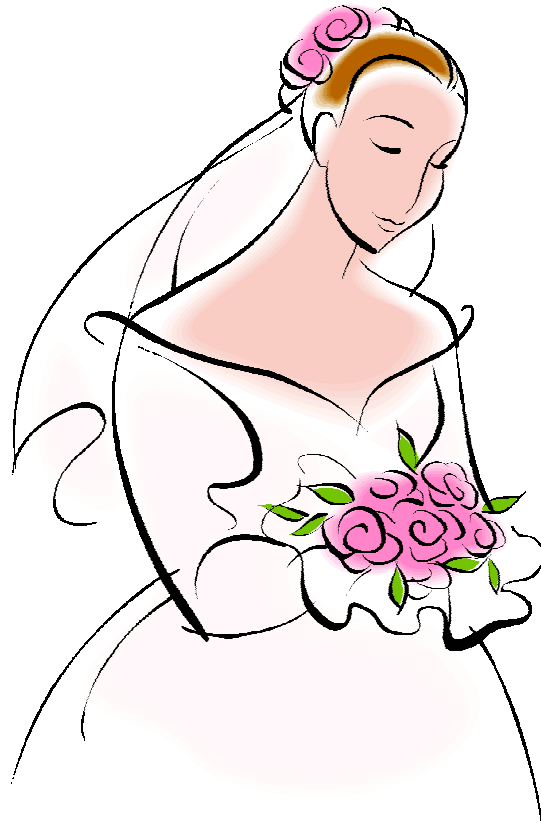


Manassas St. Thomas UMC

# **WEDDING PROCEDURES AND GUIDELINES**



*Rev. Ernest T. Herndon (Tommy)*

*Rev. Mathew G. Smith*

*Rev. Matt Meisenhelter*

## *A Letter from the Pastor*

Dear Friends:

Thank you for inquiring about using Manassas St. Thomas Church for your wedding. Our congregation believes very strongly in the sacred vows of holy matrimony and desires to afford you a place where you may covenant as man and woman to be enjoined before God, your family and your friends as husband and wife. In that regard, please take the time to familiarize yourselves with the following.

First, we believe that God intends for a man and a woman to live as husband and wife in the sanctity of a marital relationship.

Second, we believe that the wedding service is an act of Christian worship. Please know that we want to do everything within our power to make your wedding a meaningful Christian experience. Your wedding day is the first day of your married life together. It should be a day in which you are surrounded by the love and joy of your family and friends. In addition, it should be one in which you experience the sacredness of committing your eternal vow of holy matrimony. Please be in prayer about your wedding day and your marriage.

If after reading this booklet, you decide you would like to meet with the Pastor to discuss your wedding, please telephone the church office and make an appointment—703-368-5161. (It is sometimes helpful if you have two or three dates and times in mind.)

You will also be given information about pre-marital counseling that is offered by the church and about pre-marital enrichment weekends that are offered locally. We will discuss together the extent to which you will participate in either one or both of these.

Your wedding and especially your marriage are very important to the people of this church and to me. We want to be of service to you and hope that we can work together to make your wedding day very meaningful.

Pastor Tommy Herndon

*Your Wedding At  
Manassas St. Thomas  
United Methodist Church*

The Christian wedding is an act of worship, directed to God as well as to the couple. It is a celebration of love designed to fulfill legal and religious requirements for marriage and to publicly affirm the uniting of two persons in love sanctioned by God. The Pastor and those assisting will seek to make this event acceptable in the sight of God as well as one another.

The items in this booklet are to remind you of details that need your attention so that your wedding will be a time of joy for all who participate. Your careful consideration of each detail will ensure a smooth and beautiful ceremony, which you will always remember. Please read this booklet carefully, and keep it in a safe place for frequent reference.

*Reserving the Church*

After you have read this booklet; please call the church office 703-368-5161 to see if the date you have chosen is open on the church calendar. Your date will then be placed on a tentative calendar. Also discuss the Fellowship Hall if you would like to use it for your reception. At this time you will need to make an appointment to meet with one of our ministers. **NOTE: Both the bride and groom should be at this meeting with the minister.**

*Music*

The church wedding is a sacred rite invoking the blessing of God on the founding of a home. All the music selected should serve to reflect and intensify the mood and meaning of the service and direct the thought toward God. Seasonal music can be fittingly used in the festive periods such as Christmas and Easter, preferably in the prelude or postlude. The soloists should keep the words of the wedding service in mind as they choose their music. Listed below are titles of appropriate music to help you in your selection, but you are not limited to these.

*Wedding Processionals*

Bridal March	Wagner
Trumpet Voluntary	J. Clarke
Trumpet Voluntary in D Major	Purcell
Trumpet Tune in D Major	Purcell
Joyful, Joyful We Adore Thee	Beethoven
God of Our Fathers	Warren

### *Vocal Solos*

One Hand, One Heart	Bernstein
The Lord's Prayer	Malotte
The Wedding Song (There Is Love)	
The Wedding Prayer	
Jesu, Joy of Man's Desiring	Bach
O Perfect Love	Barnby/Burleigh

### *Wedding Recessionals*

Wedding March (Midsummer Night's Dream)	Mendelssohn
Allegro Maestoso (From Water Music Suite)	Handel
Psalm 19	Marcello
Trumpet Tune	Purcell
Trumpet Voluntary	Purcell
Joyful, Joyful We Adore Thee	Beethoven
A Mighty Fortress Is Our God	Luther
God of Our Fathers	Warren

### *Organist*

After you have met with the minister, the organist will be secured for you. Please note if you desire more than three soloists, the organist's fee is negotiable.

### *Soloist*

Vocal music can add a great deal too any Wedding ceremony. If you have a family member or friend whom you would like to have sing at your wedding, you are encouraged to make the arrangements with that person along the guidelines offered on the previous page. If you are in need of a soloist, the minister will provide you with a list of names from the church that have performed at weddings. It is the responsibility of the soloist to contact the organist, if needed, for any rehearsals.

### *Other Music*

If you decide to use a pianist, instrumentalists, ensemble etc. you are required to have that person or persons approved by our music staff. You are more than welcome to make such arrangements as long as they are in line with the directions on the previous page.

### *Wedding Hostess*

The services of a wedding hostess are required for all weddings. She will be present for both the rehearsal and the wedding ceremony. The honorarium for the wedding hostess

is included in the overall fees listed on the price sheet. Once you have met with the minister, a wedding hostess will be secured for you and she will contact you one month prior to your wedding. However, if you have any questions before, feel free to contact the hostess. Wedding forms along with a cover letter will then be mailed to you listing those who will serve you as well as the appropriate fees.

### *Florist and Decorations*

The couple will want to arrange well in advance with a florist of her choice for personal floral selections. As the tradition of our church is to keep flower arrangements simple, a floral arrangement for the altar is appropriate. The florist will be responsible for protective material to be placed under all candelabra, palm tubs, and other receptacles in order to protect the carpet, floors and furniture. Adhesive tape, tacks, etc. may not be used in the sanctuary, fellowship hall, or any other room in the church. No artificial flowers are allowed in the altar area. However, there is a large bible that may be used instead of an altar arrangement.

The couple must arrange for someone, usually the florist, to remove all flowers, candelabra, etc. after the wedding. If there is another wedding following yours, you will be required to do this no longer than two hours after the start of your wedding. If candelabras are used, and you would like them decorated with flowers, greenery, or ribbon, remind the florist that they need to use covered wire or chenille stems to attach items to candelabras.

**Please review these guidelines with your florist.** If there are any questions, please telephone the church office or wedding hostess.

**IMPORTANT:** The bride and groom are asked to have a designated person who will have the following responsibilities within the hour following the ceremony, removal of all rental items (except if you are using our candelabras) and floral arrangements unless you want the arrangement to stay for church services.

### *Photographers and Videographers*

Most couples desire the service of a professional photographer to capture their wedding. No flash photographs shall be taken in the Sanctuary after the bride has processed. If the bride and groom desire, flash photographs may be taken of the closing kiss and the recessional. Time exposures may be taken from the back of the church during the service.

It is appropriate for the entire wedding party to pose for pictures immediately following the ceremony after the guests have left the Sanctuary. You should be aware that photographs normally take **twenty to thirty minutes**. It is strongly suggested that you give the time of your reception to your photographer and plan accordingly. The church

reserves the right to restrict the use of any photographer who has previously violated these policies.

Video recording of the wedding is permissible. Videographers may not use additional lighting. The photographer and/or Videographers should meet with the minister and/or Wedding Hostess immediately upon arrival at the church.

### *Wedding Bulletins*

If wedding bulletins are desired, the bride and groom are responsible for purchasing them and making arrangements to have them printed. The normal order of worship used by the minister is found at the back of this booklet. If you plan to deviate from this order of worship, please do so only with the permission of the minister. It is perfectly acceptable for you to request special readings, scriptures, poetry, etc. and for you to honor family or friends by asking them to perform these readings.

### *Rehearsal*

The rehearsal is usually held the night before the wedding. Please schedule the date and time of your rehearsal when you tentatively schedule your wedding. All dates and times for the wedding and rehearsal will be confirmed during your meeting with the minister. All members of the wedding party including the musicians, ushers, bridesmaids, best man, maid/matron of honor, ring bearer, flower girl, parents and grandparents of the bride and groom should attend the rehearsal. **The minister and wedding hostess are in charge of the rehearsal.** It is important that all members of the wedding party be in the Sanctuary at the designated time dressed in appropriate attire. Normally the rehearsal will last less than one hour.

### *Maps*

It is suggested that maps be included in your wedding invitations.

### *Rice and Bird Seed*

We kindly request that neither rice nor bird seed be thrown on the church premise.

### *The Day of Your Wedding*

The custodian will open the building **two hours** prior to your wedding for decorations and for the bridal party's arrival with regard to dressing in the church. The wedding hostess will arrive about two hours before the start of your wedding. The bride and her party will be shown the dressing room the night of the rehearsal. **The bride needs to designate a person or persons to remove all the personal belongings from this room immediately after the wedding. (SUGGESTION: While the photos are being taken in the sanctuary.)**

**PLEASE DO NOT BRING ANY VALUABLES TO BE LEFT IN THE DRESSING ROOM, AS WE WILL NOT BE RESPONSIBLE.** The groom, best man and ushers should plan to arrive at the church about one hour before the wedding dressed in their formal attire. The groom and best man will stay in the pastor's study prior to the wedding.

### *Wedding Receptions*

Manassas St. Thomas' Fellowship Hall is available for wedding receptions. If you plan to use the fellowship hall for your reception, you should reserve it at the time you tentatively set your wedding and rehearsal dates. You are responsible for arranging for the reception to be catered through a caterer or friend. The caterer is responsible for cleaning the kitchen and fellowship hall after the reception with regard to restoring it to the condition the caterer found it in. A Reception Hostess from the church will be present at all times. They will give final approval with regard to the cleaning of the kitchen and fellowship hall. The church will be opened two hours before the wedding to accommodate the caterer. Portable furnishings or accessories (lattice screens, plants, etc.) may be brought in for decoration, but must be removed immediately after the reception. No tables or furniture are to be moved until the kitchen hostess arrives. It is permissible to have a disc jockey or band for your reception. Popular, secular music is acceptable if it is not suggestive or obscene. You may decorate the fellowship hall during the day before the wedding but you must make these arrangements with the Reception Hostess at the time you book your wedding.

### *Tobacco, Alcohol and Drugs*

The church has a no-smoking policy. Your wedding party and guests are kindly asked not to smoke either inside the church building or outside on the grounds.

The use of Alcohol and/or Drugs is strictly forbidden in the church. You are to instruct your wedding party that if either drugs or alcohol are found to be in use by them prior to the wedding, your wedding may be canceled immediately. Alcoholic beverages are not allowed during the reception.

### *Sound System*

As the sanctuary is equipped with a very modern sound system, a sound technician is required for your wedding and rehearsal. If you desire an audio recording of your wedding, please supply a blank CD

### *Legal Requirements*

Marriage licenses are issued by the Clerk of the Circuit Court in the county or city where the bride officially resides. Both parties must appear before the Clerk of the Court to obtain a license and both must be eighteen years of age. If either party is under eighteen, parental consent is required. The marriage license is valid for sixty days.

### *One Week Prior to the Rehearsal*

On the Friday before the rehearsal please bring the following to the church office:

1. The Marriage License and Certificate from the state.
2. The Information page found at the back of this booklet.
3. The appropriate fees for your wedding.

### *Honorarium and Fees*

Ask the church office for a list of fees.

### *A Sample Order of Worship*

Organ Prelude

Acolyte Service (Usher lights candles)

Ushering of Mothers

Solo (If desired)

Processional

Greeting

Invocation

The Lord's Prayer (In unison, if not a solo)

The Pledge of Faith

Presentation of the Bride by her family

The Vows of Marriage

The Exchange of Rings

The Pronouncement

Lighting of the Unity Candle (If desired)

Solo (If desired)

Closing Prayer

Benediction

Recessional

NOTE: If you have other readings you would like as a part of your wedding service, please notify the minister as soon as possible.

## *The Wedding Covenant*

Each couple will be asked the following Pledge of Faith and to respond by repeating the Vows of Marriage and Exchange of Rings. Please familiarize yourself with these words. A discussion of them will be a part of your meeting with the minister.

### *The Pledge of Faith*

(Name) wilt thou have this woman/man to be thy wedded wife/husband, to live together in the holy estate of matrimony? Wilt thou love her/him comfort her/him, honor and keep her/him, in sickness and in health; and forsaking all others keep thee only unto her/him so long as you both shall live?

### *The Vows of Marriage*

I (Name) take thee (Name) - to be my wedded husband/wife. To have and to hold, - from this day forward, - for better, for worse, - for richer, for poorer, - in sickness and in health, - to love and to cherish - till death us do part - according to God's holy ordinance; - and thereto - I pledge thee my faith.

### *The Exchange of Rings*

In token and pledge - of our constant faith - and abiding love - with this ring - I thee wed - in the name of the Father - and of the Son - and of the Holy Spirit - Amen.

### *Wedding Contacts*

Pastor	Tommy Herndon	703-368-5161 ext. 13
Wedding Coordinator	Judy Gallahan	

Wedding Hostesses	Judy Gallahan
	Anne Serdula
	June Childress

### *Guest Ministers*

If you would like to have a guest minister assist in the service, please clear this with Rev. Herndon. The appropriate course of action is for Rev. Herndon to write or telephone the guest minister and invite him/her to participate. **We do require one of our ministers be here for the rehearsal and the wedding.**

*Wedding Information*

Name of Bride: \_\_\_\_\_

Name of Groom: \_\_\_\_\_

Date of Wedding: \_\_\_\_\_

Time of Wedding: \_\_\_\_\_

Date of Rehearsal: \_\_\_\_\_

Time of Rehearsal: \_\_\_\_\_

Do you plan to use the Fellowship Hall for your reception? \_\_\_\_\_

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

Soloist: \_\_\_\_\_

Wedding Hostess: \_\_\_\_\_

Kitchen Hostess (If Needed): \_\_\_\_\_

Sound Technician: \_\_\_\_\_

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

Photographer: \_\_\_\_\_

Videographer: \_\_\_\_\_

*Bride*

Full Name: \_\_\_\_\_

Have you been baptized? \_\_\_\_\_

Date of Birth & Age: \_\_\_\_\_

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

\_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Work Telephone Number: \_\_\_\_\_

Mother's Full Name: \_\_\_\_\_

Father's Full Name: \_\_\_\_\_

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

Bride's Maid: \_\_\_\_\_

Bride's Maid: \_\_\_\_\_

Bride's Maid: \_\_\_\_\_

Bride's Maid: \_\_\_\_\_

Flower Girl: \_\_\_\_\_

Will Grandparents be present for the wedding? \_\_\_\_\_

*Groom*

Full Name: \_\_\_\_\_

Have you been baptized? \_\_\_\_\_

Date of Birth & Age: \_\_\_\_\_

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

\_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Work Telephone Number: \_\_\_\_\_

Mother's Full Name: \_\_\_\_\_

Father's Full Name: \_\_\_\_\_

Best Man: \_\_\_\_\_

Usher: \_\_\_\_\_

Usher: \_\_\_\_\_

Usher: \_\_\_\_\_

Usher: \_\_\_\_\_

Ring Bearer: \_\_\_\_\_

Will Grandparents be present for the wedding? \_\_\_\_\_

*Other Information*

Who will escort and present the bride? \_\_\_\_\_

Who will usher the following persons? \_\_\_\_\_

Mother of the Bride: \_\_\_\_\_

Mother of the Groom: \_\_\_\_\_

Grandparents of the Bride: \_\_\_\_\_

Grandparents of the Bride: \_\_\_\_\_

Grandparents of the Groom: \_\_\_\_\_

Grandparents of the Groom: \_\_\_\_\_

Who will light the candles? \_\_\_\_\_

Who will dismiss the congregation (two ushers)? \_\_\_\_\_

\_\_\_\_\_

Does anyone in the wedding party have a disability or handicapping condition? \_\_\_\_\_

Other Concerns? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_