

# *First United Methodist Church*

## *Wedding Guidelines & Fee Schedule*

*Congratulations on your upcoming wedding!*  
*We look forward to working with you on planning your wedding.*

### **How do we reserve First UMC for our wedding?**

FUMC clergy and the church Operations Committee must first approve your proposed date. Contact Assistant to the Pastors, Ev Dick, at [ewoolpert@fumc.org](mailto:ewoolpert@fumc.org) or 608-256-9061 to inquire about your date. You will be informed when the date has been approved.

Once the date has been approved, please complete the *Wedding Reservation Form* and submit a \$100 non-refundable deposit via our [secure payment site](#) (select “Facility Use” and enter “wedding deposit”). If you wish to pay by check, please make it out to “First United Methodist Church” and write “wedding deposit” in the memo line (mail to 203 Wisconsin Avenue, Madison, WI 53703). A staff member will contact you to confirm we have received your deposit and to start the conversation about your wedding event details.

At least two months prior to the wedding please complete the *Wedding Information Form* confirming details for both the rehearsal and the wedding. All fees are due one week prior to the wedding.

**Who will officiate?** First Church members may request a particular FUMC clergy person however, personal and church calendars will determine which clergy person will be working with you. Because of busy schedules, non-First Church members are encouraged to find an outside clergy to officiate. Please send that clergy person’s contact information to the church as early as possible. It is the responsibility of FUMC clergy to extend an invitation to that clergy person and to confirm their credentials.

**How do we arrange for an organist/pianist and other music?** You will need to contact our Music Director and organist, Ross Cowing at [rcowing@fumc.org](mailto:rcowing@fumc.org) or 608-833-2282. If he is unable to serve as your organist/pianist, he will provide names of other organists for you to call. Any guest organist/pianist will need to be approved by Ross. He is also happy to offer suggestions about processions, recessions, soloists, and other music you may want to include in the service.

**When should we meet with the presiding clergy person?** The FUMC officiating clergy will need to interview the bride and groom prior to making facility plans. At least three months before your wedding, call your officiating clergy person to schedule an appointment. You will meet approximately two to four times. A major focus will be placed on planning the wedding service, but getting acquainted with the minister is important, too. You may be asked to complete a pre-marriage inventory that will become the focus of at least one session. It will be taken online for a fee of \$35. A certified marriage and family counselor may also be invited to conduct this feedback session. In that event, the counselor will determine his/her fee for this session.

**What is the seating capacity in the sanctuary?** Our sanctuary will seat approximately 450 people in the present configuration. Our second-floor Chapel may be used for smaller, more intimate weddings and will seat approximately 75 people.

**How many pews are on the main aisle?** There are 14 on the right, and 13 on the left.

**Can we reserve parking in front of the church?** If you go to the Madison City/County Building about a week before your wedding, the Traffic Engineering Department may give you parking meter bags for the six meters in front of our church. There is no charge for these “Reserved Parking” bags. Please be aware that we are a downtown church with very limited parking. Most of your guests will need to use nearby public parking.

**What do we need to do in the last weeks before our wedding?** One week before your wedding, all facility and personnel fees should be paid in full to the church office. An invoice of appropriate fees will be sent to you. Failure to submit fees will cancel the reservation.

**Don’t forget to get your marriage license!** Please bring it and give it to the pastor at your rehearsal.

### **Use of the Building and Parking**

- Wedding rehearsals usually take about one hour. The doors will be opened approximately 15 minutes before your scheduled rehearsal. Make every effort to arrive on time.
- Please do not alter or move any furnishings in the sanctuary for your wedding service without permission. Church seasonal decorations as well as the choir risers and chairs will be left in place for weddings.
- The Music Room on the lower level will be set aside for use by one of the partners and his or her attendants. Wedding clothes may be brought to the church on the night of the rehearsal to be locked in the room. A full-length mirror is available.
- A second room for the other partner and attendants can also be set aside if requested.
- There is limited church parking available. Please talk with Brooke Seeliger in the Welcome Center at [bseeliger@fumc.org](mailto:bseeliger@fumc.org) or 608-256-9061 about parking possibilities. Public ramps are across the street and within two blocks of the church.
- No smoking or alcoholic beverages are allowed in the church building or on church grounds.
- The building will be opened for flower delivery, wedding party arrival, dressing, photography, etc. at the time designated on the Wedding Information Form. **The building will be available to you for a total of 5 hours which includes time prior to, during, and after the wedding.** Any additional time needed should be negotiated with Sarah Flanagan at [sflanagan@fumc.org](mailto:sflanagan@fumc.org) or 608-338-1288 so that the FUMC custodian can appropriately plan for the exception. Extra fees may apply.
- Weddings will not be scheduled after 6:00 p.m.

### **Flowers**

Flowers for your wedding may be placed on the worship table and/or on flower stands. The church has several flower stands of varying heights.

### **Photographs and Video Recordings**

We encourage you to consider taking formal wedding photographs before the wedding. You are likely to look your very best then, and you will be glad to have that task completed when the wedding is over and the time to celebrate has come. It is also a courtesy to your guests if they don’t have to wait before you arrive at the reception. If you prefer to take your wedding photographs after the wedding, please work with your photographer to keep that process to an hour or less.

Please share these guidelines with your photographer:

- Because the wedding is a worship service, we request that no flash photographs be taken during the service. After the processional, photographers may take photos without flash from the rear of the sanctuary. The rear balcony will be open as well.
- See the A/V technician about video taping.
- Please do not move sanctuary furniture – including candelabras – for photography purposes without prior approval of the officiating clergy or custodian.

### Audio Capabilities

We have a quality sound system that requires a trained technician to operate during the wedding. A fee is required for his/her services. A wireless lapel microphone is provided for the groom. Microphones are also provided to readers and musicians, as needed. If the sound setup requires the technician to be present at the rehearsal, an extra fee will be charged.

### Candles

Two large candles are provided on the communion table. If desired, the church can also provide a set of brass candelabras (\$50 for non-members). Each candelabrum holds seven liquid paraffin candles, which are provided by the church. Any flowers or other decorations to be mounted on the brass candelabra must be attached with *padded* wire. The open width of each candelabrum is 26”.

Pew or aisle candles can be rented from area florists or rental agencies. The florist or wedding party is responsible for placing and removing these on the day of the wedding.

### Rice, Bird Seed, Live Flower Petals, Glitter...

Please do not use any of these either inside the building or on the church grounds. They are hard to clean up inside and are dangerous for pedestrians and birds on the church grounds.

### Aisle Runner

Your florist can provide an aisle runner if one is desired. The length of the center aisle is 56’. If you wish to have artificial flower petals scattered on the aisle runner, please designate someone to be responsible for picking them up following the wedding.

### Services and Fees

*Please pay no later than one week before the wedding.*

	<b>For Members*</b> (Who have been full members for at least six months prior to the wedding date.)	<b>For Non-Members</b>
For use of the Church (Sanctuary, common areas and dressing room.)	No Charge	\$1200.
Custodial Services (An additional \$30/hour will be charged if building is needed beyond the five hours.)	\$250.	\$300.
Sound Technician	\$100.	\$100.
Organist	\$175.	\$175.

(If additional meetings or rehearsals are required there will be a charge of \$35.00 a time.) Organist's fee can be made payable to Ross Cowing.		
Officiating Minister (if a First Church clergy is presiding.)	\$300.	\$300.
Pre-Marital Inventory – Payable to Prepare/Enrich	Online	Online
Session with a certified Marriage & Family Therapist – Payable to the counselor.	Determined by therapist	Determined by therapist

Fees are established at the time the reservation form has been accepted. All fees should be paid, in full, one week before the wedding with a check made payable to First United Methodist Church. Fees for building use, custodial services, sound technician and clergy may all be combined into one payment made to the church. Please pay the organist/pianist and any other musicians directly. If the officiant is a clergyperson from outside FUMC please pay them directly too.

The officiating clergy may adjust fees at his/her discretion.

#### Contact Information

Church Office: 608-256-9061

Lead Pastor: Rev. Dr. Mark Fowler, [mfowler@fumc.org](mailto:mfowler@fumc.org)

Executive Associate Pastor: Rev. Tina Lang, [tlang@fumc.org](mailto:tlang@fumc.org)

Assistant to the Pastors: Ev Woolpert, [ewoolpert@fumc.org](mailto:ewoolpert@fumc.org)

Director of Church Music: Ross Cowing, [rcowing@fumc.org](mailto:rcowing@fumc.org)

Finance Director, Sarah Flanagan: [sflanagan@fumc.org](mailto:sflanagan@fumc.org)

Welcome Center, Brooke Seeliger: [bseeliger@fumc.org](mailto:bseeliger@fumc.org)

Building Supervisor: Dennis Anderson, [danderson@fumc.org](mailto:danderson@fumc.org)