



We are delighted you are considering Wall Street United Methodist Church for your marriage ceremony. This booklet has been prepared to assist in making your ceremony a beautiful and memorable occasion and should answer some of your questions to help you plan with greater efficiency and ease. As other questions arise, please contact us.

A Community of Support

Whether you are a longtime member or were drawn in by the beauty of our worship space, our community wants to support you as you begin a new phase in your life. At Wall Street, we believe the service of Christian marriage is a solemn asking of God's blessing upon the lives of two people united by God in one new life. Christian marriage recalls Jesus' own blessing of a wedding at Cana in Galilee and in that light, we see weddings as worship services to celebrate God's gift of love, and to affirm a covenant between two people and God.

We hope you also will see the beauty of our community as well. By beginning your marriage at Wall Street Church, our community will surround you with love and support on that day and in the days and years to follow. We hope you'll continue your life together in worship with us each Sunday, but even if you choose another faith community we hope Wall Street Church will remain an important part of your connection to one another and to God.

A Myriad of Important Decisions to Make

We know there are many factors in choosing your wedding venue: size, location, beauty, and availability. Wall Street Church is a wonderful place to celebrate a marriage. Here are just a few ways we hope to support you as you prepare and plan for your marriage:

Planning your marriage ceremony

From music to aisle runners, planning this important day can often be stressful and difficult. Our pastor will help you create a beautiful ceremony blending the richness of Christian worship with your unique personality. Our musical staff will help you choose appropriate music for the occasion and offer their talents for your ceremony. Our wedding coordinator will help you coordinate the many details that are a part of your planning.

Helping you prepare for marriage

Our community will reach out to you as you prepare not only for your big day but for the lifetime of commitment you begin here at Wall Street. This support does not end the day you get married but continues into the years following.

Next Steps in the Process

Timeline and events

Step One: Schedule your wedding at Wall Street

Your first step is to contact the church office (812-282-9868) to see if your proposed date is available. Dates surrounding and including Holy Week (Palm Sunday through Easter), Christmas, New Years, and other holy days are not available due to the church's worship and seasonal activities. We will do whatever we can to find the right date for your celebration. Please note, the ceremony will not be scheduled later than 6:00 p.m.

Early booking of the church for your wedding is to your advantage. Member and non-member weddings may be booked up to 18 months in advance.

We want to honor your ceremony in the same way we honor any worship service at Wall Street. For this reason, we will block off the church calendar during your ceremony so that no other activities will take place at the time of your wedding ceremony. Please note, this only includes the one hour reserved for the worship celebration and other activities may be scheduled in other rooms throughout the day.

Step Two: Wedding fees

A list of wedding fees is available from the church office. A Wedding

Questionnaire, Building Use Agreement signed by both the bride and groom, and a non-refundable \$250.00 deposit toward your total wedding fees must be received in the church office to book your wedding at Wall Street Church. Please make checks payable to Wall Street United Methodist Church.

Your membership status at the time of booking determines the fees which will apply to your wedding. You must be a member of Wall Street Church in good standing the day your wedding is booked to receive member pricing.

The balance of all wedding fees is due and payable at the church office 30 days prior to your wedding date. Failure to make payment in full by the due date can cause forfeiture of your reservation.

Step Three: Preparing for Marriage

We usually schedule two meetings to help plan your service, but additional meetings may be scheduled if that would be helpful. The pastor will focus on the ceremony itself but will also be available to answer any questions you might have. These meetings must be in person and include both bride and groom.

We hope that as you are meeting with our pastor you will attend worship with us on Sunday mornings, if you do not already. That way, not only will you get to know our pastor better, you will meet our larger community of worship.

As you prepare for your wedding, we also want to assist you in preparing for your marriage.

Couples are required to participate in pre-marital counseling sessions with the church's designated counselor. An on-line fee for an assessment is the responsibility of the wedding couple and is not included in the counseling fee. These sessions (usually 3-4) will assess your mutual expectations, strengths, and areas of growth. We believe this time together will enhance your relationship and provide an enjoyable and informative way to grow in your marriage.

Step Four: Preparing for the Ceremony

Our wedding coordinator will begin working with you once your date has been scheduled. We will provide you with some helpful information to think about, and our pastor and music staff will work with you to plan a beautiful service. We

encourage meaningful creativity in the elements of the service but ask that these elements be fitting for a service of Christian worship. We will help you create a service that is worshipful, personal, and memorable. Our pastor will not only approve the final order of worship but will help you each step of the way.

The pastor at Wall Street will officiate at all weddings held at Wall Street. If desired by the wedding couple, other clergy may, at the discretion of the officiating Wall Street Church pastor, be invited to participate in the ceremony. It is normally not a problem for other pastors to assist in these services of marriage. However, your Wall Street Church officiating pastor will make the contact to extend an invitation and to arrange details regarding the visiting clergy's participation in the ceremony. Please note that United Methodist Church clergy are subject to itineracy and may be moved from a congregation at the will of the Bishop; once a pastor leaves Wall Street he/she should not be expected to return to officiate a wedding.

To help you think about your celebration, here are a few things to remember:

Music

- Wall Street Church enjoys a tradition of excellence in music. Whether you are familiar with sacred music and want to take an active part in the selection of music or if you prefer to leave the selection up to our staff, here are a few guidelines to remember in thinking about the music for your ceremony: ^[]_[SEP]
- Because the service of marriage is a worship service, the music selections are sacred music and serve to reflect and intensify worship —hymns, classical, or more contemporary Christian music. We desire to cultivate a sense of worship in each wedding service with selections that invoke blessing, reverence, and the glory of God in devotion, thanksgiving, and praise. Wall Street Church's music staff will assist and approve all musical selections for your service. (Note: The Lord's Prayer is an integral part of our worship life in community and should be spoken by the entire congregation as a corporate act rather than sung by a soloist). ^[]_[SEP]
- Because they are not elements of Christian worship, secular love songs are reserved for your reception. Additionally, pre-recorded, electronic, or amplified music is not suitable to our worship space and are not to be used. No sound equipment may be brought in to the sanctuary. ^[]_[SEP]

- Music selections are to be sent to the organist of Wall Street Church at least six weeks prior to your ceremony so that the music staff will have time to approve the selections or suggest fitting alternatives. [L] [SEP]
- Another organist or other musicians may be invited to take part in weddings at the discretion of Wall Street Church's music staff. In any case, Wall Street Church's organist will be active in your ceremony and should be compensated as normal. This is part of the organist's compensation agreement with our community. [L] [SEP]
- Instrumental music such as violin, harp, brass, guitar and flute are appropriate to worship, and our music staff can help locate such musicians (as well as vocalists) for you. Fees for these musicians should be worked out with both Wall Street Church's organist and the musicians. The organist's fee would still apply in these cases as well. [L] [SEP]
- If you have a soloist, we recommend scheduling a time for them to meet with our music staff at least two weeks prior to the ceremony to discuss technical details (microphones, musical arrangements, keys of selections, etc.) and to schedule a time to rehearse (usually 45 minutes prior to the service although other times are available as well). These rehearsals should be at other times than the official rehearsal so that due time can be spent in coordination of solo and accompaniment and for testing the microphone and acoustic environment of this church. [L] [SEP]

Decorations [L] [SEP]

- Wall Street Church is a beautiful site to hold a service of marriage and to keep this beauty and to maintain the important elements of our worship space, we ask that you take special care not to adhere by either tacking, taping, or sticking any materials, floral or otherwise, to the pews or walls of the sanctuary. [L] [SEP]
- Wall Street Church has established a tradition of special sanctuary decorations throughout the year in various liturgical forms. These decorations are important parts of our worship life together and shall remain in place during your service as that too is part of our worship life. This is especially true of the placement of the baptismal font and decorative

or symbolic items on the altar. For example, the Chrismon tree and other symbolic decorations placed on and around the chancel area during the Advent season may not be removed for your ceremony.

- Only drip-less candles may be used. [L] [SEP]
- After the service, in stewardship to the environment as well as for our community's safety, no rice or confetti is to be thrown on church walks, steps or grounds. [L] [SEP]

Photography

- No flash photography is allowed during the service. Please be sure to remind your photographer as well as family and friends so the service is not interrupted. [L] [SEP]
- Videography may also be desired, and our wedding coordinator will work with both your videographer and photographer to find locations where they will not interfere with the service. [L] [SEP]

Step Five: Marriage License [L] [SEP]

Marriage licenses can be obtained at the County Clerk's office, either in the county of residence of the bride or the groom, or Clark County, the county in which Wall Street Church is located. There is no waiting period, but the law requires the bride either to take a rubella test or to present evidence of prior inoculations. This is validated on the State form. Please bring the form, with biological information completed, to Wall Street Church's wedding coordinator no later than the rehearsal. The wedding coordinator will return the form to you after the wedding.

Step Six: Rehearsal

Whenever possible, the rehearsal for a wedding will be held the evening before, beginning no later than 6:00 pm. This will be determined by the circumstances of the wedding party, the minister, and the wedding facilitator. In consideration of the time and other responsibilities of the church staff, it is important that a rehearsal begin promptly. Our pastor and wedding coordinator will run the rehearsal and it should take no longer than one hour. All persons immediately connected with the wedding party should be present for rehearsal.

The Wedding Day: General Information

- A traditional United Methodist celebration of marriage liturgy without Holy Communion is about 30 minutes. This liturgy includes two scripture readings, special music, and a short message from the pastor and an optional element like a unity candle. Depending on the number of guests, Holy Communion by intinction, dipping the bread into the cup, adds 10-20 minutes to the ceremony.
- Ceremonies at Wall Street Church are scheduled in the sanctuary. Our pastor is also available to consult about weddings in homes, outdoor settings, or other appropriate locations. ^[L]_[SEP]
- Wall Street provides a four-hour block for weddings including the ceremony. This means you will have access to the church three hours before your scheduled ceremony. If you require more time for preparation or pictures, before or after the ceremony, advanced notice and additional fees are required.
- While we provide convenient dressing rooms for all attendants, items of value such as cameras, jewelry, purses and wallets should not be left in the rooms unattended. Wall Street Church's doors are open to all people and we cannot insure the security of your personal items.
- The use of any alcohol, drugs or tobacco products is not permitted on church property. No member of the wedding party (including the bridal couple) should be under the influence of alcohol or drugs for the rehearsal or for the ceremony. At the discretion of the pastor, the wedding may be cancelled or delayed at any point if alcohol or drug use by any in the wedding party is suspected. ^[L]_[SEP]
- Some couples like to leave wedding flowers for Sunday use in the church. This is certainly appropriate and, if you wish to do so, please tell the wedding coordinator in advance so that proper notation may be made in the church bulletin expressing our joy in your marriage and appreciation of your gift. ^[L]_[SEP]

Violations of the wedding policy may result in cancellation of the wedding at any time. Deposits will not be refunded in the event of a violation. Please be sure to meet all deadlines and requests for information in a timely manner. ^[L]_[SEP]

Thank you for thinking of Wall Street Church as a place to begin your life together as a married couple. We are honored to share in this important time. We hope you will make Wall Street Church your church home if it is not already. Our community is here to support you both before the ceremony and in the years to come. If you desire counseling at any point in your marriage, or if you simply want a place to worship, we hope you will call on us!

Wall Street United Methodist Church Wedding Fees

Building Fee - \$250

Building fees include use of the sanctuary, room 17, and up to two other rooms (four hours total) and custodial services. The fee also covers the rehearsal.

Wedding Coordinator - \$100

This fee includes one meeting to review the church wedding manual and answer any questions, discuss coordinating with outside vendors for deliveries, and setups and details for the sanctuary. The fee also includes help coordinating the rehearsal and four hours of time on the day of the wedding.

Organist Fee - \$150

This fee includes one meeting with the organist to choose the music for the ceremony, the rehearsal, and the ceremony.

Pastoral Fee - \$200

This fee includes two meetings to plan and prepare for the ceremony, to help coordinate the rehearsal, and officiate ceremony.

Additional Time - \$50/hour

With advance notice, you may extend your four-hour block before or after the ceremony with an additional hourly fee. This fee includes building usage as well as extended time for custodial staff and the wedding coordinator.