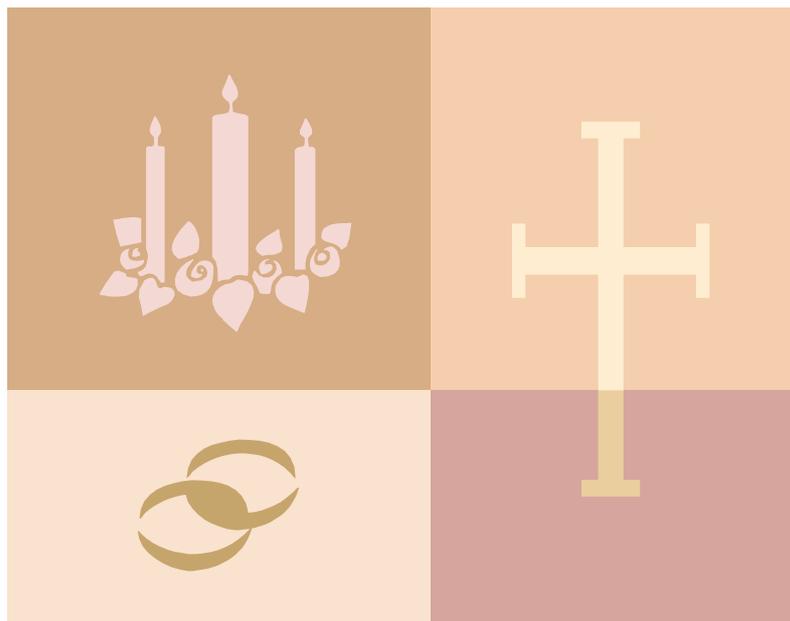


Isle of Faith



United Methodist Church



Marriage Manual

Dear Friends,

The Discipline, the official rulebook of the United Methodist denomination, says this about planning a wedding:

"In planning to perform the rite of matrimony the Minister shall have unhurried premarital conference with the parties to be married... concerning all phases of marital and parental life. It is strongly urged that these conferences be held as early as possible before the date of the wedding."

These conferences are nothing to worry about. They are friendly, informal visits as we get to know each other and plan the type of wedding you want. I will not lecture or preach to you.

No United Methodist Minister is allowed to perform a wedding without premarital counseling.

These informal conversations are different with each couple and may be only one in number. We will decide at the first conference if we need to talk together again.

The highest compliment you can pay to a Pastor is to ask him to perform your wedding ceremony.
Thank you!

Most Sincerely,

Rev. Aaron Ankeny
Pastor

*No other human ties are more tender, no other vows more sacred than those you now assume.
(From the Wedding Ritual)*

We are pleased that you plan to use Isle of Faith United Methodist Church for the consecration of one of the most important events of your life. The following guidelines are the official policy of our church and will indicate the proper stages as you plan your wedding.

1. Telephone the church office (904.221.1700) for an appointment with our Pastor. This should be done well in advance of the wedding date. In cases where one or both of the persons to be married have been divorced, the Pastor and the couple are under special obligation to counsel thoughtfully well in advance of the desired wedding date. If you have any questions, by all means feel free to contact the Pastor.
2. Make reservations on the church calendar for the rehearsal, wedding, and reception well in advance so that you will not be disappointed. There is a \$50.00 deposit to place a wedding date on our church calendar. If you choose not to have your wedding here, it will not be refunded.
3. Weddings are not social displays, but sacred and holy services of worship when held in a church. As such, the Pastor is in charge at all times, not a caterer, florist, or consultant. All physical arrangements are subject to his approval. He seeks to make your wedding gracious and beautiful. He will consult directly with the bride and groom on all matters concerning the wedding.
4. Our Pastor is happy to marry non-members. We place no restriction on the marriage of those who are not members of this or any other church.
5. Divorced people may be married in this church if the divorce has been final for at least one (1) year. In all cases, the Pastor has the freedom to decline to marry any couple if he feels they are not emotionally ready to enter into a marriage relationship.
6. The paraments (cloths on the altar) are in keeping with the colors of the Christian Year. They will, however, be changed to white for the wedding.
7. None of the chancel furnishings are to be moved or removed without the permission of the Pastor, and this would rarely be given. The narthex is not to be altered in any way.
8. No artificial platform or structure shall be used. The church is sufficiently designed and arranged for weddings.
9. Smoking is not permitted in any of the church buildings, including the rest rooms.
10. No alcoholic beverages are permitted on the premises or during a wedding rehearsal or reception. No person in the wedding party who comes with impaired judgment because of alcohol or drugs will be allowed to take part in the ceremony itself. The Pastor is to make any decisions concerning this. Experience has shown that it is better to eliminate one in the party than to risk ruining the service from intoxication, passing out, sickness, etc., causing embarrassment to all. It is well to advise all members in the wedding party of this in advance. The Pastor's judgment will be final.

11. No rice, confetti or birdseed is to be thrown on the property. In addition to being messy and extremely difficult to clean up, rice is hazardous to step on when on hard surfaces.
12. The church has a unity candle stand and can provide, on request, a lovely wedding candle ensemble for the altar. The cost for these three-candle sets range from \$45.00 to \$50.00, and will be yours to take home. These candles may be lit as an optional part of the wedding ceremony.
13. The marriage license must be brought to the rehearsal. All financial obligations must be resolved by Wednesday before the wedding.
14. Arrangements for the music must be made directly with the church's Director of Music Ministries, Mark Kellner (904.221.1700 ext. 209), who is a professional and is both able and responsible to counsel concerning proper music for your wedding. The wedding ceremony is a worship service and therefore not all secular music is appropriate. Special permission must be granted for anyone other than the church's musicians to provide music for the service.
15. Florists must prepare arrangements of flowers outside the church. Arrangements must be made with the church office for delivery.
16. No nails, tacks, or screws are to be inserted into any part of the building or woodwork. No carpentry work is allowed within the buildings. Because the sanctuary chairs are upholstered, pew markers/bows must be attached to the chairs with clips.
17. Nothing shall be placed on the altar except the cross, church candles, and wedding candles. The design of the chancel provides for arrangements of flowers at a number of optional places.
18. If candles are used, they are to be of the non-drip variety, and under all conditions the florist is responsible for using plastic or equivalent coverings on carpets beneath candelabra, floral arrangements, greenery pots, etc.
19. Florists are responsible for any property damage or cleaning expense incurred due to failure to comply with these guidelines.
20. NO PHOTOGRAPHS MAY BE TAKEN DURING ANY PART OF THE CEREMONY! The ushers will remind anyone entering with a camera that pictures will be taken after the ceremony and will request no photographs during the ceremony. They are distracting and take away from the dignity of the wedding. Professional photographers know and observe this. Time exposures are permitted as they involve no flash and the photographer can be discreetly positioned. There will be time allotted after the ceremony for the posing of pictures of the entire wedding party,
21. Video taping of the ceremony is permissible. However, no spotlights may be used and the location of the camera must be approved by the Pastor. The church has the ability to videotape the service from the sound booth at a cost of \$100.00, check with the office.
22. It is advisable that flower girls and ring bearers be at least five (5) years old. Younger children tend to disrupt the service.

23. It is permissible for the flower girl to scatter live or artificial flower petals in the center aisle. If live petals are used, an aisle runner must also be used and provided by the wedding party. The aisle is 35' long.
24. Only music ministry members or event speakers will be on the chancel area. Only music ministry members will be around the musical equipment.
25. Under no circumstances should anyone other than a church authorized technician enter the sound/video booth. A church technician is required to operate the equipment. This must be arranged in advance. Fee required.
26. No Food or drink will be allowed in the Sanctuary. If a spill occurs on the carpet in the Narthex, only water will be used to clean up spill. Other chemicals will damage the carpet and/or cause further staining.
27. Check the Sanctuary and Narthex as you leave and remove trash, leftover bulletins, decorations, etc.
28. Notify the church secretary if any equipment, machines, or tools appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to you or others. (If any damage is noted prior to the group's usage, notify the church secretary prior to the group event.)
29. In case of building emergency, please call the pastor, Aaron Ankeny at 220-2356.
30. The church reserves the right to add other guidelines and responsibilities in the future. The Pastor's judgment will be final in all matters not covered by these guidelines.

Again, we thank you for making Isle of Faith United Methodist the place in which you choose to start your journey into marriage and life together. We will do our best to provide you with the ceremony you feel is most appropriate for you. We will also be sure to make ourselves available to answer any questions or concerns you may have. Please feel free to contact the church office at any time, 904.221.1700, ext. 201.

Additional information on Use of the Church Kitchen

- Food in the kitchen is purchased for specific purposes. Please do not help yourself to anything in the kitchen you did not bring.
- Obtain approval from Kitchen Director prior to storing food in kitchen.
- Obtain approval for any kitchen equipment that may be used during the event.
- Turn oven element fan on before using the ovens. Make sure ovens and fan are turned off when finished.
- Make sure a pan with water is placed in the warming oven when in use.
- The kitchen must be left clean. Ensure the following is completed:
 1. Trash removed, taken to dumpster and bag replaced
 2. Dishes/Pans washed, dried and put away
 3. Sinks cleaned
 4. Counters wiped down and floors swept
 5. Stove and ovens wiped down
 6. Leftovers removed
 7. Tables and chairs wiped down
 8. Tablecloths wiped down and put away
 9. Equipment turned off

- Groups will provide all linens, hand towels, and napkins.
- Groups will provide all service pieces, trays, punch bowls, flatware, etc. unless approved by Food Services Director.
- Coffee urns may be used. Group will provide its own coffee, sugar and cream.
- Ice machine may be used. It is located in the closet to the left of the kitchen. Ensure doors to machine and closet are closed after event.

Wedding Fees

Sanctuary:	<u>Members</u>	<u>Allotted Time</u>	<u>Non-Members</u>
Ceremony	No Charge	3 Hours	\$500.00
Rehearsal	No Charge	1 ½ Hours	
Reception	\$50	3 Hours	\$250.00
Rehearsal Dinner	\$50	3 Hours	\$150.00
 Pastor Fee	 No Charge		 \$200.00
 Pianist/accompanist	 private		 private
 Church Soloist	 private		 private
*Sound Technician	\$50.00		\$100.00
**Sound Technician at rehearsal	\$25.00		\$50.00
*Custodian	\$50.00		\$50.00

- A \$200 refundable deposit is required to use Kitchen and/or Fellowship Hall for receptions or rehearsal dinners. This deposit will be refunded in whole or in part depending on whether the facilities and equipment are left in the same or better condition as when the group arrived.
- Checks for all individuals, (i.e. pastor, soloist, musicians or accompanist) providing services to you are to be made out directly to each of them. Please **DO NOT** make one payment to the church.
- Payment for the sound technician and the custodian is to be made to the church.*
- Groups are limited to the use of rooms and/or equipment specifically approved on the Use of Church Facilities Request For Wedding Form. It is assumed that all requests will include the use of bathroom and hallway facilities leading to the room used.
- Only people with an authorized "Sound Booth Pass" are allowed into the sound booth.
- Groups will ensure that children are properly supervised. Children will not be left unattended whether inside or outside the building. Children will not be allowed to roam the building without an adult.

* Custodian and Sound Technician are Church employees that are required to be present on the day of the ceremony. Make payment to the church.

** Sound Technician is not required by the church to be at rehearsals but if needed by special circumstances, an extra fee is charged as listed.

USE OF CHURCH FACILITES REQUEST FOR WEDDING

(To be completed by all couples getting married at Isle of Faith)

TODAY'S DATE: _____
 GROOM'S NAME: _____
 BRIDE'S NAME: _____
 ADDRESS: _____
 PHONE: _____ SIZE OF GROUP _____
 WEDDING DATE: _____ TIME OF WEDDING _____
 REHEARSAL DATE & TIME: _____
 FACILITIES REQUESTED:

	Yes (specify equipment requested)	No
Sanctuary/Narthex		
Fellowship Hall		
Kitchen		
Bride Rm #		
Groom Rm #		
Outside Facilities		
Sound Booth: Technician:		
Accompanist:		
Pastor:		
Special Arrangements:		

I have received and read the MARRIAGE MANUAL & WEDDING POLICIES and agree to abide by these guidelines and to be responsible for the activities of my group.

Signature _____

Accepted by _____

FEES/DEPOSITS/PAYMENTS:

	Fee	Amt Paid	Date Paid	Check #
Wedding Fee				
Clergy				
Sound Tech.				
Custodian				
Fellowship Hall				
Kitchen				
Other:				

Order of Worship

- Prenuptial Music and Video
- Entrance of Mothers and Grandmothers
 - Music
- The Processional
 - Music
- The Greeting
- The Charge
- The Declaration of Intent
- The Scripture Reading(s)
 - Music may be inserted between readings
- Prayer
- The Exchange of Vows
- The Exchange of Rings
- The Lighting of the Unity Candle
 - Music
- The Declaration of Marriage (Pronouncement)
- Prayer
- The Lord's Prayer
- The Benediction
- The Recessional
 - Music
- The Postlude