

**First United Methodist Church**  
**618 Eighth Street, Columbus, IN 47201**  
**(812) 372-2851**



Thank you for inquiring about scheduling your wedding at Columbus First UMC. This booklet will provide information concerning the church, music, photographs, etc. and will answer many of the questions you have about planning a wedding at the church. A wedding is a special time in which you will take your vows before God and a gathering of your friends and family. It is our goal to work together to make your service both special and sacred.

We look forward to working with you and getting to know you better as we plan for this important day together.

Sincerely,

Howard E. Boles  
Senior Pastor

### **The First Steps**

To confirm the availability of a wedding date, please contact the Church Administrator, Tammy Fields, at 812-372-2851. Tammy will confirm the availability of your date and tentatively add it to the church calendar.

After confirming your date, please send a \$100 deposit, payable to First UMC, directly to the church. This will officially confirm your wedding date.

Once this is reserved, one of the pastors will contact you to get to know you and to talk about counseling arrangements.

### **Contacting the Pastor**

Although much of the planning focuses on the wedding event, we understand that what you are planning is a marriage, a lifetime of love and commitment. Because of this, we require that all couples participate in premarital counseling sessions with the pastor.

### **The Wedding Coordinator**

The church provides a wedding coordinator to assist you with details related to the ceremony. The coordinator will be present at the rehearsal and throughout the wedding.

### **Music**

It is important to contact the church organist to coordinate the music for your wedding. All music and solos must be approved by the organist. Although the organ is the primary instrument used for weddings, a piano is also available. When planning to include a soloist, it is also important that the soloist contact the organist to arrange a time to practice together before the ceremony.

### **Additional Staff**

It is sometimes possible to arrange for a vocal soloist from the church. If you need a soloist, we can provide some recommendations. A fee for the soloist is not included in the package.

### **Financial Arrangements (see also Fee Schedule)**

All fees can be sent directly to the church, payable to First UMC. Final payment is to be made six weeks prior to your wedding. The final payment is in addition to the \$100 deposit. Along with reserving the date, the deposit serves as a damage deposit, which is typically returned to you within two weeks of the ceremony. No refund is issued for a cancelled date.

## **Fee Schedule**

A **\$100 deposit** must be paid to secure your date on the church calendar. Please send all fees to the church, payable to First UMC. In addition to the deposit, the **fee for the wedding is \$1550**. This covers the use of the church and the fees for all staff members involved.

All fees must be paid six weeks prior to the wedding date.

Additional time can be reserved at \$100 per hour which covers the services of the wedding coordinator and custodial staff.

## **The Rehearsal**

For the smooth flow of rehearsals, we ask that all participants arrive before the starting time. All members of the wedding party are expected to attend unless circumstances dictate otherwise.

## **The Wedding**

The customary time allotted for each wedding is four hours. This time includes decorating, photography, ceremony and clean up.

## **Receptions**

The Fellowship Hall of the church can be available for rehearsal dinners or wedding receptions. This room can accommodate 100 guests. If you would like information about planning a rehearsal dinner or reception at the church, please speak with the wedding coordinator who can provide further information.

## **The Use of the Church**

Ample parking is available around the church for your wedding party and guests. Doors to the south are handicapped accessible and provide a ramped entrance to the sanctuary. We request that there be no smoking on church grounds.

## **Sanctuary Decorations**

Depending upon the date of your wedding, the sanctuary may have seasonal decorations (Christmas trees and greenery during Advent, special decorations for Lent and Easter). Such decorations, along with existing furnishings are not to be moved.

## **Food and Beverages**

Rooms for the wedding couple are provided and it is permissible to have bottled waters and snacks in these areas. We request that a member be designated to remove any unfinished items after the ceremony concludes.

Alcoholic beverages are not to be brought onto the premises. Weddings may be cancelled at the discretion of the pastor if alcohol use is discovered on church premises on the day of the wedding.

We require that one of the ministers from our staff participate in all weddings conducted in the church. If you desire to have a guest minister assist, arrangements are to be made with the presiding pastor who will extend the formal invitation.

## **Videography**

Videotaping is permissible. Stationary cameras may be placed in the balcony or in the chancel area to create good recordings of the ceremony.

## **For Your Florist**

The following information will help you serve the wedding couple.

- Delivery arrangements should be made no more than two hours prior to the wedding ceremony. The church will be opened at that time for deliveries and decorating.
- There will be times when seasonal decorations will be in place. Furnishings and altar ware are not to be moved.
- The church provides candelabra which can be decorated. The church does not provide candles, ribbons or bows.
- Pew bows and arrangements may be used as long as they are attached to pews with ribbon or elastic.
- Aisle runners are not permitted for use in the sanctuary.

If you have questions about any areas not covered above, please feel free to contact the wedding coordinator or visit the sanctuary weekdays between 9:00 a.m. and 4:00 p.m.

## **For Your Photographer**

The following information will help you serve the wedding couple.

- The members of the wedding party can be available for pictures before the ceremony, but

photographs must end forty (40) minutes before the service begins.

- Flash photography is permitted during the processional and recessional. No flash photography is to be taken during the service.
- All photography is to be taken behind the congregation from the main floor or from the balcony, not from the chancel or front of the church (balcony or otherwise.)
- Cameras and equipment should not be left unattended.

If you have further questions about areas not covered above, please feel free to contact the wedding coordinator.

### **Contact Information**

Rev. Howard Boles, Pastor

812-372-2851

[hboles@fumccolumbus.org](mailto:hboles@fumccolumbus.org)

Sue Ellen Brown, Wedding Coordinator

812-372-2851

[sebrown@fumccolumbus.org](mailto:sebrown@fumccolumbus.org)

The Church is open weekdays from 9:00 a.m. to 4:00 p.m.

Sunday Worship times:

Traditional Worship 9:00 a.m.

Contemporary Service 11:00 a.m.



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