

Wedding Brochure

Emmanuel United Methodist Church

16000 Cumberland Road

Noblesville, IN 46060

317.773.4406

www.emmanuelumc.org

Pastor: Rev. Dr. Jim Farrer

Wedding Coordinator: Danielle Bullock

weddings@emmanuelumc.org

317.773.4406

317.374.1989

Revised 1/31/2022

Your Wedding at Emmanuel

We believe a wedding ceremony is both sacred and joyful. Sacred, as it is an opportunity to experience God's presence in a unique way, and joyful because the occasion is full of hope and promise. Our pastor and staff are delighted to walk with you during the pre-marital process and help create a joyful wedding and marriage.

Scheduling a Wedding

Contact the church office at 317.374.1989 or weddings@emmanuelumc.org to request a date and time for your wedding. Our Wedding Coordinator will contact you to discuss scheduling and fees. If you decide to proceed, she will arrange a time to meet with you in person. Completion of the Wedding Scheduling Contract and payment of a \$100 (non-refundable) security deposit will reserve our facilities for your wedding.

General Information and Policies

What staff is available to assist us? Our pastor will meet with you to plan the ceremony. The Wedding Coordinator will help with your pre-wedding and wedding day needs. A tech person will be present to manage the sound system. If projection is desired, the Wedding Coordinator must be notified in the early stages of planning.

What are the costs? *

	<u>Member</u>	<u>Non-Member</u>
• Wedding Coordinator	\$250	\$250
• Sound/Media Technician	\$50	\$50
• Pianist (optional)	\$150	\$150
• Pastor **	Honorarium	\$250
• Facility	No charge	\$200
• Security Deposit	\$100	\$100

*Weddings at Emmanuel require a wedding coordinator. The pricing includes four (4) hours prior to the ceremony on the day of your wedding. The sound/media tech is also required. The pianist is optional.

**There is no set fee for the pastor for church members. It is customary to provide an honorarium for the pastor. Typical honorariums range from \$200 – \$300.

All couples must agree to the following policies.

Payment of fees: Fees are due in full, two (2) weeks prior to the wedding date.

Facility Usage: The wedding party will have four (4) hours use of the church on the day of the wedding, prior to the start of the wedding. Additional time may be granted at the discretion of the Wedding Coordinator and will incur additional fees at \$35.00 per hour.

Wedding Rehearsals: Unless otherwise arranged, the wedding rehearsal will be held at 6:00 PM the evening prior to your wedding day and will last approximately one hour. Everyone in the wedding party should be present, and it is important everyone participating be on time for the rehearsal.

Wedding Receptions: The Family Life Center and Fellowship Hall may be used for your reception at additional cost. If you desire to have your reception here, please discuss this at your initial meeting with the Wedding Coordinator.

Dressing Rooms: Dressing rooms should be left in good order. Please do not provide drink or food that may stain.

Smoking and Alcohol: Smoking, vaping, alcoholic beverages, illegal substances, firearms, inappropriate language are not permitted on EUMC property. Failure to follow this policy will result in the forfeiture of your security deposit.

Child Protection Guidelines: EUMC has Child Protection Guidelines which apply to all children and youth attending activities on church property. All minors should be under the direct supervision of their parent/guardian and be within their vision. Your signature on the wedding contract acknowledges you understand and will abide by these guidelines and recognize that EUMC will not be held responsible in the case of unsupervised or improperly supervised minors.

Ceremony Planning Details

Pre-Marital Counseling: Pre-marital counseling is required. This may be provided by our pastor (at no charge) or a pastor/counselor of your choice (at your cost).

Are other pastors allowed to officiate a wedding at Emmanuel? Only the pastor of Emmanuel may perform the ceremony, however, it is possible to have another pastor *participate* in the service. You will need to discuss with our pastor at your *first* meeting.

Is it possible for communion to be served at the wedding? Yes. However, special provisions will need to be made. We believe communion is open to all people, so it must be offered to all present and not just the bride and groom.

What is the seating capacity of the church? The sanctuary has a seating capacity of 220.

Music: Music can be provided by the church pianist. (The Wedding Coordinator will need to contact the church pianist two months prior to the wedding to confirm availability. Soon after confirmation, you will need to meet with the pianist to discuss music for the ceremony.) A friend or family member may play the piano if approved in advance. Pre-recorded music on CD or other media is also an option.

Are there guidelines for our photographer? Both prior to and after the wedding your photographer will be allowed to take any pictures that do not require moving church property. As movement detracts from your ceremony, we require the photographer to choose a location and take pictures from that location. Please make certain your photographer is aware of these policies prior to your wedding.

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Flowers and Decorations: All decorations should be discussed with the Wedding Coordinator. Flowers and decorations are your responsibility. Only silk flower petals may be dropped on the aisle. We do not permit the use of an aisle runner. All decorations must be removed following the ceremony. If your wedding is scheduled for a time when special church decorations are present, those decorations must be left in place.

Candles: Candles may be used in the windows if a hurricane globe and base are used. Clear non-reflective drop cloths must be used under all candles. You will need to provide a unity candle if one is desired.

The Marriage License: The Wedding Coordinator must receive the wedding license at least two (2) weeks prior to the wedding.

Send-off: Bells, bubbles or live flower petals may be used outside the church. Balloons, birdseed, rice, and confetti may not be used.

