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# WEDDINGS AT HIGH STREET UNITED METHODIST CHURCH

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At High Street UMC, we consider it a privilege to be involved in weddings and to offer our space and services for such. We treasure the opportunity to meet with couples in preparation for this significant expression of the love with which God has gifted them. We believe the church has much to offer couples after they are married as well. We want you to know that we will strongly encourage you to stay involved with a church after you are married. We consider weddings to be sacred events and we understand the role the church plays in helping make them meaningful and memorable. We take our role seriously and thus want to share with you some information we know will be helpful to you.

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## GETTING STARTED

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- Call the church office (322-2527) to see if the date and time you desire are available. Our website ([www.highstreetumc.com](http://www.highstreetumc.com)) includes a church calendar, which will tell you if other events are planned for the dates you are thinking of. PLEASE NOTE: The calendar on the website may not list every event at the church, so a date that looks open on the website may not be open. You should always confirm dates with the church office.
- Complete the wedding planning form and return it to the church office as soon as possible.
- The pastor will call you to discuss your wedding.
- Your wedding date will not be confirmed and placed on the church calendar until after we have received the wedding planning form and you have spoken with the pastor.
- If you are currently attending another church, it will be important for us to know why you want to be married at High Street. The wedding planning form includes space where you can give a short explanation.

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## THE WEDDING SERVICE

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The wedding ceremony is an act of Christian worship – a celebration! This sacred event should have lasting memories for you. While the basic foundations of the service follow a fairly traditional model, we do our best to personalize your wedding experience so that it reflects a bit of who you are and what you hope for in your marriage. To that end, we welcome your ideas! This may include other liturgies, readings, and personal marriage vows. While we welcome other clergy to participate in the wedding service, we do not allow outside clergy to perform weddings without the involvement of High Street's pastor.

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## PREMARITAL COUNSELING SESSIONS

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Because we are interested in you individually and as a couple, we would like to get to know you and talk with you about your hopes and dreams for your marriage and your plans for your wedding. In order to accomplish this, the pastor will have the following three meetings with the couple:

1. Getting to know one another
2. Pre-marital Awareness Inventory discussion
3. Final preparations for the wedding

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## THE SANCTUARY

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The sanctuary consists of a main floor and a rear balcony. Pictures are available on the church website. On the main floor, there are 15 pews on each side of the center aisle. Each pew seats 8 people comfortably, but up to 11 people could potentially fit. This provides seating of 240 (comfortably) or up to 330. The balcony seats 78 (comfortably) or up to 95. Therefore, our capacity is anywhere from 318 to 425. We discourage the use of an aisle cloth because they are a tripping hazard to guests. The aisle is 4 ½' wide and 50' long from the front bottom step to the rear of the sanctuary. High Street provides the altar paraments, candelabras and candles, with the exception of the unity candles. Paraments (altar cloths, banners, etc.) will be the color of the liturgical season. If you would like the paraments changed to white, an additional custodial fee will apply. Candles may be used at the pews only if they are enclosed in glass shades, fastened securely to the pews, and any greenery or bows placed well below the candles. High Street has 10 candle-holders that attach to the pews that you are welcome to use for an additional custodial fee.

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## WEDDING COORDINATOR

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A wedding coordinator from High Street will be assigned to assist you on the days of your rehearsal and wedding. Think of them as your host while you are with us. The wedding coordinator will be available ½ hour before and ½ hour after your rehearsal and 2 hours before and 1 hour after your wedding. This person will be on-site throughout your rehearsal and wedding day to ensure you have everything you need while you are here. The wedding coordinator will also direct the ushers and assist the bridal party during the processional. If you would like the Wedding Coordinator and/or the church to be available outside the times listed above, an additional fee is charged.

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## MUSIC

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As you choose music for your wedding ceremony, you should remember that a wedding ceremony is an act of Christian worship. The organist is ready to help the bride and groom select appropriate music that will make this occasion one of genuine worship. Chris Moore, our organist, should be the first person asked to play. If he is unavailable, then the wedding party may find another. If another, the substitute organist needs to contact Chris concerning use of the organ. The substitute cannot change any of the organ's pre-set registrations. If you prefer not to use an organist, you must provide your own musicians. These musicians should be at the rehearsal if at all possible. If you will be using soloists that need piano or organ accompaniment, they will need to coordinate with the organist. An additional organist fee may apply as necessary for rehearsals. If you plan to use pre-recorded music, you will need to provide it and have it at the rehearsal. If you are using pre-recorded music and/or musicians who need a microphone, there will be an additional fee for a sound technician to run the sound board at the rehearsal and the wedding.

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## PHOTOGRAPHY AND VIDEOGRAPHY

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In keeping with the worshipful purpose of the marriage celebration, we suggest you designate one person (professional or non-professional) to be your photographer. Flash pictures may be taken during the processional and recessional, but are not allowed during the service. All photographs in the sanctuary must be completed 30 minutes before the ceremony. A video recording may be made of the marriage ceremony as well. The placement of the video equipment should be determined during the wedding rehearsal. The camera cannot be moved during the ceremony.

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## BULLETINS

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A wedding bulletin is optional. All printed bulletins must be prepared and printed by the wedding party. The church office is unable to provide this service. Information on the wedding ceremony that will help you prepare the bulletin will be provided in the second counseling session with the pastor. If you need the information before that session, please contact the pastor.

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## THE MARRIAGE LICENSE

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Before you are married, you are required to get a marriage license from the Probate Court in the county where you reside. If neither person resides in the State of Ohio, you must get your marriage license from the Clark County Probate Court. Marriage licenses are good for 60 days in the State of Ohio. The marriage license packet you receive from the Probate Court should be brought to the rehearsal and given to the pastor. The pastor will complete all the appropriate forms after the wedding is complete, place the license in the mail, and return the packet to you after the wedding with copies of what has been submitted to the Court.

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## OTHER ITEMS

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- Dressing rooms are provided for the bridal party.
- Smoking is not permitted in the building at any time. Alcoholic beverages must not be brought into or served in the building or on the church grounds.
- Rice, birdseed or confetti are not to be thrown inside or outside the building.
- Pew bows must be attached with rubber bands, pipe cleaners, elastic and/or fabric coated wire. Please, no wire or tape.
- The church building will be open for the wedding party and deliveries two hours before the ceremony. The wedding party has use of the building for an additional one and one-half hours after the ceremony. Please share this information with your florist, photographer, and wedding party.
- A rehearsal dinner or reception may be held in the church at an additional charge for custodial services. All food-service and hospitality must be provided by you. Please contact the church office for more information.

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## RESOURCES ON OUR WEBSITE

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Be sure to check out our website ([www.highstreetumc.com](http://www.highstreetumc.com)). Under the “Ministries” tab, you will find a place to click on “Weddings.” In this section of our website, you will find downloadable copies of this wedding packet and photos of the church. A church calendar can be found under the “Happenings” tab.

## CONTACT INFORMATION

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High Street United Methodist Church  
230 E. High Street, Springfield, OH 45505  
Phone: (937) 322-2527 Fax: (937) 322-1363  
Email: [office@highstreetumc.com](mailto:office@highstreetumc.com)  
Website: [www.highstreetumc.com](http://www.highstreetumc.com)  
Office Administrator: Marcia Lyons

Minister: Reverend Jeff Allen Phone: 322-2527

Organist: Chris Moore Home: 399-1238  
Work: 324-2712

Wedding Coordinator, Custodian and Sound Technician (as necessary) to be determined by High Street

The church office will provide copies of the wedding application to the necessary personnel, so they will be informed and prepared for your wedding. You may want to contact them directly to address specific details regarding your wedding.

## WEDDING FEES

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All fees and gratuities should be placed in individual envelopes and dropped off in the church office during the week before the wedding. Checks to individuals should be written to them directly. The wedding coordinator will provide appropriate names for checks.

Fees:

Sanctuary \$250

Minister \$300

Organist \$185

Wedding Coordinator \$100 (+\$20/hour for any additional hours requested outside of those listed under the "Wedding Coordinator" section of this document.)

Custodian \$100 (+\$25 if requesting paraments be changed to white)  
(+\$25 if requesting use of pew-attached candelabras)

Sound Technician \$75 (only required if using pre-recorded music or musicians who need a microphone)

If the rehearsal dinner or reception is held at the church, additional fees will apply.

## WEDDING PLANNING FORM

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Wedding Date \_\_\_\_\_ Time \_\_\_\_\_ Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_

Bride's Full Name \_\_\_\_\_ Prefers to be called \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Phone Numbers: Home \_\_\_\_\_ Cell \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Birthdate \_\_\_\_\_

Church Involvement \_\_\_No \_\_\_Yes If yes, name & location of church: \_\_\_\_\_

Bride's parents names \_\_\_\_\_

Groom's Full Name \_\_\_\_\_ Prefers to be called \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Phone Numbers: Home \_\_\_\_\_ Cell \_\_\_\_\_

E-mail Address: \_\_\_\_\_ Birthdate \_\_\_\_\_

Church Involvement \_\_\_No \_\_\_Yes If yes, name & location of church: \_\_\_\_\_

Groom's parents names \_\_\_\_\_

Address after the wedding: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

# of Bridesmaids (including maid/matron of honor) \_\_\_\_\_ # of Groomsmen (including best man) \_\_\_\_\_

Flower Girl  No  Yes If yes, what age? \_\_\_\_\_ Ring Bearer  No  Yes If yes, what age? \_\_\_\_\_

Organist  No  Yes If no, who will provide music? \_\_\_\_\_

Soloist  No  Yes If yes, who will provide accompaniment? \_\_\_\_\_

Number of Guests \_\_\_\_\_ Today's date \_\_\_\_\_

If you are not a member of High Street, please explain why you wish to be married here \_\_\_\_\_

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