

# WEDDING PLANNER

Minooka United Methodist Church  
205 Church Street, Minooka, Illinois 60447  
Phone: 815-467-2322  
Email: mumc2322@aol.com

Dear Friends:

In planning for your wedding day, many questions arise. Here you will find some guidelines and suggestions that hopefully will answer some of your questions. Obviously, not all of these will apply directly to you, but I hope that they make the days ahead less hectic for you and for your families. I would urge you to keep your plans as simple as possible. Feel free to call me for any questions or problems that you might have.

I hope both of you will read this information before our first pre-marriage conference. Please fill out the enclosed information sheet. Please check to make sure I have the right date and times listed on the top. Then bring these items with you to our first conference.

- A. **Counseling:** Arrange with me in advance of the wedding. I prefer to meet with a couple at least three times before the rehearsal. The first meeting should be scheduled at least eight weeks before the wedding.
- B. **Officiating Pastor:** The pastor of the church is the clergy in charge and will guide and assist you to make your wedding a special and holy occasion.
  1. The church's pastor will officiate at all weddings. If a family desires another clergy to conduct the ceremony, the requests should be made by the pastor of the church. It is his/her decision to extend an invitation to the other clergy to assist at the wedding.
- C. **Building Use Policy:** Please let your wedding party and guests know that use of tobacco and alcohol are not allowed anywhere on the church property. You can obtain Building Use Policy from Church Office.
- D. **Early In Your Planning:**
  1. **Scheduling:** Plan far in advance for the use of the church. Reserve the church as soon as possible through our Administrative Assistant at 815-467-2322. Saturday weddings need to be scheduled to start no later than 2:00 p.m.
  2. **Concerning The Music:**
    - a. Check with the pastor about the music; remember, this is a worship service, so not only are solos appropriate, but so is hymn singing.
    - b. Contact the organist and discuss what you want for music. We have several organists you can contact. The church office will be happy to provide phone numbers. However, if you decide to have an organist other than our church organist, that must be approved by the pastor well in advance.
    - c. Have the soloist call the organist to make any needed arrangements.
    - d. The organist must have any special music requests before the rehearsal.
  3. **Map And Church Address:** 205 W. Church Street, Minooka, Illinois 60447. A map

is often helpful to friends and family from out of town. Please include it in your invitations.

4. If you wish to have a **runner**, you will need to get a 70 foot runner from your florist. No paper runners are permitted. The runner must be securely pinned down (not taped down) at least one hour before the service. Be sure that there is some type of handle so the ushers can unroll it easily. Ask the florist specifically not to unroll the runner.
5. **Pew Decoration:** If you wish to secure flowers to pews, please discuss this in advance with the pastor. If you wish to use bows, tell your florist they must be secured with rubber bands or twist ties or tape that will not mar the wood finish.
6. Be sure to schedule your **rehearsal** at a time when all members of the wedding party (including parents) can be there. Because of the demands on people's schedules, the rehearsal must begin on time. The rehearsal will take about one hour.
7. **Something Special:** Consider writing or adding to the service something that is special to you. You will be given a list of scripture readings you may find helpful in your planning. You may consider asking a person of faith to read the scripture texts you choose. Sometimes a couple will want to light a wedding (unity) candle. Maybe you'll want to give a rose to your mothers, or have parents light candles.
8. Normally, **wedding bulletins** are not printed by the church. However, if you need help with this, please discuss it with the pastor.
9. Please let the **photographer** know that he/she will be able to take flash photographs before the ceremony begins, during the processional and during the recessional.
  - (a) *Flash photography is discouraged* during the wedding itself.
  - (b) If you would like to include the pastor in any of the posed photographs before or after the wedding, we would very much appreciate being able to do that right away.
  - (c) Consider whether you are wedding photos before or after the ceremony. This affects the reception time.

#### E. **Before The Rehearsal:**

Decisions to make – and to think about ahead of time:

1. Where will **special guests** be seated? For example, parents, grandparents, brothers and sisters, uncles and aunts, special friends. Which usher will seat them? Make a list and give it to your head usher.
2. Do you want the congregation to stand during the **processional**?
3. Where will the **children** in the wedding party sit after they walk down the aisle? Or do you wish them to stand throughout the ceremony?
4. **Order of attendants** down the aisle. Make a list and give to each attendant.
5. If you want **vocal selections**, where in the ceremony will they come? I recommend no more than two vocal selections. Of course, one is fine and none are necessary.

6. Who will light the **candles** and when?
7. If you have a **videographer**, where will the videographer stand or sit?

**F. At The Rehearsal:**

1. We will start at the time you arrange with the pastor.
2. Be sure to let your wedding party know that if they are late to the rehearsal, they may not know what to do at the wedding; it could jeopardize the smooth flow of your wedding.
3. We will begin the rehearsal with **prayer**.
4. We will rehearse both the walking and spoken parts.
5. If there is a soloist, the soloist may sing a short portion of each selection.
6. At the end of the rehearsal, you may want to practice how you will stand if you plan to have a receiving line here at the church.

**G. On The Day Of The Wedding:**

1. Have the **florist** deliver the flowers at least one hour before the service.
2. **Ushers** should arrive and be ready to welcome and seat guests at least 30 minutes before the start of the ceremony.
3. **Ushers** may seat late comers after the processional.
4. **Confetti, bird seed, and bubbles** are not to be used inside the building. Bubbles are suggested over the other choices due to ease of clean-up.
5. **Be considerate of your guests.** Bridal party and wedding guest should be done with pictures and departing the church in a timely fashion following the wedding ceremony.

**H. Marriage License**

1. Obtain your marriage license at the County Courthouse in the county in which the wedding occurs.
2. Minooka UMC is in Grundy County.
3. **Please give the license to the officiating clergy by the rehearsal date.**

**FEES**

	<u>Members</u>	<u>Non-Members</u>
1. The Minister's Fee	\$200.00	\$250.00
2. The Sanctuary Use Fee	\$50 (2 hrs), \$20(per each extra hour)	\$200.00
3. *Annex Use Fee		
4. Musician's Fee (Discuss with Musician)	\$150	\$150
5. The Custodial Fee	\$150.00	\$200.00
6. Bulletins	\$50.00	\$50.00

\*Annex Use Fee will follow the Annex – Building Use Policy.

Application to be submitted in advance. Application is available from Church Office.

Please pay all fees the evening of rehearsal.

The check should be made out directly to the person providing the service for your wedding.

Minister: Pastor Sarah Hong 815-467-2949 Parsonage  
815-212-5166 Cell

Church: Minooka United Methodist Church 815-467-2322 Office

Organist: Please ask for suggestions

Custodian: Lavern Spencer, 815-475-7169

Remember; please leave your marriage license with us at the time of rehearsal.

Finally, if you are living in the area, we want to personally invite you to participate in the life and fellowship of Minooka United Methodist Church. Our worship services are Sunday, 9:00 a.m. and Sunday at 10:30 a.m & Sat. 5pm. We offer a variety of groups, some for study, others for fellowship, and still others for support and recovery. We hope you'll continue your relationship with Minooka United Methodist Church after your wedding. Best wishes as you plan this very important time in your lives.

Sincerely,

Pastor Sarah Hong  
Revised: 12/2016

# WEDDING PLANNER

Please Complete and Bring to Your First Pre-Marriage Appointment

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_

Consultation Dates \_\_\_\_\_

=====

## Bride

Full Name \_\_\_\_\_

Address \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_

Occupation \_\_\_\_\_

Religious Affiliation \_\_\_\_\_

Age \_\_\_\_\_ previously married? \_\_\_\_\_

Children \_\_\_\_\_

Permanent Address after marriage \_\_\_\_\_

Church Affiliation after marriage \_\_\_\_\_

## Groom

Full Name \_\_\_\_\_

Address \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_

Occupation \_\_\_\_\_

Religious Affiliation \_\_\_\_\_

Age \_\_\_\_\_ previously married? \_\_\_\_\_

Children \_\_\_\_\_

## Wedding Party

Maid of Honor \_\_\_\_\_

Best Man \_\_\_\_\_

Bridesmaids (in order of their entry)

Groomsmen (in order of their entry)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Flower Girl \_\_\_\_\_ Ring Bearer \_\_\_\_\_

Bride's Parents \_\_\_\_\_ Groom's Parents \_\_\_\_\_

Bride's Grandparents \_\_\_\_\_ Groom's Grandparents \_\_\_\_\_

Ushers \_\_\_\_\_

Relatives in Minooka United Methodist Church

Arrangements

Organist \_\_\_\_\_ Soloist \_\_\_\_\_

Photographer \_\_\_\_\_

Name Address Phone #

Florist \_\_\_\_\_

Name Address Phone #

\*Wedding Coordinator

Name Address Phone #

Number of guests expected \_\_\_\_\_

Aisle runner Yes No

Bride escorted Yes No By \_\_\_\_\_

Bulletins Yes No \_\_\_\_\_

License: Filled Out \_\_\_\_\_ License # \_\_\_\_\_ Returned to clerk \_\_\_\_\_

Fees paid: Pastor \_\_\_\_\_ Church \_\_\_\_\_ Organist \_\_\_\_\_ Soloist \_\_\_\_\_

Wedding Coordinator \_\_\_\_\_ Custodian \_\_\_\_\_ Bulletins \_\_\_\_\_

Rev. Sarah Hong's Phone Numbers:

Office: 815-467-2322 Parsonage: 815-467-2949 Cell: 815-212-5166