



Aldersgate United Methodist Church

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Rev. Erica Munoz, Senior Pastor

WEDDING CEREMONIES

The purpose of a church wedding is to share your joy with your family and friends and enable them to join you in invoking God's blessing upon your marriage. Central to the service is your public declaration of lifelong fidelity to each other. In the exchange of vows, you are in effect marrying yourselves before God with the Pastor and people as witnesses to the covenant. This solemn action in the wedding ceremony should be matched by your careful planning of your wedding service.

The more you participate in planning your wedding service, the more you will be able to offer it as an act of worship and thanksgiving to God. The greater your involvement in planning your wedding service, the more you will show each other your care and your love. And the more you participate, the more sensitive you will become to the graces in your own lives as well as in the Service itself.

GENERAL ARRANGEMENTS

It is advisable to make wedding arrangements as far in advance as possible. As soon as the date of your marriage is determined, call the church office to tentatively reserve the date on the church calendar.

The Gym and Church Kitchen are available for receptions. In order to reserve the Gym and Kitchen a ***Building Use Application*** must be completed and returned to the church for approval by the Board. It is expected that the Pastor of Aldersgate United Methodist Church will officiate at all weddings. Where it is the wish of the couple to have other clergy conduct or participate in the ceremony, they are to get the written consent of the Pastor. It is understood that all clergy participating in wedding ceremonies held at Aldersgate United Methodist Church will be denominationally credentialed and ordained. Prior to the wedding ceremony, the couple will need to schedule a two hour pre-marital counseling session with the Pastor. A major portion of the session will be spent discussing the covenant of Christian marriage.

OFFICIATING CLERGY

Guest clergy of your choice are welcomed to participate in your wedding. The invitation to participate will be extended by the Pastor of Aldersgate. The division of the ceremony will be determined by the Pastor of Aldersgate in consultation with the guest clergy.

If clergy other than the Pastor of Aldersgate are to officiate, the Pastor of Aldersgate and/or a representative of the Board will meet with the bridal couple and/or officiating clergy to help finalize the wedding arrangements.

CHURCH DECORATIONS

The paraments (Altar cover and Pulpit/Lectern hangings) traditionally remain in the liturgical colors for the season of the year in which the wedding is held. At the discretion of the Pastor, the paraments may be changed to white.

Decisions concerning floral decorations or any other matter involving Aldersgate should be cleared with the Pastor and Board prior to making arrangements.

The use of evergreens in floral arrangements featuring lit candles is strictly forbidden. If you wish to leave flowers for Sunday services, please inform the church office so that it may be mentioned in the Sunday bulletin. If the florist supplies additional candelabra for the Sanctuary, plastic protectors are to be placed under them.

Only the church's 10 pew ends, candlesticks are permitted on the pews and no freestanding candlesticks are permitted in the aisle.

The use of nails, screws, and wire in decorating the sanctuary and its furnishings are not permitted.

No items are permissible for use at the conclusion of the ceremony as the couple leaves the sanctuary narthex with the exception of bubbles or something approved by the board.

WEDDING REHEARSAL

The marriage license is to be delivered to the Pastor on or before the scheduled day of rehearsal. Where a rehearsal is necessary, approximately forty-five minutes should be allowed. All members of the wedding party, including parents, readers, special musicians and ushers should be present.

All fees are to be paid on or before the scheduled rehearsal date. Checks should be made payable *to the individual participants (organist, pianist, soloists, Pastor, etc.* The Aldersgate United Methodist Church Board has established a non-member fee for the use of the sanctuary which must be paid prior to the rehearsal date of the wedding.

WEDDING MUSIC

The music should be in keeping with the dignity, beauty, and sacredness of a service of worship. There is much secular wedding music which, though it may be beautiful and acceptable for use at a wedding reception, is hardly in keeping with the purpose of a church wedding. The church is equipped with a Rodgers three manual electronic organ and a Yamaha concert grand piano. It is the policy of the church that Aldersgate's musical staff provide all wedding service music. The church musicians are most familiar with the instruments and understand the type of music that is acceptable. If another musician is desired, the Pastor must be consulted and concur before alternate arrangements are made.

WEDDING PHOTOGRAPHS

The marriage ceremony is a sacred service, which should have no intrusions such as coming from the taking of pictures, particularly **FLASH** pictures and **SPOTLIGHT** video photography. Therefore, we request that no flash pictures be taken nor video spotlights be used after members of the bridal party have reached the chancel rail. During the ceremony photographers and video technicians may continue to capture the service on film using available light. Flash pictures may be taken and video spotlights may be used as the bride enters, the couple kiss, and the bridal party recesses. After the service is concluded, pictures may be taken in the chancel. Professional photographers observe these rules. Friends and relatives of the couple are often unacquainted with

them. They should be informed about these rules and requested to observe them. In order to expedite the taking of pictures after the ceremony, it is advisable to give the photographer a list of the groups or persons you wish photographed. By planning to take the first pictures of the group involving the largest number of persons, some of the bridal party can be dismissed to attend to other things.

RECEPTIONS AT ALDERSGATE

Each wedding party is responsible for securing its own catering service and making arrangements for food service and decorations. The Church Kitchen and Gym are to be left in a clean condition as well as all furnishings and tableware.

In keeping with the social principles of the United Methodist Church absolutely no alcoholic beverages or smoking are permitted in the building.

Receptions are to be terminated no later than 11:00 pm, except on Saturdays when they are to be terminated no later than 10:30 p.m. Regulations regarding the use of Aldersgate's facilities may be found in the **Building Use Application**. Details concerning the reception must be discussed with and approved by the Board. In order to reserve the Gym and Kitchen a **Building Use Application** must be completed, returned to the church, and approved by the Board along with the required deposit of \$200.00. If access to the church is needed by the catering service, a church key will be issued and a key security deposit of \$100.00 will be required.

MISCELLANEOUS

The Pastor will not conduct a Wedding Ceremony if a valid marriage license has not been issued by a New Jersey municipality and delivered to the church office prior to the wedding date.

The Pastor will not conduct a wedding rehearsal or wedding ceremony if the bride, groom, or members of the bridal party are intoxicated or under the influence of an illegal drug.

No wedding ceremonies or receptions will be scheduled during Christmas Week (Fourth Sunday in Advent through Christmas Day) or Holy Week (Palm Sunday through Easter Sunday).

All arrangements for dressing room areas, setting up of reception areas, and opening of the building are to be made with the Board and Pastor.

If bulletins for the ceremony are desired, the wedding party is responsible for securing the bulletin covers and having them printed. Bulletin covers are available at most Christian Book Stores. The Pastor and office manager will assist in arranging the program material, if desired. The office manager will prepare and print the bulletins for a fee of \$50.00.

Holy Communion is not proper at a wedding ceremony unless it is offered to the entire congregation in attendance.

Candle lighting ceremonies may be included in the service. The bride and groom are responsible for providing the wedding candles and tapers.

WEDDING FEE SCHEDULE

To assist you in planning your wedding budget we offer the following fee schedule. A typical wedding at Aldersgate for non-members is \$550.00. The Church Sanctuary fee of \$200 includes the *use of the sanctuary (organ, piano and sound system), entrance vestibule and restrooms for the*

rehearsal and wedding ceremony. The Pastor's remuneration of **\$200.00 includes** all premarital sessions, rehearsal, ceremony, and filing the license. The organist's remuneration of \$150.00 includes all planning sessions, the processional and recessional at the rehearsal (at the availability of the organist) and extended prelude and all service music at the ceremony. The custodian's fee covers all janitorial duties associated with the rehearsal and wedding ceremony. Please Note: The custodian's fee may be increased if the bridal party and guests leave the sanctuary in a condition deemed inappropriate by the Board. A typical wedding for an Aldersgate member is \$250 which includes all of the above services.

Wedding Expenses		
	For Non-Members	For Members
Church Sanctuary (includes custodial fee)	\$200.00	\$100.00
Pastor	\$200.00	\$ 0
Organist - Paul Sallee musicuniversity@aol.com	\$150.00	\$150.00
Gym/Kitchen	\$200.00	\$50

You may wish to schedule your wedding rehearsal and ceremony at an off-site location such as a reception hall, garden, or park. The Pastor is not limited to conducting rehearsals and officiating at wedding ceremonies at the Aldersgate site.

Weddings at Off-Site Locations

Aldersgate offers a low cost alternative to the typical wedding reception facility through the rental of the church's full size gymnasium and full-service kitchen located on the lower floor of the education wing. An exterior entrance as well as two interior staircases and handicap elevator provide access to the lower floor. The kitchen features a commercial refrigeration unit, dishwasher, and stove. The gymnasium features a stage and adequate seating for 200 guests. In order to reserve the Gym and Kitchen a Building-use Application must be completed, returned to the church, and approved by the Board along with the required deposit of \$200.00.

RECEPTIONS AT ALDERSGATE

Facility Deposit \$ 200.00 per use
 Reception Area (Gym) \$ 50.00 per hour
 Church Kitchen \$ 12.50 per hour
 Custodian \$ 50.00 per use
 Furnishings/Tableware (Fee Determined Upon Request)

Wedding Information Form

Your wedding date will not be officially placed on the church calendar and included in the pastor's schedule until this form is completed and returned to the Aldersgate United Methodist Church.

BRIDE

(Please Print)

Full Maiden Name:			
Street Address:			
City:		County:	State: Zip
Date of Birth:	Age:	Birth Place:	
Denomination:		Church:	
Email Address:		Occupation:	
Race:	Marital Status:	Number of Times Previously Married:	
Father's Full Name:			
Mother's Maiden Name:			

GROOM

Full Maiden Name:			
Street Address:			
Middle Name:			
City:		County:	State: Zip
Date of Birth:	Age:	Birth Place:	
Denomination:		Church:	
Email Address:		Occupation:	
Race:	Marital Status:	Number of Times Previously Married:	
Father's Full Name:			
Mother's Maiden Name:			

Wedding Ceremony Information

Wedding Date:	Hour:
Wedding Location:	Phone:
Rehearsal Date:	Hour:

Telephone Information

Bride	Work:	Home:
Groom	Work:	Home:

Bridal Party

Maid of Honor:	Best Man:
Bridesmaids :	Groomsmen:
Jr. Bridesmaid:	Jr. Usher:
Flower Girl:	Ring Bearer:

Liturgical Features

Organist:	Soloist:
Special Musician:	Reader:
Bride's escort? (Bride's Father or)	
Photographer:	Video Technician :
Readings:	
Special Features:	
Communion Yes <input type="checkbox"/> No <input type="checkbox"/>	
Program provided by church Yes <input type="checkbox"/> No <input type="checkbox"/>	