

Spokane Valley United Methodist Church Wedding & Reception Planner



115 N. Raymond Road
Spokane Valley, WA 99206
Phone: (509) 924-7262

Rev. Mike Graef

Revised June 1, 2016

A Christian Wedding A Sacred Time

“Please be seated. It is a great privilege and a high honor for me, on behalf of (groom) and (bride) and their families to welcome all of you who are sharing in this most meaningful and significant day of their lives . . . ”

With these words our pastor opens the joyful wedding ceremony. You as a couple have planned for years perhaps, certainly for months and weeks. The moment is here! The wedding has begun! How exciting. Weddings anywhere are beautiful. Our sanctuary offers an especially joyful and reverent setting. We welcome your Christian wedding.

To be married is to enter into one of the most blessed ways of living. Marriage is a sacred relationship in life. Two people make the greatest promises they will ever make to another human being. Through their vows a couple make a lifelong covenant to another before the altar of God. This covenant is created through vows of fidelity and compassionate, caring love.

Our pastor is involved in all weddings in our building. He can at his discretion offer hospitality to visiting clergy/pastors of other Christian denominations – if the visiting clergyperson has a valid ordination from a Christian denomination. Pastor Mike is responsible to God to ensure that all couples making vows in our church have spent the time needed in premarital counseling – whether directed by the pastor or a qualified counselor.

Our people at Spokane Valley United Methodist Church strive to ensure that weddings are beautiful and meaningful. The beauty of our sanctuary lends itself to this, but careful and detailed planning is of utmost importance.

Weddings create the memories of a lifetime. To accomplish everything you’re hoping for, Spokane Valley United Methodist Church provides people, services and facilities that assist in making the wedding ceremony and reception everything couples want them to be.

Brides and Grooms should have very definite plans as to their weddings. We’re glad of that! Our pastor, after hearing these, will advise and assist in the working out of the details as to taste, beauty and meaning.



General Information, Policies, and Schedule of Charges for Wedding Ceremonies

Church Phone: (509) 924-7262

Pastor:	Mike Graef	509-924-7262
Organist/Pianist:	Daniel Loftin	509- 924-7262
Wedding/Reception Coordinators:	Jennie Tinsley	509-991-6115
	Nancy Larson	509-481-8402

This booklet will help answer some of your questions as you are planning your wedding at our church. It will give you an idea of what you may expect from us as well as what the church expects from you.

Please feel free to contact the church office, the pastor or the wedding coordinators with any questions you may have about a wedding.

Rev. Mike Graef

Your Happy Day ~ We Are Here to Help





30 Days for Confirmation

After the couple receives the wedding packet they need to complete the following steps within 30 days:

- Read the Wedding Planner material, fill out the enclosed forms and return them to the office;
- Pay the \$100 Scheduling Fee (non-refundable) to the church to confirm the date and
- Contact the wedding coordinator.



Pre-Marital Counseling

The pastor shall be contacted at least 60 days before the couple's intended wedding date to arrange pre-marital counseling sessions. A pastor in the United Methodist Church is required either to instruct both parties as to the nature, meaning, and purpose of Holy Matrimony or to ascertain that they both have adequate knowledge of the covenant they will make. Normally three counseling sessions are necessary – sessions in which the couple is given an opportunity to design their service and talk through pre-marital reflection materials.



Wedding Coordinator

After receiving the Wedding packet, read it thoroughly, complete & return the paperwork and make your \$100 Scheduling Fee. (The \$100 fee is not an additional cost. It is credited to the Church Facilities fee after the wedding.) Next contact a Wedding Coordinator. The Wedding Coordinators will discuss with the Bride and Groom details of the wedding, including the specific guidelines for the use of the church facilities (see next section). They will be able to advise the wedding party on particular matters such as flowers, photography, music and catering. They will handle all financial arrangements between the church and the wedding party. They will also assist the pastor with the rehearsal and the ceremony. They will schedule the rehearsal time with the pastor.



Marriage License

A legal Washington State Marriage License must be obtained at least 3 full days prior to the Wedding Ceremony. You will need the following information at hand:

- your full names, addresses, & birth dates
- states where you were born
- your parent's full names, including mother's maiden name
- states of parents births

The cost of the marriage license at time of printing was \$55.00. Licenses are normally valid for 60 days after being issued.



Music

In the Christian tradition, the marriage ceremony is a worship service. Each aspect of the ceremony expresses praise to God. The pastor and the organist/pianist will be happy to work with you in selecting appropriate music. If CDs are used, our audio/video technician will operate the system.

Our organist/pianist is available for all church weddings. Instrumentalists of other types (accordion, guitar, etc.) are welcome. Arrangements are up to the wedding party. Taped music may be used to accompany the soloists. The wedding party shall contact the organist or pianist well in advance of the wedding to work out the musical details.

Couples may select their own soloist, or the church may assist you. Soloists need to make rehearsal arrangements with the organist/pianist, if necessary. Financial arrangements with a non-church soloist are the couple's responsibility. Church soloists set their own fees.



Pictures & Video Recording

Pictures may be taken in the church before or after the marriage service. No flash pictures during the ceremony itself – whether by professionals or guests. (Time exposures, without flash, may be taken from the back of the church. Video recording may be done, but at the direction of the pastor or wedding coordinator.)

If you would like an audio recording of the ceremony, arrangements need to be made through the Wedding Coordinator ahead of time.



Flowers

All flowers are the responsibility of the wedding party. Arrangements need to be made with the Wedding Coordinator to ensure that the church is open for delivery and placement. Flowers may be left in the church for use on the altar during Sunday services. The Wedding Coordinator can place an announcement in the church bulletin as a celebration.

If petals are to be dropped by the Flower Girl(s), only silk flowers are to be used.



Candles

The church has two sets of candelabra. The larger set holds 30 candles, the smaller one 14. Candles must be supplied by the church, the cost of \$2.50 per candle. The church also has 10 candle holders that fit on the ends of the pews. There is an additional custodial fee of \$15.00 for the setting up and cleaning of these. The wedding party shall provide their own Unity Candle if one is desired.



Rehearsal

Except in unusual circumstances, the rehearsal is held the evening before the wedding. The rehearsal lasts approximately one hour, and everyone in the wedding party is requested to attend.



Active Members

Active members are defined as those who have supported the church with prayer, presence, gifts, service and witness within the calendar year or whose parents are active members.

Active members waive the church fee. If a reception in the church is desired, member families will have the building usage fee waived.



WEDDING GUIDELINES

 The building will be open three hours before the time scheduled for the wedding. Any special arrangements for early use of the building for flower arranging, cake set-up, etc., must be made in advance in consultation with the Wedding Coordinators.

 It is recommended that a professional photographer be obtained if formal pictures are desired. They have standards by which they operate, and in most cases, respect the dignity and reverence of the occasion. Please inform your guests that flash pictures are not to be taken during the ceremony. We encourage you to have your pictures taken prior to the wedding. Please arrange to have all pictures finished a half-hour before the ceremony is scheduled to begin.

 No rice is to be used either inside or outside the building. Bird seed or bubbles may be used outside.

 Alcoholic beverages or drugs are not to be used in the church or on the church grounds at any time. Pastors are encouraged to cancel weddings in which the bride, groom, or members of the wedding party or family are under the influence of any substance at the rehearsal or wedding.

 There is to be no smoking anywhere inside the church buildings.

 The marriage documents should be given to the pastor prior to rehearsal. These must be signed prior to the reception.

 If unopened gifts are brought to the church and placed on a table in the narthex, someone in the wedding party should be appointed to receive gifts and move them to the reception room. Gifts are not to be opened at the reception.

 A dressing room for the Bride and attendants is provided. A room will also be provided for the Groom and his attendants if desired.

 Preschool children often have difficulty facing the stress a wedding brings. All participants in the service should be old enough to appreciate what is going on. Someone should be nearby to assist children in the wedding party, should they have difficulty.

 If postponement of a marriage is necessary for any reason, please notify the Pastor and the Wedding Coordinators immediately. We will understand. It is far better to cancel a wedding than to enter into a relationship of ambivalence or unhappiness.

 It would be appreciated if you would designate someone to help with the removal of decorations from the sanctuary immediately following the ceremony. Consult with the Wedding Coordinator about these arrangements.

 Lost or damaged items are not the responsibility of the Spokane Valley United Methodist Church. Please consult the Wedding Coordinator if you wish to have valuables locked up during the wedding.

WEDDING CEREMONY FEES -- Required

Church Facilities	\$300.00
(Up to 7 hours total – prior consultation, rehearsal, decorating, pictures, wedding, and clean up – approximately 4 hours on wedding day. No charge for active members of SVUMC.)	
Scheduling Fee	\$100.00
(Non-refundable. Due at the time the wedding is placed on the church calendar. Becomes a credit toward the Church Facilities Fee. Required for all.)	
Damage Deposit	\$100.00
(Refundable if no damage. Due one week prior to the wedding. Wedding party is responsible for all damage costs.)	
Wedding Coordinator	\$250.00
Pastor's fee for non-members, (includes 3 hours of pre-marital counseling)	\$300.00
Custodian (ceremony only)	\$50.00
Audio/Video Technician (ceremony only)	\$125.00
Nursery Care-Giver	\$15.00 (per hour with a 3-hour minimum)

Optional Services - Suggested Donation

Pastor's Honorarium for members (includes pre-marital counseling upon request)	at members discretion
Church's Organist/Pianist (includes rehearsal)	\$150.00
Soloists are available upon request	(they set their own fees)
Candles (required if using church candelabras)	\$2.50 each
Use of pew candle holders	\$15.00

Fees

All fees for weddings are due one (1) week before the time of the rehearsal. (As stated previously the \$100 Scheduling Fee is to be paid when the date is set on the church calendar.)

A full refund of the \$100 damage deposit will be available two weeks after the wedding. Again, damage to church property will be charged in full to the couple.



CHECK LIST FOR THE WEDDING PARTY

Wedding Ceremony:

Date of the Wedding: _____ Time of the Wedding: _____

Date & Time of the Rehearsal: _____

Color Scheme: _____

Church:

Scheduling Fee (\$100) paid with the church _____ Yes _____ No

Contacted Wedding Coordinator for the Church _____ Yes _____ No

Flowers:

Name of Florist: _____

Time and Date of Delivery _____

Notified Wedding Coordinator _____ Yes _____ No

Photographer:

Name of Photographer: _____

Time and Date of Photos: _____

Rehearsal Photos _____ Yes _____ No

Notified Wedding Coordinator _____ Yes _____ No

Music:

Soloist _____ Yes _____ No

Song Choices Made _____ Yes _____ No

Wedding Music _____

Contacted Organist/Pianist _____ Yes _____ No

Scheduled Counseling with Pastor: _____ Yes _____ No

One Month Prior to the Wedding:
_____ Obtained Wedding License

One Week Prior to the Wedding:
_____ Confirmed the number of guests with the Wedding Coordinator and Reception Coordinator

_____ Paid all additional fees to the Church.

_____ Marriage Certificate delivered to Pastor.

_____ Confirmed attendants for the gift table and removal of decorations following ceremony

Reception Details:

Cake:

Name of Bakery: _____

Time and Date of Delivery: _____

Notified Wedding Coordinator _____ Yes _____ No

Caterer:

Name of Caterer: _____

Time and Date of delivery: _____

Notified Reception Coordinator: _____ Yes _____ No

Sound System/Disc Jockey: _____

Notified Reception Coordinator: _____ Yes _____ No

Other details:

Name(s) of persons responsible for flower and gift removal from sanctuary and reception:
(one required, two preferred)

_____, _____

Thank you for considering our Church as the location for your wedding. It is our privilege to participate in your sacred union!