

Delphi United Methodist Church

1796 N. US Hwy 421

Delphi, IN 46923

765-564-3791

Pastor Todd Ladd

*We rejoice with you as you make plans for your wedding day! We are also honored to be part of serving you on this happy occasion because a wedding is a sacred event, in which we serve God, as we serve you. We ask that you remember that our building is first and foremost a house of worship; please join us in giving it appropriate respect.*

**Delphi United Methodist Church**

Wedding Guidelines for the  
Christian Rite  
Of  
Marriage



## LETTER FROM THE PASTOR

Marriage is one of life's most wonderful, exciting, and challenging adventures. It is a commitment of your entire life to another, for the rest of your life. A church wedding is an intentional statement that at the start of your new life together you recognize the need for God's help in launching that adventure.

At Delphi UMC we are pretty clear that becoming husband and wife is every bit as spiritual as it is physical and practical. The pastors of this congregation believe that if you rely solely on your love and your commitment, then you put your life together at risk. When you put it in the hands of Jesus Christ, there is no end and no limit to what you can become. Therefore, it makes sense that you are both open to the movement of God's Spirit in your lives and that you take seriously the call to situate your marriage within a community of faith. A Christian marriage takes the prayers, love, and support of a church in order to blossom and grow. We honestly don't have any interest, nor does it further our purposes, to simply provide a 'place' to hold your ceremony.

The rule of thumb we use in all wedding planning is that a wedding ceremony is a worship service. That's how our pastors preside, that's how the service is designed, that's how the music is chosen, that's why scripture and prayer are front and center. We certainly want to lift up and celebrate your love for each other, but we also want to celebrate God as the Source and Giver of that love.

There are a variety of aspects in the worship ceremony that are not up for revision or change, but having said that, we also strive to make this your wedding—to have people leave feeling like they've seen and heard something of what is special, unique, and important to the bride and groom.

You'll find the staff of Delphi UMC warm and caring people who will do everything in their power to make your wedding a sacred moment. We believe the following guidelines provide the best path for doing just that.

## WEDDING CHECKLIST AND TIMELINE

- ⇒ Download the Wedding Guidelines booklet online or pick up a copy from the church office.
- ⇒ Call Sarah Cross, Wedding Coordinator, to check on the availability of your wedding date. (Wedding dates will not be reserved more than one (1) year in advance.)
- ⇒ Fill out the application and send in the reservation/deposit money.
- ⇒ Once you hear confirmation that the wedding date is on the church calendar, call the church office to arrange counseling sessions.
- ⇒ Meet with the Wedding Coordinator 2-3 months prior to the wedding to go over details.
- ⇒ One week prior to the wedding, marriage license and all fees are due to the church office.
- ⇒ Rehearsal day:
  - \* Decorate during church office hours.
  - \* Ceremony rehearsal with wedding party.
- ⇒ Wedding day:
  - \* Church facility is open UP TO 4 hours prior to ceremony to get ready, decorate more, and for photographers and florists.
  - \* Church facility to be vacated no later than 9 pm in order to prepare for Sunday morning worship services.

***Any questions? Call the church office at 765-564-3791.***



## WEDDING DAY

The Worship Center will be available up to four (4) hours prior to the wedding. This applies to the wedding party, parents, florists, photographers, decorators, and caterers with regard to dressing, preparing for pictures, and decorating for the ceremony/reception. Dressing rooms are available. These rooms will have been arranged for in advance with the wedding coordinator.

Ring Bearers and flower girls standing with the wedding party on the platform need to be at least 4 years old. Younger than this should sit with their family after the processional.

If you plan to have food and beverages brought in as refreshment for the wedding party, please arrange for this in advance with the wedding coordinator. All items brought in by the wedding party for use in the ceremony or in preparation for the ceremony must be removed upon vacating the church facility.

## CHILDREN

**Nursery:** The nursery rooms will NOT be open for weddings. If this is a service you, your attendants, and your guests might need please talk to your wedding coordinator. The church can provide 2 workers for an extra upfront fee.

**Children's play area:** Due to liability, the Children's Play Area is off limits during the rehearsal as well as the wedding day. We do not have staff to monitor the area during this time. Please communicate this to your attendants and guests.

*Relax and enjoy your day – it will provide*

*memories for a lifetime!*

## WHERE TO BEGIN

### Setting the date

Please note, we will not reserve a wedding date more than one (1) year in advance on the church calendar.

- Call the church office (765-564-3791) about the availability of your desired date as soon as possible.
- Fill out the application and include the \$100 reservation/damage deposit. Your date will be confirmed on the church calendar upon the receipt of your deposit, application, and availability of the Pastor.

There will be only one wedding scheduled per weekend at Delphi UMC. Sundays are reserved for church worship, ministry schedules, and other church activities. For a Saturday evening wedding without a reception, the ceremony must start NO LATER than 6:30 pm. **For ALL weddings (without the reception held at the church), the church building is to be vacated by 9 p.m.**

There are several events and programs during the church calendar year when the church is not available for weddings: Christmas Eve, Holy Week, Outreach Events, days surrounding Vacation Bible School, and large ministerial programs of the church.

You are expected to meet with one of the pastors within two weeks of your request for your wedding at Delphi UMC. **Until you have met with a pastor, do not announce your wedding or have materials printed.**

## MEETING WITH THE PASTOR

All of our pastors are available for weddings. While you may request a particular pastor, the senior pastor will coordinate wedding assignments. All weddings are led by one of Delphi UMC pastors.

If you wish to have another pastor participate in your wedding, the invitation to assist must be extended by the Delphi UMC pastor in charge of the service.

As soon as it is determined which pastor will officiate your wedding, call the church office and make an appointment for your first counseling session. Our pastors reserve the right not to commit to performing the wedding until they have met with the couple.

All couples must participate in a minimum of four to six (4-6) sessions of marriage counseling. Normally, this occurs over one-hour sessions. This may be adjusted at the discretion of the pastor.

Pastors are willing to talk to couples who are not members of Delphi UMC about having their wedding at Delphi UMC if they are willing to participate fully in pre-marital counseling and follow all other wedding guidelines.

## RECEPTIONS/REHEARSAL DINNERS

### HELD AT DUMC

Our facility is capable of hosting 2 types of receptions in terms of numbers. For receptions held at the church, they must end no later than 7:00 pm in order for preparations for Sunday morning services to take place.

***Small Reception:*** Less than 75 people and held in Room 211 off of the kitchen.

***Large Reception:*** Limit of 200 people and held in the Worship Center.

***Rehearsal dinners:*** All dinners will be held in Room 211 off of the kitchen. This room can accommodate up to 75 people.

All wedding receptions/rehearsal dinners held at the church will be served by the United Methodist Women. They are in charge of the church kitchen and know where things are, as well as how appliances operate.

Depending on the number of guests, they can cater the event or be there to assist and serve at the event. The fee for their services varies, depending on the size and nature of the occasion. If interested, the church wedding coordinator can give you the policy sheet and put you in contact with the appropriate person. Please let them know the number of guests expected.

All table decorations must be furnished by the family.

*\*\*In order to help eliminate the possibility of stains, there is no punch with red dyes or red soft drinks allowed.\*\**

## PHOTOGRAPHERS/FLORISTS/DECORATING

On the day of the wedding, the worship center will be available **up to four (4) hours prior to the wedding** for florists and photographers (as well as the bridal party).

All formal pictures are to be taken before or after the ceremony. Flash photographs may not be taken in the worship center from the time the Bride arrives at the front of the church until the kiss when they are announced husband and wife.

All picture taking must be completed **forty five (45) minutes** before the beginning of the processional.

\* \* \* \* \*

Your florist may deliver flowers to the church the day of rehearsal or the day of the wedding after the agreed upon time the wedding coordinator is there to unlock the building for the bridal party (up to 4 hours prior to wedding).

Flowers are not allowed on the piano or organ. Plastic liners must be used under all vases and pots.

You may leave your flowers for use in the Sunday services. If this is your desire please inform your wedding coordinator. A notice in the bulletin will read as follows:

*The flowers this morning are given to the Glory of  
God in honor of the marriage of ...*

**Because of the many activities that go on during the week in our facility, decorating is to be done during office hours on Friday (9:00am-1:00pm). If needed, you may also decorate during rehearsal and/or the day of the wedding.**

## CHURCH WEDDING COORDINATOR

The Wedding Coordinator represents the church in organizing the many details that go along with the wedding and the rehearsal. When the wedding date has been confirmed and placed on the calendar, you will meet with the Coordinator (approximately two to three months prior to the wedding date). All questions or inquiries after this point should be made directly to the Coordinator.

### ***The Church Wedding Coordinator will meet with you to:***

- \* Discuss policies and procedures of the church and building
- \* Organize and arrange for your wants and wishes pertaining to the day of your ceremony
- \* Answer any questions during the planning time

### ***Other duties of the Church Wedding Coordinator:***

- \* Coordinate with Sound Technician, Pastor, Custodian, musician(s), and UMW if applicable
- \* Make sure building is unlocked for Bridal party on wedding day and locked up after all attendees are gone
- \* Assist Pastor with rehearsal
- \* Orchestrate processional and recessional
- \* Monitor time schedules related to wedding day
- \* Assist with wedding day activities
- \* Oversee any other facilitation needs within the church

The Church Wedding Coordinator is:

Sarah Cross

765-202-0357

[scross34@hotmail.com](mailto:scross34@hotmail.com)

## USE OF THE WORSHIP CENTER AND CHURCH

**The use of alcoholic beverages is not permitted on the church property, nor is smoking permitted on the church premises.**

Failure to observe these regulations may result in the cancellation of the wedding ceremony.

Also, no eating or drinking (except water) will be permitted in the church worship center during rehearsal and wedding ceremony.

**The Worship Center seats approximately 325.**

Items available for use during wedding:

- Memorial table
- Kneeler
- Candelabras (2 brass) - Candles will be furnished
- Candle lighting tapers (2)

**\*\*Unity candles are not provided\*\***

**NO thumb tacks, staples, or scotch tape may be used** in decorating, as well as **NO balloons, GLITTER, birdseed, or rice.** These regulations apply outside, as well as throughout the building.

Command Strips can be utilized for decorations. Flower petals and bubbles may be used **outside** as the couple exits the church.

### **Curtain Fee: \$100**

White or black stage curtains are available (upon request) to all couples having their ceremony in the worship center. The curtains will cover all sound equipment and choir risers, leaving the altar remaining in sight. The curtains will be put up and taken down by church personnel only. For liability reasons, all sound equipment will be moved by DUMC Sound Techs only.

## MUSIC AND SOUND SYSTEM

Please let your wedding coordinator know whether or not you wish to have an organist and/or pianist provide music for your ceremony. While we have both an organ and a piano, we do NOT supply the musician.

For all weddings held in the worship center, a DUMC trained Sound Technician must be used. This is a requirement.

**Sound Tech Fee: \$50**

## CUSTODIAN DUTIES

- Set up/tear down of rehearsal dinners and receptions
- Assist in set up/take down of stage curtains
- Check and clean the dressing rooms, worship center, Rotunda, and rest rooms before and after the wedding

## REHEARSAL

It is important that all who have a part in the wedding ceremony attend the rehearsal: *bride, groom, attendants, parents, ushers, acolytes, ring bearer, flower girl, and musicians/soloists.*

Ushers are in charge of the guests. For this reason, we have found that age 16 and older works best for this position. The wedding coordinator will work directly with this group to help acquaint them with the church building and to make transitions run smoothly.

The printing of wedding programs is the responsibility of the bride and groom. Please bring copies of your program to the rehearsal with you.