

Greensburg UMC
Wedding Information
office@greensburgumc.net
330.896.1936

The Congregation and Staff at Greensburg United Methodist Church welcome and rejoice with you as you plan your wedding. The church celebrates Christian marriage and is here to help you prepare for this important event in your life. We give thanks to the Lord for you, and will make every effort to assist you.

Setting the Wedding Date

Contact the church office with your date to check the availability of the church and minister. Ask any general questions you may have. If your date is available, complete the request form and submit it with the required deposit to secure the date and facility. After receiving the information, we will then schedule a time to speak with the Minister. That will be the opportunity to hear and discuss questions and some necessary details for the wedding service and pre-marital counseling sessions.

Church membership at Greensburg United Methodist Church is not a requirement in order to be married here, but every couple is encouraged to find a spiritual home, where their marriage can be nurtured and grow. Non-members are required to attend Sunday worship services at least three Sundays prior to the ceremony. If you are already active in another church, please mention it to the pastor when you meet about this requirement.

The Minister

The Minister of Greensburg United Methodist Church shall officiate the wedding service. If you would like another Minister to perform or assist in the ceremony, please consult the Minister when you meet.

The Bride and Groom must have three pre-marital counseling sessions with the Minister prior to the wedding. These appointments may be made once the wedding date is scheduled on the church calendar.

Together, with the minister, the service is developed to first honor God's presence in your relationship, and second to request God's blessing upon the union. Wedding vows are understood to be a covenant before God. This is expressed through promises made to "love, honor, and cherish each other," and that God's blessings are bestowed upon the couple. Alternate wedding vows must be approved by the minister if something other than the traditional wording is desired. Additional non-biblical readings should be discussed during pre-marital counseling sessions, also.

The Marriage License should be obtained and brought to the rehearsal. It must be given to the Minister prior to the beginning of the rehearsal.

The Ceremony

Music – Betty Gross, the church organist, plays for all church weddings, unless specific arrangements are made with her and the Minister. You should contact Betty after you have submitted your request form and paid your deposit. Contact the church office for her phone number. Music suitable for a service of Christian worship is recommended. Betty can assist with the music selections. If you wish to have other musicians, please discuss with both the Minister and organist. A piano is available if the organ is not preferred.

Church Wedding Coordinator – Due to the size of the church building and the weddings held here, the church has a Wedding Coordinator to assist you with the event. The Coordinator will help with consulting on decorations, arranging a sound technician, assisting during the rehearsal, and being present at the wedding to help make your wedding day run as smooth as possible. The Wedding Coordinator will be in contact with you as it gets closer to your event.

Decorations – Decorating is welcome with respect for the Lord. In decorating the church, masking tape, pipe cleaners and ribbon are the materials that are acceptable to use at the church. The sanctuary seats about 300 with a center aisle that would use a 75' runner, if desired. There are 20 pews on each side. Discuss with your florist possibly about a floral arrangement for the altar, aisle runner, and possible pew décor options.

Photographer – Flash pictures of any kind are NOT permitted during the service. The photographer, however, may take time exposures from the rear, side, and the balcony area of the sanctuary during the service. Videos may also be made using natural light. You will want to make arrangements with your photographer for before and after ceremony pictures at the church.

Rehearsal – Friday evening rehearsals begin at 5:30pm and end at 6:30pm, so it is important that the wedding party and all participants be present promptly. The marriage license needs to be given to the minister prior to the start of the rehearsal.

Facilities – The church normally is opened an hour and a half prior to the ceremony. If you wish to take photos or have the florist decorate prior to that time, please make specific arrangements with the wedding coordinator.

The Parlor which is located outside the sanctuary may be used by the bride and her attendants. The groom and the groomsmen may have use of the Library on the lower level.

Please note that no smoking or alcoholic beverages are permitted on church premises at any time.

Wedding Send Off – After the ceremony, often times the newlyweds are celebrated as they exit the church. We ask that all the permissible celebration items (birdseed, bubbles, bells, and butterflies) be distributed and used outside the building. Please do NOT use rice or confetti.

Receptions

Greensburg United Methodist Church does rent the Fellowship Hall and use of the Kitchen. Arrangements for receptions are made by contacting the church office and completing a Building Usage Request Form. The form is located on line at www.greensburgumc.net at the bottom of the page. Click on Building Rental for the form. You will find the information and fees based on your needs.

Greensburg UMC Ceremony Fees

	Member*	Non-members
DATE/ DAMAGE SECURITY DEPOSIT**	\$100	\$100
FACILITY USE FEE- Worship Area	\$ 75	\$175
PASTORAL FEE	\$150	\$200
ORGANIST (includes rehearsal)	\$100	\$100
SOUND TECHNICIAN	\$ 50	\$ 50
WEDDING COORDINATOR	<u>\$100</u>	<u>\$100</u>
	\$575**	\$725**

*Member as defined in The United Methodist Book of Discipline, ¶217 6. To faithfully participate in its (the local church) ministries by their prayers, their presence, their gifts, their service, and their witness; 7. To receive and profess the Christian faith as contained in the Scriptures of the Old and New Testaments.

**A \$100 refundable date/damage security deposit is due with application. The \$100 date/security deposit is nonrefundable should the wedding be canceled at any time or for any reason.

The remaining balance is due no later than two weeks prior to the wedding. Your check(s) or cash balance needs submitted to the Church Administrative Assistant. Please call 330.896.1936 to set up a time to drop your fee balance at the office. These fees do NOT include any additional rentals of the church. Those must be paid separately.

IN SUMMARY GUMC

Wedding Checklist

- Call Church to see if the date you want for your wedding is available.
- Send in Wedding Rental Detail Form with \$100 date/damage deposit to secure date.
Greensburg UMC
Attn: Admin Asst
2161 Greensburg Rd.,
North Canton, OH 44720
- Church will contact you about scheduling your first meeting with the Pastor.
- Call church organist to secure her availability.
- Attend the 3 pre-marital counseling appointments.
- Secure Photographer and Florist.
- Wedding Coordinator will contact you directly to discuss details.
- Get your wedding license and bring to the rehearsal.
- Make final payment due to GUMC Admin Assistant **no later than 2 weeks prior to wedding.**
- Rehearsal will be held on Friday at 5:30pm before the wedding. Bring Marriage License.
- Decorating Church – contact your wedding coordinator to make arrangements.
- Wedding Ceremony
- Other: _____

CONTACT NUMBERS:

Greensburg UMC	330.896.1936	office@greensburgumc.net
Rev. J. Harlen Rife	330.896.1936 x1021	harlen.rife@greensburgumc.net
Betty Gross	330.832.3151	
Wedding Coordinator - _____	Phone: _____	

Greensburg United Methodist Church
Wedding Rental Detail Form

Please complete this form by printing in all areas that pertain to your event. Return with your \$100 non-refundable deposit of your fees to the church office as soon as possible to secure your date. Thank You!

Groom's Full Name: _____

Address: _____

City/State/Zip: _____

Phone/Cell: _____ **Email:** _____

I am a member of Greensburg UMC: Yes or No / My parent(s) are a member: Yes or No

Bride's Full Name: _____

Address: _____

City/State/Zip: _____

Phone / Cell: _____ **Email:** _____

I am a member of Greensburg UMC: Yes or No / My parent(s) are a member: Yes or No

Couple's new address: _____

Ceremony Location: Sanctuary or Chapel **Wedding Date:** ____ / ____ / ____

Time on invitation: _____ **Time music begins:** _____ **Church will be open 1½ hours prior and remain open 1 hour following the end of the ceremony.**

WEDDING PARTY

Best Man: _____ **Maid of Honor:** _____

Number of Groomsmen: _____ **Number of Bridesmaids:** _____

Ring Bearer: yes / no Age: ____ **Flower Girl: yes / no Age: ____**

FLORIST: _____

PHOTOGRAPHER: _____

No FLASH photography of any type is permissible during the Wedding Ceremony.

Greensburg UMC Ceremony Fees

	Member*	Non-members
DATE/ DAMAGE SECURITY DEPOSIT**	\$100	\$100
FACILITY USE FEE	\$ 75	\$175
PASTORAL FEE	\$150	\$200
ORGANIST (includes rehearsal)	\$100	\$100
SOUND TECHNICIAN	\$ 50	\$ 50
WEDDING COORDINATOR	<u>\$100</u>	<u>\$100</u>
	\$575**	\$725**

*Member as defined in The United Methodist Book of Discipline, ¶217 6. To faithfully participate in its (the local church) ministries by their prayers, their presence, their gifts, their service, and their witness; 7. To receive and profess the Christian faith as contained in the Scriptures of the Old and New Testaments.

**A \$100 refundable date/damage security deposit is due with application. The \$100 date/security deposit is nonrefundable should the wedding be canceled at any time or for any reason.

The remaining balance is due no later than two weeks prior to the wedding. Your check(s) or cash balance needs submitted to the Church Administrative Assistant. Please call 330.896.1936 to set up a time to drop your fee balance at the office. These fees do NOT include any additional rentals of the church. Those must be paid separately.

OFFICE USE ONLY:

	<u>Amt</u>	<u>Received/Sent</u>	<u>Payment Type</u>	<u>Rec'd by</u>
Date/Damage Deposit	\$100	_____	_____	_____
Remaining Balance	_____	_____	_____	_____
Deposit Returned	\$100	_____	Finance Dept	_____