

# THE CHRISTIAN WEDDING CELEBRATION

at

Coburn United Methodist Church  
3618 N. Maple Avenue  
Zanesville, OH 43701  
[www.coburnumc.org](http://www.coburnumc.org)  
740-454-0186

## I. WELCOME

The Coburn United Methodist Church and its staff are happy to host your wedding celebration. We will do all we can to make your special day a memorable one filled with the Lord's blessing and the celebration of family and friends. If you have any questions or would like to change your arrangements in any way, please contact the church office at 740-454-0186 or [office@coburnumc.org](mailto:office@coburnumc.org) as soon as possible so we can respond without delay.

## II. THE WEDDING SERVICE

The Coburn United Methodist Church regards the wedding ceremony as one of the most meaningful of Christian celebrations. It is an experience in the worship of God who, by grace, brings two persons into union. This union is spiritual and seeks God's blessing. Because of this, we believe that the ambiance of the event should be one of worship and joy.

The Christian home is the center of life's highest values. Therefore, the Church encourages couples who are contemplating marriage to celebrate their wedding in the Church. Our hope is to make each wedding ceremony one of sacred beauty, dignity and faith.

Many weddings are held in the Coburn United Methodist Church each year yet, we hope to make your service one that is unique to you and suited particularly to your wishes. We encourage you to express any information at the initial planning session that will help the service be a personal one.

## III. CONDUCTING THE WEDDING

It is the policy of our church that one of the pastors of the Coburn United Methodist Church participate in any wedding which is conducted in the church. Upon approval of the presiding Coburn United Methodist Church pastor other clergy are welcome to participate. However, the service will be conducted by the presiding Coburn United Methodist pastor with the assistance of the outside pastor.

Because the Coburn United Methodist Church is a participant in the Community Marriage Policy of Muskingum County, Premarital counseling with the presiding pastor is a requirement.

## IV. TALKS WITH THE PASTOR

Before your wedding the pastor, who will officiate at your wedding celebration, will invite you to come and share. These meetings should not be understood as a "test" for couple compatibility, but as an opportunity to explore the issues faced by couples in marriage relationships. The number and length of these

sessions will be determined by the clergy person who will conduct the wedding ceremony. The pastor will suggest and discuss some of the spiritual, physical, social, economic, and intellectual adjustments necessary for a quality marriage relationship. The presiding pastor will reserve the right to choose not to perform a wedding at his/her discretion at anytime in this process should she/he believe marriage to be inappropriate for a particular couple.

#### **V. SCHEDULE OF DATES FOR WEDDINGS AND REHEARSALS**

Weddings at the Coburn United Methodist Church will be scheduled with both the church office and the pastor officiating to insure availability of both. Couples wanting to schedule a wedding on or near a special event or holiday that the Worship Committee decorates specifically for, will leave the church decorations in place.

Scheduling of weddings and rehearsals will be on a first-come, first-given basis with Coburn United Methodist Church members having priority. Those who are **NOT** members of the Coburn United Methodist Church will be asked to submit a non-refundable deposit of \$50.00 to reserve the church. The \$50.00 will be applied to the fee for use of the sanctuary/chapel.

Weddings on Saturdays will not be scheduled after 3:30 PM and before 7:30 PM. Weddings on Sundays will not be scheduled before 3:30 PM. Weddings will not be scheduled on national or religious holidays.

#### **VI. GUIDELINES FOR THE WEDDING SERVICE**

**A. SETTINGS:** The Coburn United Methodist Church offers two settings for the wedding ceremony.

**The Sanctuary:** The Sanctuary provides a beautiful setting for weddings of any size and formality. The Sanctuary will accommodate approximately 550 guests. The sanctuary offers video and sound capability as well as an organ and piano.

**The Chapel:** The Chapel is a less formal setting and will accommodate approximately 80 guests. The chapel offers a piano.

**B. MUSIC:** Music at your wedding service is welcomed and encouraged. Soloists and instrumentalists are welcome. Recorded music may only be used with the proper copyright release. The use of pre-recorded music will not be mixed with the use of organ/piano/instrumental music. Either recorded music must be selected or organ/piano/instrumental music must be selected for the wedding. The two are not to be mixed except to accompany a person or group who is going to sing before or during the wedding.

It is expected that you will use the Coburn Church Organist or pianist. Use of church instruments by someone other than our musicians is discouraged. However, under special circumstances, this can be arranged.

The choice of musical numbers, both instrumental and vocal, must be made in consultation with the organist. Only music which is appropriate for a church wedding will be allowed. The organist and/or the minister will have the authority to determine what is

appropriate music to be used.

Our Coburn United Methodist Church Organist and pianist is Suzanne Burg. You may contact Mrs. Burg to arrange for her services at 740-450-7237. It is recommended that you contact her as soon as possible to insure her availability for your wedding.

**C. PICTURES: NO FLASH** photography is permitted during the marriage ceremony proper. Flash photography can be used during the processional and the recessional. We ask that this restriction be placed in your wedding invitations and that you inform those attending that the use of flash photography is discouraged.

It is expected that you will inform any professional photographers retained by you of these restrictions.

**D. PHOTOGRAPHY EQUIPMENT:** We also ask that only cameras with silent shutters be used. Professional photographers, especially, are expected to dress, behave and use equipment in a manner that does not detract from the wedding celebration.

It is expected that you will inform any professional photographers retained by you of these restrictions.

**E. VIDEO CAMERAS:** Video cameras are welcome when discretion is used. Please discuss with the presiding Coburn United Methodist Church pastor the appropriate placement and use of video cameras. Those using video cameras must remain stationary during the wedding celebration.

It is expected that you will inform any professional photographers retained by you of these restrictions.

**F. VIDEO & SOUND EQUIPMENT:** The use of the church video and sound equipment any where in the building requires that a representative of the church be present to operate the equipment.

A charge of \$50 will be required for that video person and a charge of \$50 will be required for the sound person. Should these persons be needed for a reception each will receive an additional payment of \$50.

No outside equipment may be connected to the church video or sound equipment.

Any software or media to be used in the church equipment should be tested a week before the wedding is to take place. Not all video and sound media is compatible with the church equipment. No software is to be added to church equipment.

It is expected that you will inform any professional photographers retained by you of all restrictions.

**G. THE OFFICE ADMINISTRATOR:** The Office Administrator is your link with all of the other staff persons who will serve you at the Coburn United Methodist Church. The Office Administrator will gladly and efficiently receive and relay your messages to other staff members if the person you need to see is not available when you visit or call. **The one exception** to this will be the Church Organist whom you must contact personally.

**H. REHEARSAL:** Rehearsals are scheduled by the Coburn

United Methodist Church pastor who will preside at your wedding celebration. You can expect the rehearsal to last approximately one hour and fifteen minutes. It is expected that the wedding party, in total, will be present at the rehearsal and will arrive on time for the rehearsal.

During the rehearsal you will "walk through" your plans so you can experience the manner in which your service will take place. While you may still make changes at the rehearsal, the presiding pastor will receive any changes only with the permission of the bride and groom.

**I. DECORATIONS:** We welcome decorations you might want to add. A key suggestion is to keep it simple. All additional decorations to the church, both inside and outside, must be approved by the Coburn United Methodist Church pastor officiating the wedding. The use of trellis work or frame work inside or outside the building will not be permitted. No decorations or materials for the wedding may be stored in the church before or after the wedding. These must be brought on the day of the rehearsal and removed immediately following the wedding.

All decorations must be attractive and safe.

**Removal of Decorations:** All additional decorations to the church, both inside and outside, must be removed following the wedding. This must be coordinated with the scheduling church Office Administrator. This must be accomplished within the scheduled hours of the custodian so that overtime and inconvenience is not incurred.

The church can provide candelabras with candles for use in weddings. There is a nominal fee of \$25.00 for the use of the candelabras. Candle holders attached to the pews will not be permitted. Please consult with your **FLORIST** for any further decorations.

Any decorations that would damage the existing furnishings in the sanctuary/chapel or building are discouraged and repairs will be made by a professional at your expense. Any decorations which do not fit the decorum of the Coburn United Methodist Church will not be acceptable. Please consult with the presiding Coburn United Methodist clergy regarding this issue.

**J. ALCOHOL, TOBACCO ILLEGAL DRUGS & FIREARMS:** The use of alcoholic beverages, illegal substances or smoking is **NOT PERMITTED** in the Coburn United Methodist Church. Further, the use of alcohol or illegal substances are not permitted on the premises. Therefore we expect you to refrain. Firearms in any form will not be permitted on the church property. Failure to comply with these concerns may result in the cancelation of all services by the Coburn United Methodist Church.

**K. RICE, BIRD SEED, CONFETTI ETC.:** The throwing of these or similar items is **NOT PERMITTED**. If such items are found following the service an additional fee will be assessed to you for custodial cleanup.

If the use of flower petals is desired, it is required that they be artificial petals. We ask that you do not use flower petals of any kind outside the building.

The use of sparkers or other devices producing sparks or flame will not be permitted.

**L. WEDDING DAY:** Two and a half hours before the wedding music begins, the church will be opened and available for the wedding party.

**M. DRESSING FOR THE SERVICE:** A room and lavatory will be provided for the bride and her attendants and the groom and his attendants when you wish to dress at the church. The Coburn United Methodist Church will not be responsible for anything left at the church or taken from your possession.

Appropriate traditional dress for a church wedding will be expected from all who participate. The practice of Christian modesty will be expected.

**N. EXIT TIME:** The wedding party and all concerned with the wedding must vacate the church no later than one hour after the wedding concludes unless a reception is held in the Coburn United Methodist Church. All possessions and decorations must be removed at that time.

**O. VALUABLES & POSSESSIONS:** Valuables and possessions, including the wedding dress, are the responsibility of the wedding party. The Coburn United Methodist Church will not be responsible for valuables and possessions, including the wedding dress, left unattended in the church or on the property.

**P. TIME CHANGES:** The wedding couple is responsible for contacting all persons involved in the wedding if there are any schedule changes for the wedding, reception or rehearsal. This includes, but is not limited to, the rehearsal, photo shoots, the wedding, etc. This includes, but is not limited to, the church Office Administrator, the officiating pastor, the musicians, the florist, the photographer, the custodian and all other necessary personnel. These changes cannot be made without the permission of the officiating Coburn United Methodist Church pastor and the church secretary who schedules the use of the building.

**Q. THE MARRIAGE LICENSE:** The marriage license must be presented to the officiating pastor on or before the time of the rehearsal. The marriage license can be obtained at the Muskingum County Probate Court and is valid for 60 days. A five day waiting period is required by the state of Ohio before you can receive it. Failure to provide a valid marriage license may result in the cancelation of services by the Coburn United Methodist Church.

**R. WEDDING COORDINATOR:** The Coburn United Methodist Church provides a Wedding Coordinator who helps direct the wedding service on the day of the wedding.

**S. PASTORS FOR THE WEDDING SERVICE:** The professional staff at the Coburn United Methodist Church is ready to assist you in your wedding preparation. If a clergy person from another church is to assist at your wedding service, approval must be given by one

of the pastors at the Coburn United Methodist Church and the coordination for this must be done as early as possible.

Our staff:           The Rev. Dr. Dennis J. Baker  
                          The Rev. Doris Flynn

**T. THE CLERGY:** If the presence of the minister and spouse is expected at the Rehearsal Dinner or Reception, please be sure to offer that invitation well in advance of the wedding. These are social events which the clergy will not place on the calendar unless an invitation is given.

**U. PROGRAM/BULLETIN PRINTING:** You may wish a bulletin to be prepared by our office for your wedding. **If so, you must turn your information and bulletin covers into the church office AT LEAST 2 WEEKS before the wedding.** The Coburn United Methodist Church is not a professional printing service and will not be responsible for printing errors. Proof reading the copy before printing will be your responsibility and will take place at the convenience of the Coburn United Methodist Church.

#### VII. COST FOR THE WEDDING SERVICE AT COBURN CHURCH

**A. NON-MEMBERS OF COBURN CHURCH:** A deposit of \$50.00 is required to reserve your wedding date. This deposit will be applied to your fee and will not be returned if you cancel for any reason. All fees are payable in the church office on or before the rehearsal date.

Use of Sanctuary -	\$125.00
Use of Chapel -	\$ 50.00
Custodial Fee For Chapel -	\$ 25.00
Use of the Candelabra -	\$ 25.00
Bulletin/Program Preparation -	\$ 20.00
Custodial Fee -	\$ 40.00/No Reception \$ 70.00/With Reception
Organist/Pianist Fee -	\$150.00
Pastoral Fee -	\$100.00
Video Person -	\$ 50.00
Sound Person -	\$ 50.00
Coburn Church Wedding Coordinator	\$ 50.00

Checks for services provided are to be made payable to:

Coburn United Methodist Church  
o For building use, candelabra, bulletins and Custodian  
o Pastor Officiating  
o Sound Person  
o Video Person  
o Wedding Coordinator  
Organist/Pianist

**B. MEMBERS OF COBURN CHURCH:** There will be **NO RENTAL FEE** for the use of the building or the premises. There is a charge for:

- The Organist/Pianist (\$150.00)
- Custodian (\$40.00) no Reception (\$70.00) With Reception
- An Honorarium is Customary for the Pastors, but not necessary.
- Sound Person (\$50.00)
- Video Person (\$50.00)
- Candelabra (\$25.00)
- Bulletin/Program Preparation (\$20.00)
- Wedding Coordinator (\$50.00)

Checks for services provided are to be made payable to:

- Coburn United Methodist Church
  - o For building use, candelabra, bulletins and Custodian
  - o Pastor Officiating
  - o Sound Person
  - o Video Person
  - o Wedding Coordinator
- Organist/Pianist

#### **VIII. RECEPTIONS**

You may hold your wedding reception in the Wilson Center of the Coburn United Methodist Church. Reservations must be made through the Church office.

Our United Methodist Women can cater a reception for you. If you wish for the UMW to serve you, please call the church office at 740-454-0186 as soon as possible.

If you wish to use our kitchen for your own reception, you must also call the church office.

Fees for use:

Members no charge for Wilson Center/ \$40.00 Custodial Fee

Non-Members Wilson Center \$200.00/ \$40.00 Custodial Fee

Should you desire to have your reception catered by an outside organization the kitchen in the Wilson Center can be rented for Members \$25.00/ Non-Members \$50.00. There is an additional charge of \$50.00 and \$1.00 per plate served for members or non-members when an outside caterer is used.

#### **IX. REHEARSAL DINNER**

If you desire, you may hold a rehearsal dinner in the double classroom of the Coburn United Methodist Church and have the United Methodist Women cater that meal. Room charges for this will be as follows:

Members: no room charge and a custodial fee of \$25.00.

Non-Members: room charge \$60.00 and custodial fee \$25.00.

#### **X. THE BASIC UNITED METHODIST ORDER OF SERVICE FOR A WEDDING**

- The Processional
- The Welcome To The Congregation
- The Charge To The Couple
- The Pledges Of Faith
- The Presentation Of The Bride
- The Marriage Scripture
- The Marriage Meditation

The Exchange Of Vows  
The Exchange Of Rings  
The Pronouncement As Husband And Wife  
The Blessing Upon The Union  
The Presentation Of The Couple  
The Recessional

You may enhance your ceremony with:

The Unity Candle Ceremony  
The Appreciation To Parents  
A Special Reading  
A Solo Or Song

Please consult with the Coburn United Methodist Church officiating pastor for guidance and help in the preparation of your service.

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**WE INVITE YOU TO WORSHIP  
AT COBURN UNITED METHODIST CHURCH:**

**Fresh Start Service Sunday 8:00 a.m. in the Wilson Center  
Sunday School 9:00 a.m.  
Sanctuary Worship Sunday 10:00 a.m.  
New Start Service Saturday 5:30 p.m. in Sanctuary**

11/1/2007