

Wesley United Methodist Church



1401 NW 25th Street
Oklahoma City, OK 73106
405.525.3521 Phone

Darla Clouse, Wedding Coordinator, 405.818.7945

General Wedding Policies and Guidelines

- We welcome all denominations into Wesley United Methodist Church for weddings. The presiding minister must be a Wesley clergy and the ceremony must use the United Methodist Wedding Liturgy.
- The Wesley Wedding Coordinator will provide the scheduling and the detail coordination of the ceremony and reception. All weddings at Wesley United Methodist Church must utilize our wedding coordinator. An early date for the ceremony is encouraged. Confirmation of wedding dates must include deposit payments. There are NO exceptions to this policy.
- Weddings may not be scheduled on Sundays or after 6:00 pm on Friday or Saturday. Weddings may not be scheduled on the following holidays:
 - Holy Week
 - Christmas Eve
 - Christmas Day
 - New Year's Eve
 - New Year's Day
 - Any weekends previously booked in advance with church related commitments
- An initial meeting with the wedding coordinator may be made through the Wesley United Methodist website at www.weslyokc.org or call 405.525.3521, and request a wedding planning appointment. The initial deposits include:
 - A \$200.00, non-refundable reservation date deposit to reserve a date on the church calendar
 - A \$100.00, security deposit is also required. The security deposit will be returned within 14 business days after the wedding. If the areas used in the church are in good order and the candelabra and extra furnishings have been picked up by the appropriate company
- After booking the wedding date:
 - Contact our organist, Pat Crigler either at 405.936.3948 or 405.789.6898 to discuss the music for the ceremony.
 - One of Wesley's ministers will call the bride and groom for an appointment to get acquainted and discuss the wedding plans and ceremony outline.
 - One month prior to wedding date, final fee payment meeting will be scheduled.
 - The next meeting will be scheduled for a few weeks prior to the wedding, which will be to finalize the specific details for your special day.
 - You may contact the Wedding Coordinator at any time to discuss details or if you have additional questions or have special needs for that day.

COUNSELING and MARRIAGE LICENSE:

Wesley requires premarital counseling by the officiating minister. This counseling should be arranged at least two months before the wedding ceremony. The couple is responsible to contact the minister personally and to set up an appointment for a conference time. A completion letter stating that you have received premarital counseling from our minister will significantly lower the cost of obtaining your marriage license. Wesley UMC allows counseling from outside ministers. A letter of counseling completion must be provided at the Wesley meeting with the presiding minister. The Marriage License will be the responsibility of the Best Man on the wedding day. The honor attendants will present the license to the minister immediately following the service, where the license will be signed by the minister, the bride and groom, and the two honor Attendants. The minister will then give the license to the bride and groom to file with the County clerk. It is imperative that the license is appropriately signed and dated in order to receive your license after it has been certified.

REHEARSAL:

The wedding rehearsal generally lasts 45 minutes to 1 hour and is conducted by the officiating Wesley minister. It is important that all of the wedding party members arrive on time for the rehearsal. Please instruct the members of your wedding party to be in the sanctuary at least 15 minutes before the rehearsal is scheduled to start. Arriving late may cause unnecessary stress on a very special day. If the participants sit at the front of the sanctuary, they can hear better and get the proper instruction for their part in the wedding. The wedding rehearsal is a joyous time for the bride and groom. All the planning has been done and this is the first of the events leading to the all Important Wedding. The staff at Wesley UMC will do all we can to make it a very beautiful and happy time as well as a deeply religious occasion.

Important decisions like who will light the candles, who will seat the families of the bride and groom, and the order of the ceremony should be made before the night of the rehearsal. You will find a form enclosed in this packet which will assist you in these decisions. You will need to provide this completed list to the wedding coordinator to use at the rehearsal. Making these decisions ahead of time will speed the length of the rehearsal and make the rehearsal more pleasant for everyone involved.

The minister and wedding coordinator will use this form to ask and answer questions needed to clarify the order of service and order of attendant's entrance and departure, etc. If children are to be a part of the wedding, they should be three years of age or older. They will need to be at the rehearsal so they can practice and learn what they are going to do, where they will stand, etc.

It should be noted that although a child may practice at the rehearsal and do a great job, he or she may decide not to participate on the wedding day. This just happens sometimes and they should not be coerced into performing. They can still be a part of the pictures and reception and enjoy the rest of the wedding excitement.

MUSIC FOR THE CEREMONY:

The couple is responsible for contacting the church organist to discuss the music they wish to use for their wedding ceremony. If such plans are not made at least 4 weeks prior to the wedding, the organist will choose the wedding music.

The organ and piano in the sanctuary can be played only by the church organist. If our church organist is unavailable, an approved organist/pianist will be found for you. If the wedding is to be held in Baker Chapel, it is suggested that our organist play, however there is only a piano not an organ. If our organist is not available, a replacement may be found for you.

All wedding ceremonies are occasions of worship; therefore, music must be carefully selected to reflect the sacredness of the service. The music performed by the organist and any soloist must be of a high quality befitting this joyful, yet sacred ceremony. Popular secular songs are ordinarily not suitable for the worship service. Our organist must be consulted in the selection of music appropriate for use during the wedding service. Favorite selections of a secular nature may be more appropriately used during the reception. No pre-recorded music will be allowed.



A soloist will be provided upon request at a rate of \$100. Such requests must be made well in advance of the wedding date. You may also select your own soloist. The soloist will be responsible to have music to our organist at least four weeks before the wedding rehearsal. Our organist will be happy to make an appointment with the soloist for practice at a time before the day of the rehearsal.

DECORATIONS FOR THE SANCTUARY:

The aisle is four feet wide and sixty feet long. The altar area is twenty seven feet wide. The sanctuary has thirty six pews (18 on each side) and seats 450 people comfortably. An accurate floor plan of the sanctuary is included in this booklet for your convenience in planning the amount and placement of decorations. Only drip less candles may be used and must be placed in candleholders to prevent drippings on the carpet. Plastic **MUST** be placed beneath the candelabra to protect the carpeting. In the event of dripping, the decorator is responsible for complete cleaning of the wax from the floor and/or furniture and such refinishing as may be necessary. Only the altar candles may be used on the altar table during the wedding ceremony. Candles may be used several other places during the wedding. They may be used in candelabras adorning the front of the church. There will be no candles used on the pews because of the narrow center aisle, nor may decorations be placed on the pulpit or baptismal font

Flowers may be attached to the candelabra or used in vases. A vase of flowers may be used on the altar table. All candelabra and flowers and other decorations must be removed after the wedding. If this cannot be done, arrangements may be made to store them until the florist picks them up on the very next business day. If the wedding is Monday through Friday the equipment must be picked after the wedding. If our custodian moves the pieces to a storage place, the fee is \$40.00 payable to the church by the florist by noon the next day. If the wedding is on Saturday, rentals must be picked up after the wedding or the fee applies. If the rentals are stored longer than noon on Monday, there will be a \$50.00/day storage charge payable to the church by the florist.

The church is not responsible for damage to any equipment left after the ceremony

If there is any damage to the church including any fixtures during the rehearsal, wedding ceremony or reception, the bride and groom agrees to be responsible for payment of these items or payment to have them repaired.

No furniture in the sanctuary may be moved. This means that the altar table, pulpit, baptismal font, and any other appointments of the sanctuary must remain in their customary positions. Altar cushions, hymnals and Bibles in the pews will stay in their places at all times,

The bride and groom may use the small covered riser which connects to the altar so they may be seen more clearly by guests in the back of the sanctuary. This should be planned with the wedding coordinator in advance. Banners will be removed by the church staff, if a request is made in advance of the service.

DECORATING THE NARTHEX:

The guest book may be placed on the lectern to the left of the front double doors into the sanctuary. (This lectern may be moved). The Ruth table may be moved slightly upon request. The statue of Ruth will remain on the table. Flowers and programs may be used on the table. Gifts may be left on the Ruth table during the ceremony. A member of the house party should be designated to these items when the wedding is over. The guest book should be taken to the reception immediately after the wedding so that those arriving late to the wedding may sign the book at the reception.

THE FLORIST:

There is a separate form to be given to the florist so they will know the rules for delivering and picking up their equipment. The florist will notify the wedding coordinator of the time of delivery of flowers and other equipment, so that someone will be there to receive them. Decorations in the sanctuary must be placed carefully in order to protect wood surfaces and carpet. **ALL CANDLES WHETHER THEY ARE REAL OR INSERTS WILL NEED TO HAVE PLASTIC SHEETINGS BENEATH THEM.** It is an extra protection for the carpet and keeps the costs down. If the couple wishes to leave flowers for use in the church, those arrangements should be made in advance with the wedding coordinator. If adornment is to be placed on the ends of the pews, it must be done with ribbon, clear nylon cord or covered holders placed over the ends of the pews. Real rose petals may be scattered as flower girls walk down the aisle. The petals may not be strewn in any other area of the church. Bubbles or rose petals are the only things allowed to be used to “shower” the bride and groom as they leave the church. (This may be a STAGED DEPARTURE, where the bride and groom go through the motions of leaving then come back into the church for more pictures.)

CARE OF THE DRESSING ROOMS:

There may be NO alcohol in any form in the dressing rooms of the attendants or any other location near the church. There may be snacks and drinks. Water is recommended because if there is an accident, water will not show on clothing. All clothing and personal items must be removed from dressing rooms before wedding party leaves for the reception. We are very proud of our dressing rooms and know that you will want to help us keep them nice for the next wedding.

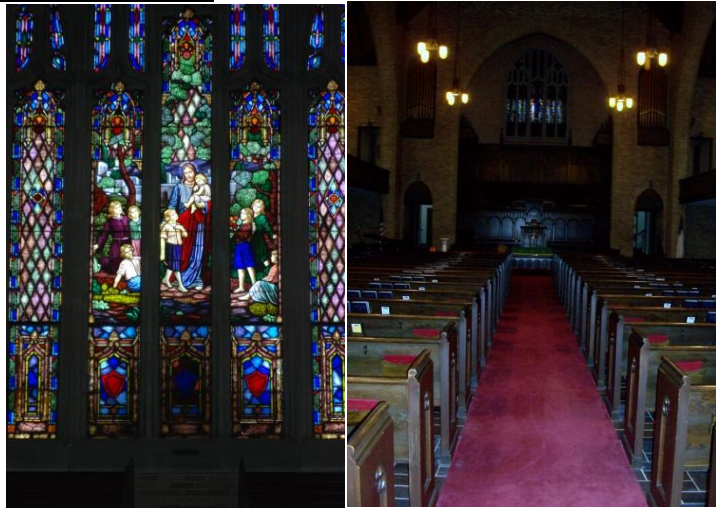
Anytime the wedding party leaves the bride's dressing room, the room should be locked for security purposes



NURSERY:

The church will provide a nursery for children during the wedding if requested. The minimum charge for two attendants and six children is \$48.00 for two hours minimum. If there will be six to 12 children the charge will be \$96.00. Arrangements for nursery care must be made in advance of the wedding with the Wedding Coordinator. Payment will be made in advance for the number of children expected.

SANCTUARY AND CEREMONY:



The sanctuary is a sacred place. The wedding is a beautiful religious ceremony, therefore, antics by any member of the bridal party that mar the beauty and sanctity of the service are seriously discouraged. The wearing of ball hats, sunglasses, or other “funny” things during the service make a mockery of the occasion and may cause the ceremony to be interrupted or stopped.

PHOTOGRAPHY:

Flash pictures may be taken before the service and until the bride's entrance. Then they may resume once the bride and groom begin the recessional. The parlor, brides room, library and outside (weather permitting) are all good places to take pictures. **FLASH PICTURES MAY NOT BE TAKEN DURING THE ACTUAL WEDDING SERVICE.** Photographers may use any of the three balconies or on the floor at the back of the sanctuary, and **are** allowed to take pictures without flash. VIDEOGRAPHERS are allowed to place a camera in the choir loft. It may be left to run during the ceremony; however there may be no person with this camera during the wedding. The videographer may use either of the side balconies or the back balcony during the service. The wedding party may return to the sanctuary for pictures after the wedding.

WEDDING COORDINATOR INFORMATION:

As a member or a non-member prepares for the wedding day, the wedding coordinator will be available to work closely with you as the liaison to the church. The wedding coordinator duties will include:

- Meet with the bride and groom prior to the wedding
- Confer with the bride on the use of flowers, photographers and videographers
- Counsel with the bridal party on the policies of the church
- Advise the wedding couple on any wedding related issues

If the coordinator is unsure of the answer to a question, the officiating minister **HAS** the final word on propriety of wedding etiquette in Wesley UMC. If you are a member of Wesley UMC, it is required that you meet with the wedding coordinator before your wedding to discuss all aspects of your wedding.

RECEPTION:

We have two rooms to accommodate receptions:

1. The parlor will comfortably hold a reception of 50 to 100 people. It is located directly behind the sanctuary through the double doors. The red chairs may be moved or rearranged. None of the furniture may be moved or removed with the exception of the oblong table which may be moved in front of the breakfront to accommodate the wedding cake and punch. Arrangements may be made for light refreshments to accompany the cake and punch.

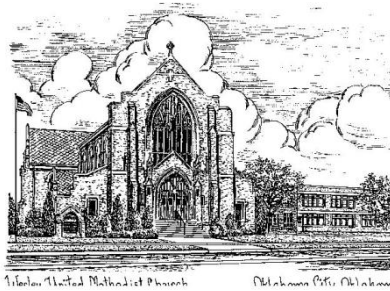


2. The newly renovated Fellowship Hall is our larger reception area that is directly off of the kitchen area. It is located in the lower level of the church. It will accommodate 150 guests for table seating. If using chair seating with fewer tables in the Fellowship Hall, the space will comfortably seat 200. You may use round or rectangle tables. A stage, sound system and lighting are available in this area. There is more flexibility in decorating this room.

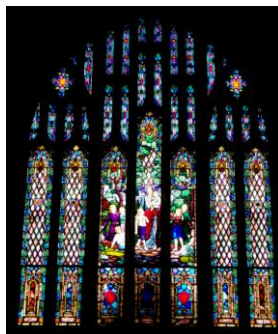


All couples choosing to have their reception at the church must contact the wedding coordinator for prices and menu options.

THE BUILDING & HISTORY



Wesley United Methodist Church is a building of striking beauty. It was originally built in 1928 and is of classical Gothic architecture. The Sanctuary is laid out in the shape of a cross and all of the arches are in the shape of praying hands. The magnificent stained glass windows are a focal point in the sanctuary. The four large windows feature Jesus and each of the small windows surrounding the sanctuary tells the story of the life of Jesus. The organ in Wesley is a Teller Pipe Organ and was installed in the early 1970's. It is a 41 rank organ and considered one of the finest pipe organs in the state of Oklahoma. The high vaulting of the sanctuary ceiling gives ideal reverberation time for music. The Sanctuary at Wesley will seat approximately 450 people on the main floor.



Sanctuary Floor Plan

