

A GUIDE TO PLANNING YOUR WEDDING

Congratulations on your engagement and upcoming wedding!

We consider the estate of marriage to be a most holy and special bond and are pleased that we can play a part in this special time for you. At Floris UMC/Restoration Church we believe that a wedding is a religious service. As such, it is a Christian celebration of your love and commitment to each other and to God. Your wedding ceremony is also a worship experience, involving family and friends who want to participate in your joy. We look forward to meeting with you both and assisting in making this a special and memorable time.

The following guidelines have been formulated to help your wedding go smoothly.

GUIDELINES FOR MARRIAGE USING A FLORIS/RESTORATION PASTOR - BOTH ONSITE AND OFFSITE WEDDINGS

REQUIREMENTS

- Worship attendance is strongly encouraged for non-members to enable an understanding of our denomination and our church.
- Receipt of signed Wedding Contract and scheduling fee.
- Submission of the online Wedding Information Form.
- Completion of at least two premarital counseling sessions.
- Meeting with the assigned pastor prior to the ceremony.
- Presentation of properly executed marriage license at least one week prior to the wedding.

SCHEDULING THE WEDDING

Please submit the Wedding Request Form to begin the process of scheduling your wedding. Our Wedding Program Director, Pam Borland, will contact you regarding the date you wish to schedule. She will mark your date with a tentative notation and hold that date for up to two weeks. This may be done for those who regularly attend Floris UMC/Restoration Church up to 18 months prior to the wedding. Those who do not attend Floris UMC/Restoration Church may reserve their wedding date up to 12 months in advance. The Wedding Program Director will confirm wedding dates only after the signed wedding contract and non-refundable scheduling fee have been received.

WEDDING CONTRACT

Once your date is chosen a wedding contract will be drafted and sent, with your names and the date and time of the wedding and a listing of applicable fees. Within two weeks of receiving the contract, please sign the contract and return it with your scheduling fee to confirm your wedding date. You will want to keep a copy for your records.

THE PASTOR

The pastors of Floris UMC/Restoration Church officiate at weddings at the church and most of our pastors officiate at weddings offsite. At Floris UMC/Restoration Church the pastors rotate in officiating duties. Approximately six months prior to the wedding the pastor is assigned depending on the date of the wedding. A particular pastor may be requested. There is no guarantee that pastor will be available on the date of the wedding, but every effort will be made to honor the request.

Floris UMC/Restoration Church does not discriminate based on gender. Clergywomen have been part of Methodism since John Wesley licensed Sarah Crosby to preach in 1761. It is possible you will be assigned a female pastor as your officiant. If you have an issue with this policy, you will probably be more comfortable being married in a church that more closely reflects your beliefs.

The pastors expect to spend at least one session in conference with a couple prior to the wedding date. This will include discussions about both the service and the marriage itself. The couple must contact the pastor or his or her administrative assistant to schedule this session. The Wedding Coordinator can provide you with the appropriate contact information.

WEDDING COORDINATOR

If your wedding is at Floris UMC, a Wedding Coordinator will be assigned. The Wedding Coordinator will contact you within a week of the receipt of your Wedding Information Form. She will set up an appointment to meet with you to discuss plans and answer questions. She will participate in the rehearsal and be at the venue to assist you on your wedding day.

ALCOHOL POLICY

For onsite weddings, the church grounds are alcohol-free and the buildings are alcohol and smoke-free. If alcohol is present anywhere on the premises, the officiating pastor has the authority to cancel the service. For both onsite and offsite weddings, if the bride or groom is under the influence of alcohol or drugs at the rehearsal, it will be cancelled. If the bride or groom is under the influence of alcohol or drugs the day of the wedding, the service will be cancelled. If a member of the wedding party is under the influence of drugs or alcohol, they will not participate in the wedding service. If you are surprised that this statement needs to be placed in our policy, so are we.

PREMARITAL COUNSELING

You will need to complete premarital counseling prior to your wedding date. You must provide the Wedding Program Director with a Certificate of Completion of your premarital counseling. We recommend the following counselors:

- Rev. Dr. Bill Everhart with Pastoral Counseling of Northern Virginia. You can reach Rev. Everhart at 703-449-1944 ext. 210 or everhart@shentel.net.
- Grace Greenan at 703-371-8303 or gracegreenan@yahoo.com.

They both have office hours at Floris UMC. You are responsible for any fees related to premarital counseling.

WEDDING INFORMATION FORM

Once you have confirmed your date with deposit and contract you will be asked to fill out a wedding information form and if your wedding is at Floris UMC, a Wedding Coordinator will be assigned. This form is used by the Pastor and the Wedding Coordinator in planning your wedding.

MARRIAGE LICENSE

A marriage license is required by the state of Virginia. A license may be obtained from the office of the clerk in any county of the Commonwealth of Virginia and is good for 60 days following the date of issue. We ask that you remit copies A & B of the Marriage Registration, Certificate of Marriage, and the mailing envelope provided by the Circuit Court to the church office - Attention: Pam Borland, Wedding Program Director - no later than one week prior to wedding.

REHEARSAL

The rehearsal is generally scheduled for the evening before the wedding. One hour is allocated and it is essential that you begin and end promptly. If your wedding is offsite, the pastor will attend the rehearsal at your venue. If your wedding is at Floris UMC, the pastor is generally not present for the rehearsal. Please notify the Wedding Program Director of the time and location of the rehearsal as soon as it is confirmed.

WEDDING PARTY AND GUESTS

It is important that the exact times scheduled for your rehearsal and wedding are observed. Care should be taken to have all members of the wedding party in their places at the appropriate times.

FINANCIAL RESPONSIBILITIES AND FEES

The \$50 non-refundable scheduling fee is required at the time the wedding is scheduled with the Wedding Program Director.

An invoice of your financial responsibility will be mailed to you four to six weeks before the wedding. Final payment must be in the church office one week before the wedding day.

All payments may be made online or in the form of a check payable to “Floris UMC.”

ADDITIONAL GUIDELINES FOR WEDDINGS HELD ONSITE AT FLORIS UMC

THE VENUE

Weddings at Floris UMC take place in our sanctuary. The chapel is also available for a very small wedding with no more than 25 people in attendance.

We do not offer wedding receptions at Floris UMC.

Currently weddings in Floris’ sanctuary or chapel are planned using the following schedule:

- Friday weddings - ceremony at 7 p.m.; use of building 5 to 8 p.m.
- Saturday weddings - ceremony any time; use of building 2 hours prior and 1 hour after the start time.
- We are unable to schedule weddings in our facility on Sunday.

WEDDING COORDINATOR

For your wedding at Floris UMC, you will be assigned a Wedding Coordinator and she will contact you within a week of the receipt of your Wedding Information Form. She will set up an appointment to meet with you to discuss plans and answer questions. She will participate in the rehearsal and be at the church during the designated times listed in the Scheduling Your Wedding paragraph.

The wedding coordinator represents the church in coordinating the many details of the wedding and rehearsal within the church. Her responsibilities include: ensuring the wedding venue is ready for the rehearsal and wedding, unlocking rooms for the wedding party, coordinating the audio set-up, arranging guest book podium and gift table, conducting the rehearsal and assisting the pastor with the rehearsal if he/she is present, orchestrating processional/recessional, monitoring time schedules related to the ceremony, ensuring the church is cleaned after the wedding and overseeing any other facilitation needs within the church.

DRESSING ROOMS AT FLORIS

The bride and her party may dress at the church and a room will be reserved for that purpose. Customarily, the groom's party dresses away from the church, however the Wedding Coordinator can reserve a room if requested. It is the responsibility of the bride and groom to arrange for the care of the property of the wedding party before, during and after the wedding, as well as the removal of such items immediately following the service. The church will not be responsible for any articles belonging to any person in the bridal party, any guest at the wedding or any vendor serving the wedding.

WEDDING MUSIC

The wedding is a service of worship. All music played or sung during the wedding should express a Christian message appropriate for the occasion. The selection of all music is accomplished through consultation with the wedding coordinator who will help you select either our traditional or contemporary music accompanist to provide and direct the music for your special day. The wedding coordinator will also provide final approval for all wedding music that you have selected with your accompanist. All music must have live accompaniment, therefore, the services of a musician are included. There will be no taped or prerecorded music. The couple will be responsible for the purchase of any music not currently found in the church's music library.

We have both a Traditional Music Director and a Contemporary Music Director at Floris UMC. Both can either act as your accompanist or make suggestions regarding soloists and other instrumentalists.

We are not able to accommodate requests for choirs or bands/musicians from other churches to perform for weddings at Floris UMC.

VIDEO TAPING

Videographers may be used during the ceremony. Videotaping can be done from a pre-approved location using available lighting.

PHOTOGRAPHERS

Floris/Restoration encourages couples to employ a professional photographer for the wedding. A designated photographer may take pictures from the rear of the sanctuary using available light. Flash pictures are permitted only of the processional and recessional. No pictures may be taken from the altar during the ceremony. Reposed pictures with flash may be taken after the ceremony. In your wedding program, please request that your guests refrain from using their cameras during the service.

FLOWERS AND DECORATIONS

The couple is responsible for decorations for the wedding. The Wedding Coordinator can provide you with ideas and suggestions for the altar area and aisle seat décor. If you would like to leave flowers for church decoration following your wedding, please let your Wedding Coordinator know. All other decorations should be removed immediately following the service. If a flower girl is used, she must scatter silk petals only.

CANDLES

If a unity candle is used, the couple will need to provide 3 candles: One (1) Pillar (your choice) and two (2) Tapers (size in relation to the height of your Pillar).

WEDDING PARTY AND GUESTS

All members of the wedding party and guests should be reminded that Floris is a smoke-free and alcohol-free facility, therefore, smoking is not permitted inside the church and alcoholic beverages are not permitted in the church or on church grounds.

RESTRICTIONS

Because of county ordinances and other restrictions, confetti, rice and birdseed are not to be distributed and/or thrown inside or outside the church. Only bubbles used outside the church may be substituted for this tradition.

SCHEDULE OF WEDDING FEES

Offsite Weddings:

Scheduling Fee	\$50
Services of Wedding Coordinator, if requested	\$100
Services of Pastor (\$400 if wedding is on a holiday weekend)	\$350
Total Offsite:	\$500

Floris UMC Sanctuary:

Scheduling Fee	\$50
Use of Sanctuary*	\$500
Wedding Coordinator	\$200
Pastor	\$300
Other Services (includes A/V, Music, Custodian)	\$350
Total Sanctuary:	\$1,400

*The Sanctuary fee is waived if the couple or their parents have attended worship on a regular basis within the year prior to the date of the signed Wedding Contract.

Floris UMC Chapel:

Scheduling Fee	\$50
Wedding Coordinator, if needed **	\$100
Pastor	\$300
Custodian	\$50
Total Chapel:	\$500

**If reserving the chapel, a Wedding Coordinator will be assigned if the ceremony includes music, attendants or special additions to the service.