

Weddings

at

First United Methodist Church of Santa Monica



FIRST UNITED METHODIST CHURCH OF
SANTA MONICA

1008 Eleventh Street • Santa Monica, CA 90403
Free parking in garage across from church on 11th.
www.santamonicaumc.org
310-393-8258 • info@santamonicaumc.org



Weddings ...

at First United Methodist Church of Santa Monica

We at First United Methodist Church of Santa Monica have helped plan weddings since our inception in 1875. Over the years, we have worked with couples of all ages who have planned large weddings in the Sanctuary and small weddings in Gates Chapel. We have held large receptions in Simkins Hall in The Shelby Center, and intimate ones in the Fireside Room.

We understand how wedding planning can sometimes overshadow the marriage itself, particularly in the beginning stages of the

preparations. That is why we are here to help in whatever way we can. You are taking your first step in planning your wedding by reading this brochure. An exciting time awaits you, and it is one we can help you envision.



We hope you will find this brochure helpful and informative as to what we can offer you at First UMC. In it, you will find our clear set of guidelines for weddings, plus information concerning our facilities, a schedule of wedding fees (please see "Fees" insert), and policies regarding photographers, florist and caterers.

What You Can Expect of Us ...

We pride ourselves on the nurturing and welcoming atmosphere of our church and its members. You will always receive a warm welcome here. Your wedding is one of the most significant moments in your life, and we want to help you bring depth, meaning and joy to this important occasion.

An experienced Wedding Coordinator is provided to facilitate a seamless and beautiful wedding. The coordinator may be contacted through the church office.

An experienced professional organist is included as part of the wedding package. Soloists are available upon request. We have an extensive list of appropriate wedding music which we will be happy to provide you.

Custodial staff is available to you the day of your rehearsal and the day of your wedding, and you will be given an audio tape of your ceremony.

Audio/visual staff is available the day of the wedding. You may receive an audio cd of your wedding upon prior request.

Candelabras, aisle candles as well as a unity candle are included as part of the wedding package to enhance your ceremony.

Our professional approach to event planning can enhance your reception, if you decide to use our facilities.

(Please see "Reception" section.)

By choosing to be married in this church, you will be uplifted by the ongoing prayers and support of this community of faith.

Our Expectations of You ...

1. Our ministers may be available to perform your wedding ceremony if requested; and will meet with you prior to your wedding. If you desire to use your own Christian minister or are considering an interfaith ceremony, he or she will need an invitation from our Senior Minister.
2. The State of California requires that a couple being married in California obtain a California State Marriage License. Please give this to Wedding Coordinator at the time of your rehearsal. A marriage ceremony cannot be performed at First UMC without this license. (Please see "How to Get a Marriage License" section.)
3. In consultation with our minister, it may be suggested that you meet with a trained marriage counselor. We can provide names of qualified counselors and offer free pre-marital counseling workshops led by William Bumiller, who has a Graduate Degree in Psychology specializing in Marriage and Family Therapy. Dave Ramsey's Financial Peace University classes are also available to help you examine your priorities and finances. Let the church office know if you are interested.
4. We ask that you, your family, and your wedding party respect the guidelines and policies of First UMC. The Wedding Coordinator will review these guidelines/policies with you and your wedding party at the time of your rehearsal.
5. We ask for prompt payment of all wedding/receptions fees. (Please see "Fees" insert.)
6. Alcohol is not permitted on the Church Campus.

Getting Started ...

When considering a date for your wedding, you need to first contact the church office to check the church calendar. Then you must also contact the officiating minister to confirm that the date is clear on their calendar.

Once the church office has confirmed the date and the Wedding Coordinator has received your deposit, your date will then be confirmed on the church calendar. Because of special church holidays, there are a few dates that may not be available for weddings.

The Wedding Coordinator will ask you to fill out an information form once your date is set. This information will only be used by our Wedding Coordinator to see that your wedding day runs smoothly and the necessary arrangements are in place.

Guidelines ...

Planning the Service

1. The minister you are working with will help you shape your wedding service. The time you spend in planning is a wonderful way to keep focused on the true meaning of the ceremony and the sanctity of marriage.
2. We are delighted to have your friends and family members participate in the service by reading appropriate scripture or giving a prayer.

3. There is no fixed tradition as to the style of the wedding procession (or even if there needs to be one), or the composition of the wedding party. The Wedding Coordinator is available to assist in your decision on these matters.

How to Get a Marriage License

To obtain a license, both the bride and groom will need to show “Proof of Identity” (for example: birth certificate, passport, driver’s license or identification/alien registration card). Photo and age verification is mandatory. All documents must be in English.

The license is valid for 90 days, and by law both bride and groom must appear to complete the application form and pay the required fee. Payment for the license can be made in cash, by check or by money order. A valid identification is required if paying by check. Filling out the form online may expedite the process.

The License Office hours are 8:30 a.m. to 4:00 p.m., Monday through Friday. You will find a convenient License Office near you by going to: <http://www.lavote.net/clerk/marriage.htm>

The Office of the County Clerk for Los Angeles County may be reached at:

REGISTRAR-RECORDER/COUNTY CLERK P.O.
BOX 53120
LOS ANGELES, CA. 90053-0120

Music

1. Our organist will work with you in deciding the appropriate music for your wedding, and is available to meet with you at a mutually agreeable time. The church office will assist in setting up the meeting.
2. Because the wedding ceremony is a religious service, music that is outside of the sacred (e.g. popular songs, show tunes, etc.) is best included at your reception.
3. The Music Director must be consulted and give consent if outside musicians or organists are to be invited to perform at your wedding.

It is our experience that the following area tends to cause needless misunderstandings and preventable problems. We ask that you read this section carefully. We require that your photographer reads, signs and returns the enclosed agreement.

Photography and Video

1. We have found that good professional photographers understand the worshipful atmosphere of the wedding ceremony. They agree to minimize distractions and their movements about the Sanctuary/Chapel once the wedding service has begun.
2. The best way to photograph the wedding party is before or after the service. Our Wedding Coordinator can schedule a reasonable time frame in which to do this. Once set, this schedule must be adhered to.
3. When pictures are taken before the service, all shooting must

be completed and equipment removed at least 45 minutes before the service.

4. NO FLASH photographs may be taken once the wedding service has begun. Flash may be used for the procession, provided that the photographer and equipment remain behind the last row of the seated guests and do not block the center aisle in anyway.

6. Available light (no flash) photography with quiet shutter is permitted during the service, but the photographer must remain behind the last row of seated guests or in the balcony.

7. Videotaping is allowed during the wedding service with available light only. The videographer must adhere to the same guidelines and restrictions as the photographer. All videotaping must be from one area in the Sanctuary/Chapel during the ceremony.

Flowers and Other Decorations

1. You may place flowers on each side of the altar table, on each side of the cross, on the brass candelabras, the unity candle candelabra, and on the 16 aisle candelabras.

2. For safety reasons, you may use an aisle runner, provided by your florist, that extends only to the bottom of the chancel stairs. Our center aisle is 83 feet in length.

3. The Sanctuary occasionally has seasonal decorations, which, for the most part, are permanent for the particular season and are not usually removed for weddings. Gates Chapel is not similarly decorated. There are, of course, many dates available that do not have the restrictions of seasonal decorations.

4. All flowers and greenery must be removed within 30 minutes after the wedding. Failure to do so will result in the forfeiture of your entire security deposit.
5. No rice or bird seed may be thrown. You may use bubbles as the bride and groom leave.

During the Rehearsal

Rehearsals usually occur the day before the wedding, and usually last no more than one hour. Consult with the Wedding Coordinator and the minister. It is your responsibility to see that the rehearsal and wedding start times begin no later than 15 minutes of the set time.

Please come prepared to walk through your wedding service in a timely manner at the direction of our Wedding Director. It is important that the entire wedding party be present at the rehearsal.

Your Wedding Day

The wedding party should plan to arrive at least one hour (but not more than two hours) prior to the wedding. Our Bride's Room is available for the bride and her attendants. We can also provide a dressing area for the groom and his groomsmen.

Ushers should be available thirty minutes before the wedding begins. By experience, we have found that it is a good idea to have one usher for every 50 guests.

It is very helpful for the Wedding Coordinator if one person from the wedding party is available to answer questions and communicate directions. Usually the Maid/ Matron of Honor or the Best Man assumes this role. Please also have one person responsible for cleaning out the Bride's Room after the wedding ceremony is over, seeing that all clothing, makeup bags, etc. are removed.

Receptions

1. First UMC's Simkins Hall (social hall) can accommodate a maximum of 250 people for a seated reception. For safety reasons, we are limited to this by the Santa Monica Fire Marshal and, unfortunately, cannot exceed this number.



Simkins Hall can accommodate 298 people for a standing room only reception. (*No alcohol may be served at any reception, and smoking is permitted only outside of the building.*)

2. First UMC's Fireside Room can accommodate 48 people for a seated reception and 75 for a standing room only reception. Limits on the number of people are determined by the Santa Monica Fire Marshal.

3. For both Simkins Hall and the Fireside Room, we provide only the tables and chairs. Your caterer must supply all linens, silverware and dishes. Your wedding flowers from the Sanctuary may be moved to decorate your reception area. Our Custodian will be happy to help.

4. Your caterer must bring all food prepared and in serving containers. The food may be heated in our kitchen ovens, but

no food can be prepared at our site, nor can any of our kitchen equipment be used.

5. Your caterer is responsible for cleaning the kitchen and removing all unused food and all containers, utensils, linens, dishes, etc. First UMC is not responsible for any lost or damaged property belonging to the caterer or any of your suppliers.

6. We do not have a caterer on staff, but we can make available to you names of caterers we have used in the past and who we have found to be very professional and accommodating.

7. Our custodial staff will be available during your reception to help with any needs that might arise. The Wedding Coordinator stays a minimum of one hour after your wedding to see that your reception begins on time.

8. All evening receptions must end by 9:00 p.m. Failure to do so will result in the forfeiture of your entire security deposit.

9. Since First UMC is located in a quiet residential area, no loud music of any kind is allowed. Failure to do so will result in the forfeiture of your entire security deposit.

10. You are responsible for removing all decorations, and seeing that your caterer and suppliers have removed all the equipment, food and linens after the reception.

11. Receptions are to conclude within 3 hours.

After Your Wedding ...

We extend to you the full ministry of the church to support and uphold your married life together . . . worship, pastoral counseling, fellowship groups, and choirs.

We also provide extensive programs through-out the year for children and families, and a fully licensed onsite Preschool.

We invite you to worship with us at First United Methodist Church of Santa Monica. You will find First UMC a community of friendship, caring and support.

Worship:

10 a.m. A traditional service with full choir and organ. Children may go to their Sunday School classes.

Notes



Notes

Notes

FIRST UNITED METHODIST CHURCH OF SANTA MONICA

Ministers

The Rev. Patricia Farris, Senior Minister
The Rev. Robert English, Associate Minister
Rev. Keri Olsen, Chaplain in Residence

Wedding Staff

Emily Payne, Wedding Coordinator
Dr. James Smith, Director of Music

Church Office Hours

Tuesday through Friday, 9:00 a.m. to 5:00 p.m.

Telephone: 310.393.8258

Fax: 310.393.8842

Email Address

General Information Email:
info@santamonicaumc.org

Wedding Information email:
weddings@santamonicaumc.org

Website

www.santamonicaumc.org

(Visit the website to learn more about the worship services
and programs offered by First UMC)