

**AKRON FIRST UNITED METHODIST CHURCH  
WEDDING AGREEMENT**

Congratulations on your decision to be married!

On behalf of the church family here at the Akron First United Methodist Church, we rejoice with you in your upcoming wedding. We believe marriage is a holy and special bond between one man and one woman and are pleased that we can play a part in your ceremony. This agreement is intended to give you all the necessary information to make this occasion a meaningful one and to assure that the wedding and surrounding tasks run smoothly. I look forward to meeting with you and assisting in ensuring that your wedding is a special and memorable time.

In Christ,

Rev. Dr. Keith A. Manry  
Senior Pastor, Akron First United Methodist Church

**Meeting with the Pastor...**

You will need to meet with the pastor 5 times in person. During our first meeting we will get an opportunity to know one another, which will make for a much more meaningful ceremony. During the next three meetings we will spend time discussing issues that will play a central role in your marriage – common values, hopes and dreams, children, religious background, finances, etc. Following those meetings we will meet to plan your service. The pastor's honorarium is \$250 and is due the night of the rehearsal. I can be reached at 542-2060 or by email at [kmanry@akronfirstumc.org](mailto:kmanry@akronfirstumc.org).

**Church Attendance...**

The congregation of the Akron First United Methodist Church wants to celebrate your wedding with you. While you are under no obligation to include the congregation in your special day, we *require* that you attend worship at least 4 times before your wedding date. We feel that worship attendance is an important part of the Christian life and in using the sanctuary, you have indicated an interest in the Christian life.

**Photographs...**

Pictures are important to families as years pass and memories are recalled. Flash pictures may be taken before the processional and after the recessional. There are to be NO flash pictures during the ceremony and NO pictures from the altar area. Any pictures that require close up shots such as the exchange of rings can be posed for after the ceremony. Please inform both your photographer and guests of this policy.

**Florist/Floral Arrangements...**

A florist of your choice may be chosen and arrangements made with the church for delivery of flowers ahead of time if needed.

Please note that **tape, nails, or tacks are not to be used on the woodwork.**

**Rice, Birdseed, Confetti, etc...**

Rice cannot be used as it harms birds. We suggest using birdseed instead of rice and require that if you decide to use any of these items or other objects, they must be fully swept and cleaned immediately following the service. Please arrange for a family member or close friend to make sure that the sanctuary, entry way, sidewalk and front steps are free of any debris left from the celebration following the ceremony.

**Candles and Candelabras...**

A unity candle along with two individual candles representing the bride and groom may be incorporated in the service if you desire. It is your responsibility to purchase these candles. If you need assistance doing so please call the church office and we can order them for you – 542-2060.

Two candelabras are available for use. They each hold 7 candles. These candles must be *dripleless* and are ordered through the church. The cost is \$30.

**Rehearsal...**

The wedding rehearsal will be held as close to the time of the ceremony as is possible, with the night before being ideal. The rehearsal should be over within 45 minutes, and no more than an hour. It will be scheduled during our first session together. Please notify your wedding party as soon as possible.

**Music...**

If organ music is used, it must be provided by our organist. The fee for the organist is \$150.

A sound system is also available if you desire to play a CD or cassette. If a secular melody is used, the lyrics must be approved with the pastor ahead of time. If you desire to use the sound system for special music one of our sound technicians will be needed for which a \$50 honorarium is required.

A soloist may be available for your ceremony if you are interested. The cost is \$50.

**Marriage License...**

The state of NY requires that a license of marriage be obtained and the couple fulfill the legal formality of pronouncement. A license may be obtained in any county in the state of NY and is good for 30 days following the date of issue. The license must be brought to the rehearsal and given to the pastor. It will be witnessed at the time of the rehearsal and will be filed by the church office following the ceremony.

**Wedding Coordinator...**

A wedding can be a very stressful time due to the sheer number of details that need to be taken care of. In order to help lighten that load a member of our congregation serves as a wedding coordinator. She works with the wedding party to ensure that the little details are taken care of. Her honorarium is \$100.

**Wedding Fees...**

Wedding fees are as follows and must be given to the pastor **before the rehearsal begins**. Cash is preferred and should be divided as follows.

*Payable to the Akron First United Methodist Church:*

- Custodial Fee: \$ 50
- Candelabras \$ 30

*Payable to Rev. Dr. Keith A. Manry:*

- Pastor's Honorarium: \$250

*Cash:*

- Organist Honorarium: \$ 150
- Soloist Honorarium: \$ 50
- Sound Technician Honorarium: \$ 50
- Wedding Coordinator: \$ 100

**Total Due at Rehearsal:** \_\_\_\_\_

**WEDDING INFORMATION**

Wedding of \_\_\_\_\_ & \_\_\_\_\_

**Personal Information:**

**Groom:** \_\_\_\_\_ DOB: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Number of times previously married: \_\_\_\_\_ (Widowed Divorced, date: \_\_\_\_\_)  
Employer: \_\_\_\_\_  
Religion: \_\_\_\_\_  
Father's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Mother's Name: \_\_\_\_\_  
Address: \_\_\_\_\_

**Bride:** \_\_\_\_\_ DOB: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Number of times previously married: \_\_\_\_\_ (Widowed Divorced, date: \_\_\_\_\_)  
Employer: \_\_\_\_\_  
Religion: \_\_\_\_\_  
Father's Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Mother's Name: \_\_\_\_\_  
Address: \_\_\_\_\_

**Couple's Future Address:** \_\_\_\_\_

**The Wedding:**

Ceremony Date: \_\_\_\_\_ Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Single or Double Ring Ceremony

Unity Candle to be used? YES NO

Candelabras to be used? YES NO

Place of Rehearsal & Ceremony: \_\_\_\_\_

Place of Reception: \_\_\_\_\_

Organist Requested: YES NO

Organist Confirmed: \_\_\_\_\_

Will Father of the Bride give her away? YES      NO  
If Not, who: \_\_\_\_\_

Best Man: \_\_\_\_\_

Ushers/Groomsmen: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Maid/Matron of Honor: \_\_\_\_\_

Bride's Maids: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Flower Girl(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Ring Bearer(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Consultations:**

Initial Meeting - Date: \_\_\_\_\_ Hour: \_\_\_\_\_

Counseling - Date: \_\_\_\_\_ Hour: \_\_\_\_\_

Counseling - Date: \_\_\_\_\_ Hour: \_\_\_\_\_

Counseling - Date: \_\_\_\_\_ Hour: \_\_\_\_\_

Plan Ceremony - Date: \_\_\_\_\_ Hour: \_\_\_\_\_

**Wedding Check List:**

(Given to Coordinator if there is one)

Rehearsal:

- \_\_\_\_\_ As wedding party arrives, greet and begin training ushers.
- \_\_\_\_\_ Appoint usher(s): \_\_\_\_\_ To light candles (\_\_\_\_\_)
- \_\_\_\_\_ To ring bell (\_\_\_\_\_)
- \_\_\_\_\_ To seat groom's parents (\_\_\_\_\_)
- \_\_\_\_\_ To seat bride's parents (\_\_\_\_\_)
- \_\_\_\_\_ To unroll aisle runner (\_\_\_\_\_)
- \_\_\_\_\_ Setup candelabra and add candles
- \_\_\_\_\_ Train bridesmaids, bride and others involved in procedure for processing and recessing
- \_\_\_\_\_ Coordinate altar table arrangements: Flowers, Unity candle, etc.
- \_\_\_\_\_ Show bridal party the Fireside Room
- \_\_\_\_\_ Give help in setting up receiving line
- \_\_\_\_\_ Remind all of their appointed time of arrival on day of wedding
- \_\_\_\_\_ Other:

Wedding:

- \_\_\_\_\_ Turn on and set level of sanctuary lighting
- \_\_\_\_\_ Remind ushers of their assigned responsibilities
- \_\_\_\_\_ Make corsages and boutonnieres get distributed and pinned on the right people
- \_\_\_\_\_ Make sure candles get lit (have matches and tapers available)
- \_\_\_\_\_ Keep the bridal party aware of the time
- \_\_\_\_\_ Review church policies for picture taking with the photographer
- \_\_\_\_\_ Make sure the sound system is turned on if there is no sound technician
- \_\_\_\_\_ Coordinate the seating of the groom's parents and the bride's mother
- \_\_\_\_\_ Check to make certain the proper persons have the wedding rings
- \_\_\_\_\_ As the wedding begins, help start persons in the processional down the aisle
- \_\_\_\_\_ In general, be available for any emergencies, questions, etc.

Additional Notes: