

Wedding Guidelines

University Circle United Methodist Church

With the magnificent design of both the exterior and the interior of University Circle United Methodist Church, adjacent to the natural beauty of Wade Lagoon and the Cleveland Museum of Art, there's little wonder that this church has become a much-sought-after location for church weddings. With that in mind, these guidelines will help you utilize our location in the best of ways and fulfill your hopes and dreams for a wonderful wedding experience.

Marriage Ceremony

At University Circle United Methodist Church (UCUMC), a wedding ceremony is a service of worship, focusing on the promises you as partners make to each other before God and the guests you have invited to be present at this very special occasion. In this worshipful setting, your expressions of love for each other make your wedding a faithful commitment to each other, witnessed by God.

Neither you nor your partner is required to be a United Methodist to be married at UCUMC.

Whether your wedding is elaborate or simple, traditional or otherwise, your ideas will help shape the ceremony as much as possible within the guidelines set forth by the clergy of our church. It is our practice that all weddings be worshipful – meaning that nothing is said or sung at a wedding that could not be included in a Sunday morning worship service. The

specific details of your ceremony will be discussed with you when you meet with the clergy person assigned to your wedding.

Wedding Coordinator

Our experienced Church Wedding Coordinator helps you manage all aspects of your wedding and assists with the steps necessary to make your wedding experience as meaningful and stress-free as possible. As your liaison during the weeks prior to your wedding, you may contact your coordinator with any and all questions.

The wedding coordinator will provide you with a reference sheet containing contact information for all wedding personnel, such as clergy, organist, possible florist, etc. It is your responsibility, of course, to schedule all appointments with clergy, musicians and others involved in the service.

Please understand that our wedding coordinator and presiding clergy person have complete authority over all aspects of the wedding procedures within the realm of the church. While personal wedding coordinators employed separately by a bride and groom or others may offer suggestions and requests, they have no jurisdiction within the church nor any influence over church wedding policies and practices. This policy has arisen out of previous negative experiences we want to help you avoid in this most important of events.

Officiating Clergy

University Circle United Methodist Church has several clergy persons who perform the weddings held in our church. They are assigned to weddings according to availability and conversations about specific needs. Your assigned clergy person determines the number of pre-wedding meetings to be held with you and your partner, but a minimum of one session prior to the rehearsal is required.

Music Selection and Musicians

The dignity of a wedding ceremony at UCUMC is reflected, in part, in the music performed. Consequently, selection of appropriate wedding music must be coordinated with our organist. In addition to music selections, our organist can suggest soloists and instrumentalists. Rehearsal schedules must be approved by and coordinated with the church office.

Sound System and Audio Recording

UCUMC provides amplification of the pastor and selected participants during the ceremony. Audio recordings of the service can be made available at additional charge when separately contracted via your wedding coordinator with UCUMC sound system operators.

Scheduling Weddings and Rehearsals

Weddings may be scheduled on Friday before 7:00 P.M. or Saturdays between the hours of 11:00 A.M. and 4:00 P.M.

Four hours are allowed for each wedding. The wedding ceremony lasts approximately 30 minutes, excluding music that may occur before or after the service.

The bridal party should arrive at the church *one hour* before the music begins. One hour after the completion of the ceremony, they and all guests are expected to leave the church unless there are separate arrangements with the coordinator for additional functions.

The date for your wedding must be cleared by the church office, and a non-refundable fee of \$500 paid. Wedding rehearsals are usually scheduled around 4:00-4:30 P.M. the afternoon before the day of the wedding. One hour is allowed for rehearsals; they start and end on time regardless of who is present. All members of the wedding party, including, if possible, the parents/guardians of the couple to be married, should be in attendance.

Due to our church's extensive schedule, we do not conduct weddings on Thanksgiving and the adjoining days into the weekend, during the ten days before or after Christmas, nor during Holy Week (the Saturday before Palm Sunday through Easter Sunday).

Air Conditioning

The UCUMC Sanctuary is NOT air-conditioned. Electric and manual fans are provided during the summer months, but temperatures inside the building will often reflect outdoor temperatures.

Marriage License

Obtaining a marriage license has become an easy process in the state of Ohio. Procedures can vary from county to county, however, so it is best to call your county courthouse for specific information. You may also find helpful information on the Internet. Please remember to bring your marriage license to the officiating pastor at the wedding rehearsal.

Photographer and Videographer

To preserve the sanctity and dignity of the wedding service, photographers are limited to the back of the Sanctuary or side balcony once the service begins. Your videographer must be stationary and is not permitted to move about the Sanctuary during the ceremony. Flash photography is not permitted during the wedding service. Please be sure to communicate this policy to your photographer.

You are also encouraged to include this policy as a program note to your wedding guests in any written material you provide to them. Your ushers should also make guests aware of this policy as they are seated.

Candles, Flowers and Other

Decorations

Our wedding coordinator will assist you in planning your floral and candle arrangements. Two candelabras and a unity candle/taper holder are available for your use. UCUMC provides candles for its candelabras and can provide candles for the unity candleholder as well. If you prefer to purchase your own unity candle(s), be sure to bring them with you to the rehearsal.

Pew bows may be used as long as they tie on or slip over the ends of pews. Pew decorations cannot be stapled, pinned, taped, glued or clamped in any way to pews. Any adornments beyond those mentioned must be discussed with and approved by the church wedding coordinator.

Use of Rice and Other Materials

Due to insurance liability and building maintenance issues, use of rice, confetti, birdseed, birds, balloons, butterflies, large containers of bubbles or other similar materials is not permitted within or outside the church. You may give your guests small bells or small bottles of bubbles to use as an alternative. Discuss alternatives with the coordinator.

Alcohol and Smoking

No alcoholic beverages are permitted at any time in the church, on the church grounds or in designated church parking lots. If a member of the wedding party fails to observe this policy, the pastor may exclude that person from the ceremony. Also, smoking is not permitted anywhere in the building. It is the responsibility of the wedding couple to communicate these policies to all members of their wedding party.

Parking and Maps

Several lots are available for guest parking. Maps of these lots are available from our wedding coordinator. A map to help guests locate UCUMC is available on our web site (www.churchinthecircle.com).

Dressing Rooms

A private dressing room is available for the bride's use as well as her bridesmaids/matrons. A full-length mirror and four tabletop mirrors are provided.

Ushers

At least two ushers are needed for every wedding in our sanctuary. Ushers should be in place and ready to seat guests at least 30 minutes before the music begins. Ushers need to be familiar with the guidelines in this brochure so they can inform wedding guests as needed.

Children in the Ceremony

We know that the emphasis of your ceremony should be on you and your partner. So, we do not encourage children under the age of four to participate in your ceremony. The behavior of young children often distracts from this focus on your commitment to each other. If you do have children participating, be sure to assign an adult to be with them at all times.

Fees and Payments

Our fee of \$2,500 (\$3,000 on holidays/holiday weekends) includes the cost of personnel and use of building facilities for all pre-wedding meetings and consultations, a rehearsal and ceremony; specifically, this fee includes the wedding coordinator, clergy, organist, maintenance and security personnel, Sanctuary, meeting and dressing rooms, restrooms and parking facilities.

This fee applies to weddings with guests numbering 175 or less. If the number of guests exceeds 175, additional costs may be added for security and maintenance personnel.

Weddings scheduled for Memorial Day, Labor Day and other specific holiday weekends have a fee of \$3,000, due to additional “holiday” staff costs. Our church does *not* conduct weddings on Thanksgiving and the adjoining days into the weekend, during the ten days before or after Christmas, nor during Holy Week (the Saturday before Palm Sunday through Easter Sunday).

All fees must be paid in full four weeks before your wedding date. If final payments are not received by that date, all plans will be canceled and no refund will be made. To schedule your wedding date on the church calendar, a non-refundable fee of \$500 is paid at the time of the first meeting with our wedding coordinator.

Few events in your life will hold more importance than your wedding day. These guidelines help ensure that all aspects of this special event occur as you hoped and planned. To find out more about having your wedding take place at University Circle United Methodist Church, call our wedding coordinator **Mr. John Wheeler** at 216-308-3918 and leave a message, or email at [*wetique47@sbcglobal.net*](mailto:wetique47@sbcglobal.net)

May your wedding be all you hope for...and more!