

# Wedding Guidelines



## *Calvary United Methodist Church*

*Located in scenic, historic downtown Frederick  
131 West Second Street, Frederick, MD 21701  
301-662-1464 • [weddings@calvaryumc.org](mailto:weddings@calvaryumc.org)*

# Wedding Guidelines

*Calvary United Methodist Church  
131 West Second St, Frederick, MD 21701*

*Congratulations on your engagement! We are pleased that you are planning to be married and are considering having your wedding at Calvary United Methodist Church. The congregation and pastors wish to do all that they can to make this occasion memorable and rewarding for the two of you and your guests.*

*You probably have many questions at this stage of your planning. This guide is intended to anticipate many of the questions that couples commonly raise related to the church and the wedding service. We trust that this guide will be helpful to you as you plan and prepare for your wedding.*

*God bless you as you prepare for your wedding and the life you will share together as husband and wife.*

## **Scheduling**

1. The ideal time to make the first contact with the church is six or more months ahead of the wedding date. This allows sufficient time to plan and reflect on your relationship as well make all the arrangements necessary for a smooth and hassle free wedding day.
2. Your request will be sent to the wedding coordinator, the senior pastor and the administrative assistant. One of these persons will get back to you to schedule an initial meeting.
3. When you initially contact the church, the date and time of your wedding will be penciled onto the church calendar. However, the church will not be reserved until the church receives a scheduling deposit (\$100) and a completed information form. Payment can be made to Calvary United Methodist Church and clearly indicated as “Wedding Deposit” with the requested date of the wedding.
4. Weddings at Calvary United Methodist are conducted by the pastoral staff. Once the wedding date is reserved, one of the pastors will be in touch with you. If you have a preference for a particular pastor, please indicate this on your information form.
5. If you wish to see the sanctuary, the best time is to join us for worship on a Sunday morning. The pastors will be happy to take a few moments after one of the services to meet you and answer any questions you may have.

### **Requirements for Marriage**

1. Calvary United Methodist Church does not require that either the bride or the groom be a member of this congregation or any other. However, all wedding services at Calvary United Methodist Church will be carried out as an act of worship consistent with a Christian understanding of marriage.
2. The bride and the groom are required to attend a worship service held at Clavary Church at least once before the wedding ceremony. When you attend a worship service, please be sure to sign the attendance book to register your attendance that day. Additionally, it would be helpful if you introduce yourself to one of the pastors before or after the service so that we can welcome you.
3. Each couple is expected to participate in one intial wedding planning session held with a pastor and the wedding coordinator. At this initial session, information will be provided about arranging for music, flowers, and other wedding considerations. A tour of the church will be provided by the wedding coordinator.
4. Each couple is expected to complete pre-marriage counseling with one of the pastors. This will involve two or more session intended to provide the couple with the skills and resources they might need for a successful marriage. The couple will learn about their strengths and growth areas as a couple through the use of a Prepare/Enrich inventory. (This will be discussed at the initial wedding planning session.)

### **Wedding Fee**

1. Payment of the wedding deposit is required at the time of scheduling the ceremony.
2. The payment of all remaining fees is required one week prior to the wedding ceremony. See attached fee schedule for details regarding wedding fees and payments.
3. Membership is understood to be those persons who are listed as active and professing members of Calvary United Methodist Church for at least six months at the time the wedding request is received.

### **Use of the Church**

1. The main worship space or sanctuary has seating for approximately 300 guests.
2. The church is available to the wedding party and guests 90 minutes before and after the ceremony.
3. No smoking is allowed anywhere in the building. Alcoholic beverages are not permitted on church property.
4. A smaller worship space is available in the chapel that seats 90.
5. Separate areas are available for bride/bridesmaids and groom/groomsmen if they want to dress at the church within the 90 minutes that the church is available prior to the wedding.
6. The church is not a wedding venue for outside groups to use. Couples wishing to marry at Calvary Church will need to receive permission from the pastors for the use of the building. This will usually involve one of the pastors of Calvary Church to take part in the wedding service.

### **Wedding Coordinator**

The Church provides a wedding coordinator to assist with all on-site weddings. The wedding coordinator represents the church in managing many of the details of the planning, set up, rehearsal and ceremony. The coordinator is available to answer questions and provide guidance to make the experience go smoothly for everyone involved. The wedding coordinator fee and participation is included in every wedding that takes place on the Calvary Church location.

### **Music**

Music is an important part of the wedding ceremony. In most cases, music will be provided by the church organist. At the initial meeting, you will be provided with information about how to work with the organist/director of music to plan the music for your wedding. There will be a charge for the use of the organ even if arrangements are made for someone to play other than the church organist.

### **Photography and Video**

1. Since all church weddings take place in the context of worship, all photographers (amateur as well as professional) are asked to refrain from taking pictures during the ceremony with the exception of the processional/recessional. This includes pictures taken without a flash.
2. Pictures re-enacting the ceremony can be taken before or after the service and the presiding pastor or deacon will be available for this purpose.
3. Stationary video camera can be used if arranged with the wedding coordinator in advance.
4. The couple is expected to inform the photographer and their guests of these policies regarding photography and use of video.

### **Other Considerations**

1. The marriage license must be obtained at the Frederick County Courthouse. There is a 48-hour waiting period between applying for the license and receipt. The license is good for six months so it is best to obtain the license well ahead of the wedding date. The license must be given to the pastor no later than the start of the wedding rehearsal.
2. We request that no rice, birdseed or confetti be thrown at the church. This tradition is best followed as the couple leaves the reception. If you wish to have something comparable at the church, bubbles are best.
3. Arrangements can be made for wedding ceremonies that take place away from the church.
4. Parking permits for the day of the wedding can be obtained from the City of Frederick. These would include approximately 30 spaces along W. Second Street, N. Bentz, and Calvary Drive. This costs \$50 and must be arranged in advance of the wedding date. Speak to the Wedding coordinator, the pastor or call the City of Frederick at 301-600-1429.

## **Wedding Fees:**

Wedding deposit: \$100

*Non-refundable deposit that allows you to reserve the date and time on the church calendar. Payable to Calvary United Methodist Church*

Sanctuary (seats 300) \$750

or Chapel (seats 90) \$300

*Due one week prior to the wedding, payable to Calvary United Methodist Church*

Pastor \$300

*Due one week prior to wedding, paid to pastor performing the ceremony*

Pre-wedding materials \$35

*Paid to Prepare/Enrich as part of pre-marriage sessions with pastor*

Church Wedding Coordinator \$250

*Due one week prior to wedding, paid to Ellen Adams*

Custodian \$150

*Due one week prior to wedding, paid to Paul Metcalf*

Organist \$300

*Due one week prior to wedding, paid directly to Joche Wilmot*

Note: Member of Calvary United Methodist Church will not be charged fee for sanctuary/chapel use or pastor's fee.

### **Additional optional items**

Floor Candelabra: \$25

Pew Candles: \$25

Payments can be made by cash or check during church office hours or by mail at:

Calvary United Methodist Church  
131 W 2<sup>nd</sup> St, Frederick, MD 21701