

# 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. You will be provided with a Wedding Request Application. Upon receipt of the completed application and scheduling deposit of \$100 your request will be sent to the wedding coordinator and pastor for review. Please make payment to Calvary United Methodist Church indicating “Wedding Deposit” with the requested date of the wedding in the Memo.
3. At that time, your wedding date will be reserved on the church calendar, and you will be contacted by the wedding coordinator with an invitation to attend an initial wedding planning session.
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 the 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 Calvary Church at least once before the wedding ceremony. When you attend a worship service, please be sure to sign the Friendship Book to register your attendance that day. It would be helpful if you introduce yourself to one of the pastors after the service so that we can welcome you.
3. Each couple is expected to participate in one initial wedding planning session, offered three times a year (January, April, September), and 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 sessions intended to help the couple be prepared to have the best resources for a successful marriage after the wedding day. 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.
5. A Christian marriage is understood to be a covenant relationship two persons enter into along with God. A commitment to participate in the life of the faith community, including regular worship attendance, provides a solid foundation for a couple in their life together as husband and wife.

### **Wedding Fee**

1. Payment of the wedding deposit is required at the time of scheduling the ceremony. The remaining payment of all fees is required one week prior to the wedding rehearsal.
2. Membership is understood to be those persons who are listed as active and professing members of Calvary United Methodist Church at the time the wedding request is received.

### **Use of the Church**

1. The main worship space or sanctuary has seating for approximately 400 guests.
2. The church is available to the wedding party and guests up to 90 minutes before and after the ceremony. No smoking is allowed anywhere in the building. Alcoholic beverages are not permitted on church property.
3. A smaller worship space is available in the chapel that seats 90.
4. 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.

## **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.

## **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 information about how to work with the organist/director of music to plan the music for your wedding.

## **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 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.

## **Flowers, Candles, and Bulletins**

1. Flower arrangements are the responsibility of the couple. Your CUMC wedding coordinator can help you select a florist experienced with working with Calvary UMC if desired.
2. All flower arrangements are to be removed after the ceremony and photos unless arrangements have been made in advance to leave the alter flowers for Sunday worship.
3. Consideration for any other decorations should be discussed in advance with the wedding coordinator. Sanctuary décor is subject to the current worship schedule at the time of your ceremony. Alter cloths for weddings will be white, but other items (such as banners, other décor) will remain the same for your wedding as they are for our Sunday worship service.
4. Candles on the alter will be provided by the church.
5. Floor candelabra and pew candles are available for an additional fee.
6. If you choose to use a Unity Candle, it is your responsibility to provide all candles.

7. Sample bulletins can be provided as a guideline, however bulletins are the responsibility of the couple. Bulletin draft needs approval by the officiating pastor prior to printing.

### **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 leave the reception. If you wish to have something comparable at the church, bubbles are best.
3. Parking spaces at city parking meters may be reserved for a fee on the day of the wedding by contacting the Frederick City Parking Department. (Note: meters are in effect until 5 pm on weekdays and Saturdays.) This is the responsibility of the couple to arrange for this if desired.
4. Arrangements can be made for wedding ceremonies that take place away from the church.

**Required Fees:**

<b>Item</b>	<b>Cost for Non-Members</b>	<b>Cost for Members</b>
Non Refundable Wedding Deposit	\$100	\$100
Facility Use: Sanctuary (seats 400) OR Chapel (seats 90)	(includes wedding deposit) \$750 OR \$300	None
Pastor	\$300	\$35
Church Wedding Coordinator	\$250	\$200
Custodian	\$150	\$150
Organist	\$300	\$300
<b>TOTAL</b>	\$1,750 (Sanctuary) \$1,300 (Chapel)	\$685

**Fees for Optional Items: (will be added to total listed above)**

<b>Item</b>	<b>Cost for Non-Members</b>	<b>Cost for Members</b>
Floor Candelabra	\$20	\$20
Pew Candles	\$50	\$50

Calvary United Methodist Church

131 West Second Street  
Frederick, MD 21701  
301-662-1064

I/we have read and understand the Wedding Guidelines and commit to honoring the policies of Calvary United Methodist Church related to my wedding.

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Bride's Signature

Date

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Groom's Signature

Date