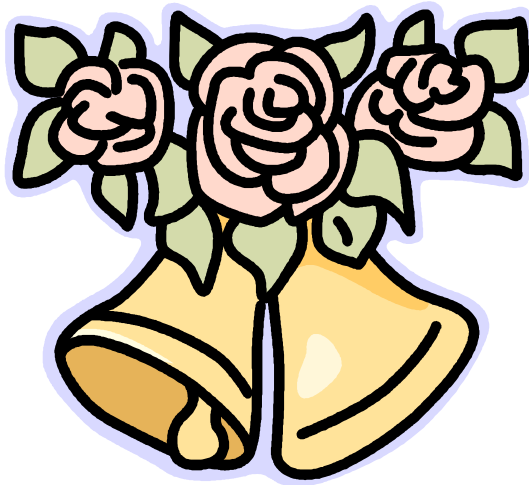


Wedding Guide



broomfield
united methodist church

545 West 10th Avenue
Broomfield, CO 80020
303-466-1719
www.broomfieldumc.org

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FORM 1020.03 WEDDING GUIDE
EFFECTIVE DATE: 1 JANUARY 2012

Congratulations!

The church shares your joy at this special time in your life. This booklet is designed to help you in planning your wedding activities here at Broomfield United Methodist Church.

Ministry Staff

All of our pastors can be reached through the church office at 303-466-1719.

Ken Brown, Senior Pastor

Thomas Cross, Pastor

Elizabeth Jackson, Pastor

Wedding Coordinator

Sylvia Sauer, 303-466-7698

Organists

Dorothy Ransom 303-466-2218

Pat Ellis 303-469-3134

UMW Membership Nurture and Outreach Coordinator

Nila Brummund, 303-466-8344

Wedding Party

For the Bride

Maid/Matron of Honor _____

Bridesmaids _____

Accompanying Bride _____

Relationship to Bride _____

Flower Girl(s) _____

Ring Bearer _____

Candle Lighters _____

Guest Book Attendant _____

For the Groom

Best Man _____

Groomsmen _____

Ushers _____

Special Guests

Bride's Parents _____

Bride's Grandparents _____

Groom's Parents _____

Groom's Grandparents _____

Other _____

Pastor _____

Musicians _____

Legal Matters

Age

The age requirements for both the bride and groom are the same: for ages 18 and older, no parental consent is required.

Application

Both the bride and groom must complete and sign the marriage license application form. At least one of the parties must apply in person before the marriage clerk. If one of the parties cannot appear in person, he or she must complete the absentee affidavit and have it notarized before it can be accepted by the marriage clerk. Applicants for a marriage license need not be Colorado residents.

License

The license may be issued only during normal working hours of the office of the County Clerk and Recorder, Monday through Friday. The license is valid for 30 days after it is issued and may be used anywhere within the state.

Additional information may be obtained from:

Broomfield County Clerk and Recorder

1 Descombes Drive

Broomfield, CO 80020

303-464-5819

Or a County Clerk from any other county.

Your Responsibilities

The wedding party will make necessary arrangements and be financially responsible for the following:

1. Floral Arrangements: You may provide whatever floral decorations you desire, however, NO tape, glue or gum is to be attached to the pews. Your florist will assist you in making your selections. Bows are often used on the pews; we have pew bow hangers available for your use.

2. Candelabra: The church has two seven-light floor standing candelabras that you may rent.

3. Unity Candle: Must be provided by the wedding party.

4. Photographer: You may invite a photographer to record your wedding day on film. Non-professional picture taking is also permitted, however, no flash pictures will be permitted during the ceremony.

Any photographers should work in an unobtrusive manner and respect the dignity of the sanctuary at all times. The engagement of the photographer and the fee are the responsibility of the couple to be married.

5. Video: It is permissible to use a video camera; the wedding coordinator will give you direction as to where to set up.

6. Organist and Soloist: Our church organists are Dorothy Ransom and Pat Ellis. You should contact the organist to check availability for the wedding date, and to make a determination concerning the music. If someone other than the church organist is desired, they must be familiar and competent with our organ.

6. Organist and Soloist (continued)

Arrangements must be made with our organist to ensure the organist is approved prior to the rehearsal or wedding date. We also have soloists available. Please ask for names and fees. There is an additional fee to cover the sound technician for your rehearsal and ceremony.

7. Music: The music for a wedding is not an end in itself, but should glorify God and reflect the deep significance of the service. It should, therefore, be appropriate for an act of worship, as distinguished from a social gathering. Some popular and certain light classical pieces are not suitable for a service of worship, but are useful for the reception. All musical selections must meet with the approval of the pastor.

8. Type of Service: All variations of the service must be approved by the pastor before the start of the rehearsal.

Important:

9. Contact: It is your responsibility to contact the following individuals: the pastor, the wedding coordinator, the organist, the soloist, UMW or any additional personnel required for your ceremony. The office staff will provide the contact with the custodian and the sound technician only. No other contacts are implied or should be assumed.

Please note:

- No rice, bird seed, confetti or other material can be used on church property.
- Delivery of flowers, cake, or other wedding related items to church must be coordinated with the wedding coordinator.
- Proper church decorum is to be observed at all times.
- Absolutely no alcoholic beverages are allowed in the building or on the premises.
- Smoking is permitted outside the building with proper disposal in the provided receptacles.

Rehearsal

The following should be present in addition to the Minister, Organist, and Church Wedding Coordinator.

- Bride and Groom
- All Attendants
- Ushers
- Bride's Parents
- Groom's Parents

Please be sure all know the rehearsal time.

Please BE ON TIME!

Please use the front door of the church.

(Front door is located on Emerald Street side of building.)

Please bring to the rehearsal:

- Marriage License
- Guest Book and Pen

Wedding Coordinator Responsibilities

The church provides a coordinator who will help you with your wedding plans with respect to the church facilities, rehearsal, and service. Please call for an appointment as soon as possible.

Our church Wedding Coordinator is Sylvia Sauer, 303-466-7698

She will:

1. Meet at the church with the bride. She will show you our facilities, and help you make arrangements for your wedding here at the church.
2. Answer any questions you may have regarding your wedding ceremony and the rehearsal.
3. Be present at the rehearsal and at the wedding to help coordinate the bridal party and be helpful whenever needed.

Appointment with the Wedding Coordinator:

Date: _____ Time: _____

Fees for the Use of the Church

The fees related to having your ceremony at the church are shown on the Wedding Scheduling Form. Fee schedules are based on membership status with BUMC.

Wedding Fees: The fees for the wedding are for the wedding ceremony only; they include the rehearsal and the wedding facility in the reserved worship area and two classrooms for wedding party preparation. No additional facilities or services should be assumed included unless specifically noted on your Wedding Scheduling Form.

Reception Fees: The fees for the reception are for the reception only; the fees for the reception are for the use of the facility only and they include the reserved location only. No additional facilities or services should be assumed included unless specifically noted on your Wedding Scheduling Form. Assistance in the planning and serving of your reception is available through the UMW. This is not included in the fees for the use of the church.

Deposit: A minimum deposit of \$100 or 25%, whichever is greater, is required to put your wedding on the calendar. No reservation of space or service is done prior to receipt of the deposit. If your fee total is less than \$100, the entire amount will be required to secure the date.

All fees must be paid in full one week before the date of the wedding rehearsal. Checks are to be made to BUMC. A portion of the Fees for the Wedding Coordinator are non-refundable once initial meeting occurs.

All usage of the building is granted in accordance with the Board of Trustees Building Use Policy. This policy is available upon request.

Reception Information and Fees

The Broomfield United Methodist Women (UMW) are available to coordinate wedding receptions held at the church. The UMW requires immediate notification of your event to get it on their calendar. Please notify UMW within one week of booking the BUMC facility of your intentions regarding their services.

The Wedding Reception Coordinator is:

Colleen Thaxton 303-465-4609.

Charges will be made according to the following schedule:

Minimum Charge	_____
50 - 100 guests	_____
101-150 guests	_____
151-200 guests	_____
Total cost for reception	_____

Charges are based on the services/food provided as well as the number of guest in attendance.

Caterers can be used, but an additional charge from BUMC may apply if the kitchen is to be utilized in any way by the caterer or catering staff. Absolutely NO alcoholic beverages or red punch may be served.

All fees must be paid in full before the date of the wedding rehearsal. Checks for reception services are made to the Broomfield United Methodist Women.