



# *Weddings*

First United Methodist Church  
723 Center Street  
Little Rock, Arkansas 72201

Contact Information:  
501-372-2256  
[officemanager@fumclr.com](mailto:officemanager@fumclr.com)

## Your Wedding at First United Methodist Church

The wedding in a church is primarily a worship service. It is a celebration of the Gospel; a sacred rite in which two persons and a community of believers commit a marriage to God.

A **church** wedding is far more than a contractual agreement with two people who simply "want to get married." It is for those who desire to dedicate their marriage to God, complete with a commitment to, and membership in, God's church. The couple should understand that the community of faith is a place for growing in the responsibility and in the blessing of being a child of God. Those seeking to be married in a United Methodist Church by a Pastor are asking for a Christian ceremony and are expressing their intention that the wedding service bonds them to the Christian community of which they plan to be a part after their wedding.

Since the marriage ritual of the church declares a relationship to God as well as to each other, the goal is to offer the couple the opportunity to share their commitment to God and to articulate their understanding of the action of God in their lives. Without this spiritual dimension of marriage, the wedding is only a contractual agreement with each other, and no more than a civil ceremony to be performed by a judge, mayor or other civil authority.

It is the assumption of the pastors of this church that couples requesting a wedding will want to think through these rudimentary understandings of the Christian faith as they desire to commit their marriage to God. These understandings and commitments are basic to the Church's marriage ceremony. The pastors welcome and pledge to be open with any couple who approaches their upcoming marriage in this spirit.

**The following guidelines have been instituted to establish a procedure for scheduling and planning weddings in First United Methodist Church. They make available to wedding parties the accepted customs of this church.**

## WHEN WEDDINGS CAN BE HELD

Weddings may be held in the sanctuary or chapel when other services are not scheduled, with the following exceptions:

- Weddings may be held on Sundays using only those decorations that are a part of that Sunday's worship services.
- No evening weddings may be scheduled later than 7 p.m.
- No weddings may be scheduled on New Year's Day, Martin Luther King Jr. Day, Easter, Memorial Day, Juneteenth, Fourth of July, Labor Day, Thanksgiving Day, and the day after, Christmas Eve, Christmas Day, and New Year's Eve. NO weddings will be scheduled during Holy Week or on weekends that include a national holiday.

## TO MAKE A RESERVATION

1. Confer with the church Office Manager to determine if the church is available on the desired date. You may call 501-372-2256 or email [officemanager@fumclr.org](mailto:officemanager@fumclr.org).
2. The Office Manager will check with appointed clergy, A/V Technician, Director of Buildings & Security, and the Director of Music to confirm the date will work for all involved parties. If there is a specific FUMCLR pastor you prefer to conduct the ceremony, you should contact them directly. Contact information can be found on the church website, [www.fumclr.org](http://www.fumclr.org).
3. Non-Members will pay the deposit fee to hold the date on the church calendar. (See Non-Members Fee Schedule)

Definition of a member:

For purpose of this wedding booklet, Member\* is defined as the bride, groom, parents or grandparents of the bride or groom who have been active members\* of First United Methodist Church of Little Rock for more than one year at the time of scheduling. (**\*active members are those who participate in the ministries of the church by their prayers, their presence, their gifts, their service, and their witness**)

### IMPORTANT:

**ONLY AFTER THESE STEPS ARE COMPLETED IS THE WEDDING DATE SECURED ON THE CALENDAR OF THE CHURCH AND WITH THE PASTOR.** You will then be contacted by our Altar Guild regarding the set up and function of the wedding. **Once these steps have been taken, announcements may be made, arrangements completed with florist, photographer, and others.**

## WEDDINGS FOR NON-MEMBERS

First United Methodist Church assumes a church wedding to be a worship experience that seeks God's blessing and commits the marriage to God. It is an opportunity to be bonded more closely to what is to be the church home of the married couple. We recommend that such a church wedding be held where the couple holds membership, or the couple anticipates holding membership. The planning and the pre-marital counseling should be looked upon as building a relationship with the pastor, who later comfortably can be consulted to assist in strengthening the marriage relationship as a need arises.

## THE OFFICIATING PASTOR(S)

One of the appointed pastors or retired pastors in connection with FUMCLR will participate in all wedding ceremonies held at FUMCLR. Pastors of other churches may assist when approved and invited by the appointed FUMCLR pastor. We follow the "Service of Christian Marriage" found in the Book of Worship of the United Methodist Church. All pastors participating in weddings at FUMCLR should wear liturgical robes and stoles.

## WEDDING MUSIC

In view of the sacred nature of the wedding ceremony, careful consideration should be given to choose music which will enable those who are present to glorify God for the gift of marriage and the new life which you will begin together. The purpose of the music is to remind all who are present that God will have a place in your lives and, also to serve as a voice of prayer for God's blessing on your sacred covenant.

### DIRECTOR AND ASSOCIATE DIRECTOR OF MUSIC AND WORSHIP ARTS

The Director and Associate Director of Music and Worship Arts will be planning all the music for your service with you and will play for all weddings at First United Methodist Church. Please contact the music department of the church at 501-372-2256 no less than eight weeks prior to your wedding.

### ORGANIST DUTIES/SERVICES

The Organist is included in the fees paid to the church and includes the following services from the Director of Music and Worship Arts:

- two music consultations with bride and/or groom
- two rehearsals with the soloist(s)
- playing for the wedding rehearsal
- 15 minutes of prelude music
- playing for the wedding

### ONE MONTH BEFORE THE WEDDING

Four weeks before your wedding, all service music, instrumentalists, and soloists must be finalized and approved.

### OTHER MUSIC DETAILS

- Recorded soundtracks cannot be used during the service.
- All instrumentalists must be dressed in concert black.
- The soloist will wear appropriate wedding party attire.
- Any music that is needed for the service that is not owned by the church or organist will need to be purchased by the bride.
- If the bride doesn't have a soloist, the Director of Music can secure a soloist for an additional \$100 charge. The soloist arranged by the church will not attend the rehearsal.
- If the soloist requires more than two rehearsals, each additional rehearsal will incur a \$100 charge.

## THE ALTAR GUILD ASSISTANTS

Trained Altar Guild members will be present to assist the pastor and the wedding party for specific building and ceremonial needs. A professional wedding planner can be present to assist the bride and wedding party but should expect to work with the altar guild during the rehearsal and the ceremony. (Altar Guild assistants do not expect to be invited to the rehearsal dinner.)

### PRE-REHEARSAL SESSION

After the pastor and the couple complete their series of pre-marital counseling sessions (minimum of three), a "pre-rehearsal" session is held. It is helpful to determine rehearsal and wedding procedures and to ensure that the wedding goes smoothly. The Altar Guild will schedule the session six to eight weeks prior to the wedding date with:

- the bride and/or groom
- the Altar Guild wedding assistant(s)
- if desired, the mother of the bride and/or mother of the groom

## THE REHEARSAL

Weddings using music and a bridal procession should schedule a rehearsal. The entire wedding party, the pastors and organist, parents of the bride and groom and anyone who has assigned seating should be present. The officiating pastor is in charge of the rehearsal, with the assistance of the Altar Guild. The rehearsal requires about one hour, and it is requested that the rehearsal precede the rehearsal dinner. If possible, plans should not be changed after the rehearsal time. This includes music used, the order of the procession, the lighting of the candles and all other details.

## PHOTOGRAPHY AND RECORDINGS

- No flash pictures are to be taken by anyone in the sanctuary or chapel while the sacred service is in progress.
- Pictures may be taken in the narthex, outside the church, or in the hallway adjoining the chapel.
- Time exposures will be permitted in the sanctuary if the photographer is out of view of the wedding party and guests.
- The photographer may obtain pictures, without flash, of the bride and groom leaving the sanctuary at the rear portion only.
- Pictures may be posed at the altar before or immediately after the wedding, if desired.
- Use of movie/video cameras should have the approval of the officiating Minister.
- Additional lighting may not be used for filming and the video camera must be placed at the rear in the center section of the balcony.
- If a recording of the wedding service is to be made the wedding party should consult with the A/V Sound Technician, employed by the church, at 501-372-2256 to provide such hook-ups.

The church reserves the right to deny access to those photographers who are known to violate these regulations. Thus, the church must be informed well in advance concerning the photographer or videographer whose services are being contemplated by the wedding party.

## FACILITIES AND COSTS

The sanctuary (seating 550) and the chapel (seating 70) are the two facilities available for weddings. The bride's room and a groom's room are also available. Other rooms within the church can be reserved for an additional \$30 charge per room.

The Fellowship Hall (capacity 100 and no more) can be reserved with an additional paid deposit for the reception following a wedding service at First United Methodist Church. If you request to hold your cake, punch and finger food reception following the wedding service at First United Methodist Church in the Fellowship Hall please note the church has a separate alcohol policy that must be strictly adhered to. All fees are outlined in the fee schedule.

## DECORATIONS

Since a wedding is a religious ceremony, simple decorations are recommended. The beautiful sanctuary requires little decoration. Uses of arches, kneeling benches, or other decorations that will detract from the beautifully appointed place of worship are discouraged. The church has 2 seven-branch candelabras with candles. No other candles may be used. There is to be no wiring, taping, gluing, or tacking of decorations to pews, furnishings, or candelabras. A total of two flower arrangements can be one used, on either side of the pulpit. (*If you choose to leave flowers for Sunday service, please contact the Office Manager.*) The sanctuary altar cloths must be used, and no decorations are to be placed on the altar table or pulpit, in the choir loft, on the organ grill, and in the area between the pews and the chancel rail. **No sanctuary furniture, hymnals, etc., are to be moved** without permission from the pastor. Decorations should not be used which hinder the view of the worship symbols in the chancel. **The florist and/or family shall be held responsible** for any damage incurred through the decoration of the church. The florist and/or family are responsible for the immediate removal of all decorations upon the completion of the service.

## Decorations Continued

The rules for the CHAPEL concerning moving furniture and altar cloths are the same as the sanctuary. Two flower arrangements may be placed behind the chancel rail, and they must not be in front of the altar or hinder the organist's view of the aisles. There should be no decorations or flowers on the organ, piano, pulpit, or lectern.

## POINTS TO REMEMBER

- Make reservations as early as possible. No date is secured on the church calendar **until confirmed by the pastor and the deposit (for non-members) has been paid.**
- Final payment is due 2 weeks prior to the wedding.
- It is the responsibility of the bride and groom to have contracts signed by the videographer and/or photographer and returned before the pre-rehearsal with the Altar Guild.
- No tobacco or drugs are permitted on the church premises. **The alcohol policy must be strictly adhered to. There will be NO ALCOHOL CONSUMED OUTSIDE OF THE TIME FRAME OF THE RECEPTION OR OUTSIDE OF THE FELLOWSHIP HALL. Intoxication on the part of any participants will be sufficient grounds for canceling the wedding.**
- Rehearsal and ceremony are to begin when scheduled.
- If anyone needs to enter the church more than three hours prior to the wedding, then an extra charge of \$75 per hour will be incurred if the facility needs to be opened earlier.
- Only bird seeds **may be thrown into the street/sidewalk as the newlywed couple approach the car. Use of rice, rose petals, paper petals or confetti is not allowed** within the buildings, breezeways, courtyard or walkways.
- It is the responsibility of the bride and groom and their families to see that the points in this brochure are followed by the florist, photographer, wedding party, friends of the family, and guests.
- The Office Manager and/or pastors will be glad to assist in answering questions which may not be covered in this brochure.

## INFORMAL WEDDINGS

An informal wedding may be conducted for a member by one of the pastors of First Church without charge for use of the building. (An **"informal wedding" is defined** as a wedding without music, held during regular office hours, with no additional cooling or heating required, for which there is a limited guest list, and for which there are no decorations and no services required.) Arrangements for an informal wedding must be made with the officiating Minister of First United Methodist and Office Manager.

# Members Fee Schedule

Sanctuary  
(seating: 550)

Chapel  
(seating: 70)

**Total Fees:**

**Total Fees:**

**Wedding only, no reception - \$1475.00**

**Wedding only, no reception – \$1025.00**

**Services Included:**

**Services Included:**

- Organist
- Building Security
- Utilities
- Bride’s Room
- Groom’s Room
- Altar Guild
- Sound Technician
- On Site Custodians
- Sanctuary

- Organist
- Building Security
- Utilities
- Bride’s Room
- Groom’s Room
- Altar Guild
- Sound Technician
- On Site Custodians
- Chapel

**Wedding with 2-hour reception - \$1,925.00**

**Wedding with 2-hour reception - \$1,475.00**

(Including all services listed above in addition to use of Fellowship Hall)

(Including all services listed above in addition to use of Fellowship Hall)

- Reception Security
- Reception Custodians
- Sound Technician

- Reception Security
- Reception Custodians
- Sound Technician

**Additional Charges:**

Deposit for reception with alcohol served.....	\$350
Soloist.....	\$100
Additional Rehearsal for Soloist.....	\$100
Additional rooms.....	\$30 per room
Building access, more than 3 hours prior to wedding.....	\$75 per hour
Clergy Honorarium.....	\$300

**DEPOSIT**

A \$350 deposit will be required for receptions serving alcohol. The deposit should be made by check payable to First United Methodist Church and should be received by the Director of Finance NO LATER THAN TWO WEEKS AFTER SETTING THE TENTATIVE WEDDING DATE. The deposit does not constitute any part of the total wedding fees. The deposit will be refunded after the wedding, except in cases where extra custodial work was required, damage to the church property occurred, or the alcohol policy was not strictly adhered to.

**PAYMENT**

Payment for total expenses should be given or mailed to the church Director of Finance at least two weeks prior to the wedding. Payment should be made out to First United Methodist Church Little Rock.

*\*When mailing/sending in a payment, whether it be a deposit, installment, or final payment, please put the name of the wedding party on the memo line of your check. For example, write in “Smith/Thomas Wedding – deposit” or “Smith/Thomas Wedding – final payment”. This will ensure that both FUMC and the wedding parties can track payments efficiently.*

**\*\* Prices are subject to change.**

**LIABILITY**

Any damage done to the furniture or furnishings by florists, photographers, or videographers shall be repaired, or damages paid, by the person or business responsible. The church assumes no responsibility for clothing, jewelry, money, or other items left at the church at any time.

# Non-Members Fee Schedule

Sanctuary  
(seating: 550)

Chapel  
(seating: 70)

**Total Fees:**

**Total Fees:**

*Wedding only, no reception - \$2,175.00*

*Wedding only, no reception - \$1,825.00*

Services Include:

Services Include:

- Clergy person
- Organist
- Building Security
- Utilities
- Bride's Room
- Altar Guild
- Sound Technician
- On Site Custodians
- Sanctuary
- Groom's Room

- Clergy person
- Organist
- Building Security
- Utilities
- Bride's Room
- Altar Guild
- Sound Technician
- On Site Custodians
- Chapel
- Groom's Room

***Wedding with 2-hour reception - \$2,725.00***

***Wedding with 2-hour reception - \$2,375.00***

(Including all services listed above in addition to use of Fellowship Hall)

(Including all services listed above in addition to use of Fellowship Hall)

- Reception Security
- Reception Custodians
- Sound Technician

- Reception Security
- Reception Custodians
- Sound Technician

Additional Charges:

Soloist .....\$100  
 Additional Rehearsal for Soloist .....\$100  
 Additional rooms .....\$30 per room  
 Building access, more than 3 hours prior to wedding.....\$75 per hour

**DEPOSIT**

A \$500 deposit will be required for all non-members weddings. The deposit should be made by check payable to First United Methodist Church and should be received by the Director of Finance NO LATER THAN TWO WEEKS AFTER SETTING THE TENTATIVE WEDDING DATE. The deposit does not constitute any part of the total wedding fees. The deposit will be refunded after the wedding, except in cases where extra custodial work was required, damage to the church property occurred, or the alcohol policy was not strictly adhered to.

**PAYMENT**

Payment for total expenses should be given or mailed to the church Director of Finance at least two weeks prior to the wedding. Payment should be made out to First United Methodist Church Little Rock.

*\*When mailing/sending in a payment, whether it be a deposit, installment, or final payment, please put the name of the wedding party on the memo line of your check. For example, write in "Smith/Thomas Wedding – deposit" or "Smith/Thomas Wedding – final payment". This will ensure that both FUMC and the wedding parties can track payments efficiently.*

**\*\* Prices are subject to change.**

**LIABILITY**

Any damage done to the furniture or furnishings by florists, photographers, or videographers shall be repaired, or damages paid, by the person or business responsible. The church assumes no responsibility for clothing, jewelry, money, or other items left at the church at any time.



# Alcohol Policy

First United Methodist Church Little Rock

## **Alcohol and Food Service Event Policy for Non-Member Organized Events**

Approved by the Board of Trustees September 11, 2019

Since we recognize that Jesus' offers the example of the moderate and responsible use and serving of wine in his ministry, First United Methodist Church allows the consumption of Alcohol only in the Cokesbury Center, Gymnasium, Fellowship Hall, 1<sup>st</sup> Cup Cafe and Center Street Parking Lot subject to the approval of the Church Office Manager and pursuant to the following rules and procedures:

1. Only wine, sparkling wine, Champagne and beer may be served. NO hard liquor may be served. NO beer kegs, ice sculptures or fountains of any kind are allowed.
2. All applicable federal, state and local laws must be strictly obeyed. Alcohol may NOT be served to anyone under the legal drinking age. If a third party is providing and serving alcohol, they must provide copies of any permits required to the Church Office Manager.
3. A third party serving alcohol shall sign a separate agreement with the Church Office Manager agreeing to comply with the Church Alcohol Event Policy, hold FUMCLR harmless, and indemnify the church for any damage or injury to persons or property, including negligence or misconduct.
4. Alcoholic beverages and food containing alcohol must be clearly designated, offered as such and attended at all times by a responsible server over the age of 21 years. NO unattended or self-serve alcoholic beverages shall be made available.
5. Non-alcoholic beverage and food alternatives must be offered with equal attractiveness and accessibility.
6. The serving of alcoholic beverages shall not be publicized and may never be sold. Alcohol shall be served for not more than 2 hours.
7. All deliveries of alcohol, equipment, etc. should be made through the alley door unless otherwise arranged with the Church Office Manager.
8. The reservation, fees and expenses for use of the facilities discussed in this document are governed by the FUMCLR Facility Use Policy. Any Catering Service, Food Trucks, etc., must be approved by the Church Office Manager.

The Church Office Manager must be provided with a copy of the Caterer's License or other appropriate food/beverage preparation, distribution and sales Licenses. Bartenders must be employed by and be under the direction of the Caterer.

9. Food Service is allowed only in the areas designated above and the kitchen area. NO trays, bowls, compotes of food or food tables are allowed in the entry areas to the designated rooms. Candles may be burned on Food Tables only provided that these tables remain in the center of the room. All food will be removed from the tables, and food service and the bar closed 15 minutes before the scheduled end of the event. The Caterer is allowed an hour for clean-up.
10. Alcohol will not be served or consumed during any event in which the primary focus of the activity involves minors, by any adult who is acting as a leader, counselor, or who in any capacity shall have supervisory responsibility over any minors, before or during church meetings where the business of the church is conducted, when food is NOT served at the same event.
11. The group or organization sponsoring the activity or event at which they wish to serve alcohol must have the permission of the Church Office Manager for this plan.

**Event** \_\_\_\_\_

**Event date** \_\_\_\_\_

**Requested by** \_\_\_\_\_

**Date** \_\_\_\_\_

**Approved by Office Manager** \_\_\_\_\_

**Date** \_\_\_\_\_

**Violation of the foregoing rules shall be grounds for the immediate suspension of the event.**

**A Conduct Agreement for Photographers/Videographers  
In a Service of Worship at First United Methodist Church**

\*Sign and return to Altar Guild at the Pre-Rehearsal Meeting

The wedding in a church is primarily a worship service. It is a celebration of the Gospel; a sacred rite in which two persons and a community of believers commit a marriage to God. To minimize distractions during the worship service, the following policy has been established by First United Methodist Church in Little Rock:

**FOR PHOTOGRAPHERS\***

- Photographs can be taken before and/or after the ceremony; they must be completed 45 minutes prior to the ceremony for seating to begin on time.
- No flash pictures are to be taken by anyone in the sanctuary or chapel while the sacred service is in progress.
- Flash pictures may be taken in the narthex, outside the church, or in the hallway adjoining the chapel. Timed exposures (without a flash) will be permitted in the sanctuary if the photographer is out of view of the wedding party and guests.
- The photographer may obtain pictures, without flash, of the bride and groom leaving the sanctuary at the rear portion only.

**FOR VIDEOGRAPHERS\***

- Videographers may set up a stationary camera in the rear portion of the balcony only.
- Extra lighting may not be used during the service.
- If an electrical hookup is required, the videographer will need to bring an extension cord (100 feet in length) to reach electrical outlets that are located in the balcony at the front of the sanctuary (on either side). The church cannot provide extension cords.

I have read the above stated policies concerning photography and/or videography for a worship service at First United Methodist Church and hereby agree to abide by these policies.

\_\_\_\_\_  
Signature of Photographer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Videographer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Bride

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Groom

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Church Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
\*The church reserves the right to deny access to those photographers and/or videographers who are known to violate these regulations.