**WEDDING INFORMATION FORM**

THE UNITED METHODIST CHURCH OF CHAGRIN FALLS

20 South Franklin Street, Chagrin Falls, Ohio 44022

Phone: (440) 247-5848

Wedding Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hour: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place: Sanctuary Fellowship Hall Other Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rehearsal Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hour: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reception Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hour: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bride’s Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work or Home Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Previously Married? Yes No (circle one) Children? Yes No (circle one)

Member of UMC of Chagrin Falls? Yes No (circle one)

Parent’s Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Groom’s Full Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work or Home Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Previously Married? Yes No (circle one) Children? Yes No (circle one)

Member of UMC of Chagrin Falls? Yes No (circle one)

Parent’s Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address after Wedding: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PARTICIPANTS IN WEDDING**

Maid (Matron) of Honor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bridesmaids: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Best Man: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Groomsmen: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Flower Girl: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ring Bearer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other Participants: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organist: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Soloist: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_

Rings? One Two (circle one)

 Aisle Runner? Yes No (circle one)

Circle Ones that apply: Unity Candle Sand ceremony Roses to Mothers

Receiving Line: Church Reception Both (circle one)

Dressing at Church? Yes No (circle one) If yes, arrival time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**WEDDING INFORMATION FORM**

THE UNITED METHODIST CHURCH OF CHAGRIN FALLS

20 South Franklin Street, Chagrin Falls, Ohio 44022

Phone: (440) 247-5848

**OFFICE HOURS**: Monday – Friday, 9:00 a.m. – 5:00 p.m.

 (9:00 a.m. - 4:00 p.m. summer hours)

**INDIVIDUALS AVAILABLE TO ASSIST YOU**:

 PASTOR Rev. Joyce Lawson (440) 247-5848

 (440) 338-8940 (parsonage)

 SECRETARY McKinsie Klim-Gliha (440) 247-5848

**HELPFUL INFORMATION:**

All wedding reservations must be made through the church office and be approved by the pastor. The pastor is available for appointments at times other than the office hours. All arrangements should be made in consultation with the pastor. Please notify the church office or pastor if you must make changes or cancel your plans or reschedule counseling sessions. The Pastor has no expectation that she be invited to your wedding reception. If you would like her to attend, please send her an invitation at the church address. She will respond and come if able.

No rice or bird seed may be used around the church building. The throwing of such things is not only a clean-up problem, the rice and bird seed also get entangled in hair and clothing and is brought inside and can even be a problem with pictures. Bubbles may be used outside the building as the couple exits. Any other “exiting” ideas must be approved by the pastor.

Nothing may be attached to any church furnishings in any way that might harm or cause any damage to the furnishings. This includes nails, tacks, tape, glue and wire. You may not attach floral arrangements to the candelabras. Pew bows may be attached with either lace, elastic or plastic clips only.

To preserve the solemnity of the service, no flash photography is allowed during the ceremony. This means “from the end of the processional to the presentation of the Bride and Groom. Movement by the photographer during the ceremony must be limited (no movement in the chancel area). Please inform your photographer of these expectations.

Smoking, alcoholic beverages, and illegal drugs are prohibited on all church property; this includes the patio and courtyard areas.

If you choose to hire an outside professional wedding coordinator, please advise that person that they will have no official duties that day at the church ceremony. If the coordinator would like to speak with the pastor to see if he/she could be helpful, the coordinator is welcome to contact the pastor (before the rehearsal).

**\*All couples must have a wedding license! The license is good for 60 days. Call ahead to the County Courthouse to make sure you have all the documentation you need before applying for the license. The wedding license must be given to the pastor at the wedding rehearsal.**

**WEDDING FEES**

The United Methodist Church of Chagrin Falls

Members

Carefully review the following fees. **The pastor, organist and custodian must be paid separately (checks made out to them).** This should be done at the wedding rehearsal. Arranging for and payment of soloist(s) is the responsibility of the couple (see the pastor if you would like a referral list of church soloists). Be aware that the organist may charge an extra fee to rehearse with a soloist if he/she must make an additional trip to the church outside the wedding rehearsal and the day of the wedding.

PASTOR (Joyce Lawson) $150.00

ORGANIST $150.00

CUSTODIAN (Jerry Gibson) $ 75.00

(Body Glitter is a cleaning nightmare and should not be worn by bridal party members)

SOUND/VIDEO TECHNICIAN $ 75.00

(Only needed if there is video projection and/or recorded music)

**The following fees should be paid directly to the church two week before the wedding (make out check to UMC of Chagrin Falls).** Please include the enclosed “Wedding Fee Return Form” with your payment. Usage of the fellowship hall or other parts of the church building must be arranged through the church secretary (a separate rental contract form must be signed and deposit made).

SANCTUARY/FIRESIDE ROOM No Charge

CANDELABRAS $ 50.00

BULLETINS $ 10.00 (per 100)

(Bi-fold & Tri-fold Wedding bulletins may be purchased at a Christian Bookstore or stores like Michael’s & Joanne’s. If you want a better selection, the church secretary can order a design from one of our Christian supply catalogues. See her at least a month before the wedding to view options. The church secretary will print them)

Usage of the Harris fellowship hall for showers and receptions must be done separately. Contact the church office for rental information and form.

**WEDDING FEES**

The United Methodist Church of Chagrin Falls

Non-Members

Carefully review the following fees. **The pastor, organist and wedding custodian should be paid separately (checks made out to them).** This should be done at the wedding rehearsal. Arranging for and payment of soloist(s) is the responsibility of the couple (see the pastor if you would like a referral list of church soloists). Be aware that the organist may charge an extra fee to rehearse with a soloist if he/she must make an additional trip to the church outside the wedding rehearsal and the day of the wedding.

PASTOR (Joyce Lawson) $250.00

ORGANIST $150.00

CUSTODIAN (Jerry Gibson) $ 75.00

(Body Glitter is a cleaning nightmare and should not be worn by bridal party members)

SOUND/VIDEO TECHNICIAN $ 75.00

(Only needed if there is video projection and/or recorded music)

**The following fees should be paid directly to the church two week before the wedding (make out check to UMC of Chagrin Falls).** Please include the enclosed “Wedding Fee Return Form” with your payment. Usage of the fellowship hall or other parts of the church building must be arranged through the church secretary (a separate rental contract form must be signed and deposit made).

SANCTUARY & FIRESIDE ROOM $300.00

CANDELABRAS $ 50.00

BULLETINS $ 10.00 (per 100)

(Bi-fold & Tri-fold Wedding bulletins may be purchased at a Christian Bookstore or stores like Michael’s & Joanne’s. If you want a better selection, the church secretary can order a design from one of our Christian supply catalogues. See her at least a month before the wedding to view options. The church secretary will print them)

Usage of the Harris fellowship hall for showers and receptions must be done separately. Contact the church office for rental information and form.

**WEDDING FEE RETURN FORM**

THE UNITED METHODIST CHURCH OF CHAGRIN FALLS

20 South Franklin Street, Chagrin Falls, Ohio 44022

Phone: (440) 247-5848

Bride’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Groom’s Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wedding Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

List of church fees:

Sanctuary & Fireside Room $ \_\_\_\_\_\_\_\_\_\_

Candelabras $ \_\_\_\_\_\_\_\_\_\_

Bulletins $ \_\_\_\_\_\_\_\_\_\_

 TOTAL $ \_\_\_\_\_\_\_\_\_\_

This form and the above Total must be returned to the church at least two weeks prior to the wedding. The check should be made out to The United Methodist Church of Chagrin Falls (The UMC of CF). Contact the pastor if you have questions (440) 247-5848. The Minister and Organist should be paid separately at the time of the rehearsal. You may give the Custodian fee and the Sound/Video Technician fee (if applicable) to the pastor at this time as well.