



Minerva United Methodist Church

204 N. Main St., Minerva, OH 44657
330-868-4940, minervaumc@frontier.com
Rev. Harley Wheeler

Dear Friends,

Thank you for inquiring about having your wedding with Minerva United Methodist Church and its pastor. We congratulate you on your engagement and pray for God's blessing on your coming life together.

Enclosed you will find more about what is expected from you as you plan your wedding with us, and about what we can provide. Weddings, like a good marriage, are things that are done together, and we value this opportunity to work together with you and to pray for you.

Yours in Jesus,

Pastor Harley Wheeler

Office 330-868-4940

Cell 440-417-8075

Email revharleywheeler@hotmail.com

Please read the material enclosed and fill out and return the confirmation form to the church office as soon as possible. If you are using an outside pastor you need to contact me for approval. Also be sure you have contacted the Church Organist, if organ music will be needed, and let the office know your audio and projection screen needs.

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General Wedding Information

Scheduling the Wedding

The wedding must be scheduled through the church office and with the approval of the pastor. Every effort will be made to clear the church's and the pastor's calendar for that day and for the rehearsal. There may be pastoral reasons for the church declining to host a wedding ceremony, but these are rare. The United Methodist Church will not host, nor will its pastor perform a same-gender wedding.

Pre-Marital Counseling

Couples should plan to meet with the pastor about three times in the period before the wedding. The time will be spent getting to know one another, planning the ceremony, and talking about what the Christian faith teaches us about married life.

Policies for use of the church building.

Use of alcoholic beverages and tobacco is not permitted in the church. The kitchen facilities may be used if a responsible member of the church is present. Couples are responsible for any damage to building.

Arrange to have someone responsible for taking away your personal items and decorations after the ceremony. It is a confusing day! We do not want to be responsible for moving your possessions, but since weddings are usually on Saturday, with worship the following Sunday, we will usually have to clear away and store anything you leave behind.

Rehearsal

The date and time of the rehearsal can be scheduled between the pastor and the couple. We will normally reserve ahead the evening before the wedding day. If this is not to be the rehearsal time, let us know as early as possible.

Marriage License

The Marriage License should be given to the pastor at the time of the Rehearsal. The pastor is responsible for returning a form that is included with the license to the Probate Court after the wedding is performed.

Organist – The staff organist should first be consulted for availability to play. If you wish to use another organist, permission must be granted by the staff organist. You should make arrangements to meet with the Church organist to discuss the music for the ceremony

Parking

Most of the church parking is in our lot on West Street. Efforts will be made to see that spaces are available on Main Street on the wedding day.

The Church Building

Sanctuary Capacity – 200-240

Aisle length from bottom of steps to back – 75 feet

Air-conditioned

Handicap Accessible – There are ramps leading into the sanctuary from Main Street, an inside elevator provides access to both floors.

Fellowship Hall –Downstairs, seats up to 160 people.

Bride's room usually the parlor adjacent to the sanctuary, with carpeting, couches, refrigerator and sink.

Unity Candle - brass

Candelabras available in black wrought iron and brass

Pew Candelabras

Small chapel

Kitchen facilities

Video Projection

Video Recording

Audio equipment compatible with CD's and computer sound files

Off-site Weddings

The pastor is willing to go to a site you have selected for your wedding. Different fees apply for these weddings.

	Fees	
	Members	Non-Members
Use of Sanctuary	Free	\$175
Custodian (for sanctuary)	\$100	\$100
Use of Hall	Free	\$100
Custodian (For hall; 1-50 people)	\$50	\$50
Custodian (For hall; 51-160 people)	\$100	\$100
Pastor	Up to the Couple	\$150
Pastor, off-site wedding	Up to the couple	\$200 (\$250 if over 25 miles)
Organist	\$100	\$100
Charge for accompanying a soloist	\$25	\$25
Audio	\$50	\$50
Audio and Projection Screen	\$100	\$100
Video Recording	\$25	\$25
Candelabra - Black Wrought Iron	Free	Free
	(You will need to provide the candles, 14 per set, 28 if both sets are used, 15inch, 3/4" dia. tapers)	
Candelabra – Brass	\$15(candles included)	\$15(candles included)
Unity Candle Base	Free	Free
	(You will need to provide the candles; a 3" Wedding Candle and 2 3/4" Tapers about the same length as the wedding candle)	
Pew Candelabras	\$25	\$25

Fees should be paid at the rehearsal. Checks may be made out for the total to Minerva UMC, or if the couple prefers, they can pay the custodian, pastor, organist and church separately.

A simple DVD recording of the Ceremony can be made on our equipment, but it is limited to one camera angle, (facing the front of the sanctuary, from a camera at the back of the room.) You will need to use a videographer if you desire the ability to have several camera angles and to edit the recording.

The Audio equipment can play your wedding music and is compatible with CD's, computer files, and cassettes. Your music needs to be checked with our equipment at or before the rehearsal.

Frequently Asked Questions

Do I have to use the pastor at Minerva UMC for my wedding?

You are not required to use the Minerva UMC pastor for your ceremony. However, the pastor needs to approve this, and know who will be conducting the ceremony, and his or her faith affiliation.

Why are there fees and who sets the fees?

The fees are set so as to respect the time and effort of the church employees, the pastor, and its volunteers. Couples are asked to pay them on the principle of ‘taking care of the people who are taking care of you.’ Also, they contribute to the upkeep of the building itself. Every effort is made to keep the fees low, so as not to burden couples with financial disadvantages.

The fees are set by the Church Council, in consultation with the pastor.

Can any of the rules or fees be changed for our wedding?

The pastor is allowed to waive any and all fees for special situations. Requirements for counseling may be changed in individual cases; (for example, someone being deployed in the military may need to have a shortened time of preparation.) Ask questions if there is a special consideration regarding your wedding.

How long does the wedding ceremony take?

The basic service is very simple and takes less than twenty minutes.

How long should we allow for a rehearsal?

A wedding rehearsal takes about 45 minutes to run through it twice.

Is the wedding rehearsal necessary?

We can do the wedding, especially a small one, without a rehearsal. The purpose of rehearsing is to make you and your wedding party comfortable with the upcoming ceremony, and to let people know where to stand and what to do. Questions sometimes arise during the rehearsal, and small changes are often made.

Do we have to have an elaborate ceremony, can't we just get married?

You may absolutely plan a simple ceremony, done at a time and place set by you and the pastor. Fees can be adjusted accordingly.

What about a marriage license?

The pastor is licensed to perform marriages in the State of Ohio. You obtain your Marriage License from the Probate Division of the county court. The wedding can be performed as soon as the license is issued, but a new license must be obtained if the wedding has not been performed after a ninety-day period. Any Ohio county license is valid for the wedding. Rules may change, so make inquiries with your County Courthouse. They can tell you what you currently need to do to obtain one.

Must we obtain a marriage license?

Yes, the nature of marriage is that it is a public commitment, and we agree that the best way to demonstrate this is to have a valid marriage license.

Can we write our own vows?

Yes, you may include your own vows in the ceremony in addition to or in place of the traditional wedding vows. Experience has shown that many couples may wish to say a special expression of love to each other in the service, but this is different than a vow, where you promise before God and everybody to enter into full married life. The service needs to include those promises.

Can I use my own wedding planner?

Wedding planners and coordinators are welcome and they help. However, you may not need one for designing and carrying out a simple ceremony. We have much experience in weddings and can do that with you.

What about photography?

Many churches used to have strict rules about flash photography. We do not. We feel that you are the best judge of what you need and what may or may not distract you and your guests.

Can we use our own music?

You can bring your own music and/or musicians to the ceremony. A wide range of musical styles are welcome. The content of lyrics should be appropriate to a wedding.

What is involved in pre-marital counseling?

You are adults, and you know what is involved in getting married, so the purpose of counseling is not to decide if you 'have our permission' to get married. Our conversations will help you to plan a God-honoring wedding that marks this important step in your life for you and allows those attending to pray for you, support you, and celebrate this special moment with you.

The pastor will not set out to investigate your life, seeking for problems, but will ask informal questions with the aim of seeing where you are in your life and your faith, and to get to know you better. You may share anything about your relationship you wish to share, and it will be held in confidence. We do not conduct surveys or personality tests.

Usually, the couple meets with the pastor together, although either of you may ask for a private meeting. While it is possible for any pastor to decide to not perform a wedding after meeting with the couple, we are committed to helping you with your wedding, and want to work together with you.

What if one or both of us has been married before?

Our experience is that second chances and new starts have been mightily blessed by God. You should be prepared to tell the pastor the general outline of the circumstances of your previous marriage and divorce, and the extent of your responsibility for children from that marriage.

Should I invite the pastor to the rehearsal dinner or the reception?

Invitations are always a good thing, but they are not expected. The wedding reception is sometimes a late-Saturday affair, and a pastor will still need to do many things to prepare for Sunday's service. Rehearsal Dinners and Receptions can become expensive, and if there is a pressing pastoral emergency, he or she cannot guarantee to be there to enjoy the meal. If you do extend an invitation, be sure to include an invitation to the pastor's spouse as well!

Do we have to be members of the church?

No, but there are some fee differences for members and non-members.

Do we have to attend the church?

No, but frankly, the best we have to give you is Jesus, and He is present in worship. If you want to know what sort of pastor will be marrying you, hear him or her preach. If you want God to be a meaningful part of your married life, make spending time with His people in church a priority in your life.

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Wedding Information

Date: _____

Time: _____

Couple's names: _____

What name do you want to be called during the ceremony?

Bride _____ Groom _____

Phone Numbers: _____

Mailing Address: _____

Address where you will be living after the wedding

City: _____ State: _____ Zip: _____

Pastor: _____

If using an outside pastor, have you contacted the Pastor at Minerva UMC? ____

Organist: _____

Audio/Video Needed? _____

Rehearsal: Date _____ Time _____

Set up Date _____ Time _____

Kneeling Rail _____ Brass Candelabra _____

Wrought Iron Candelabra _____ Unity Candelabra _____

Pew Candelabras _____

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Basic Wedding Ceremony:

(Discuss with the pastor, the service can be done in almost any order)

Seating of the Parents

Processional (how we will all gather in the front for the ceremony)

Greeting

Declaration of Intention to Marry (The 'I Do's')

Presentation of the Bride (giving the bride away, optional)

Response of Families and People

Prayer

Scripture

Vows

Unity Candle (Optional)

Rings

Marriage Blessing

Pronouncement of Marriage

Kissing

Introduction of couple (optional)

Recessional (How we will all leave the front of the church, and what you will do next)