

Avon United Methodist Church
Wedding Ceremony Information
Updated March 2023

CONTACT

Please contact Holly Collins, Avon UMC wedding coordinator, at hncollins.family.03@gmail.com, if you have additional questions.

CHURCH FACILITIES

- Chapel Weddings:
 - The chapel seats 225 guests and has 10 pews on each side of the aisle plus three rows of chairs in the back of the chapel.
 - The Rooms reserved for your use include:
 - Men's dressing room-conference room 2
 - Ladies' dressing room – music suite
- Sanctuary Weddings:
 - The sanctuary seats 500 guests and has 11 rows of chairs on either side of the center aisle. There are 4 sections of chairs all together.
 - Rooms reserved for your use include:
 - Men's dressing room-Conference Room 201
 - Ladies' dressing room-Play 'N Share room 205 w/mirror & restroom
- The church building will be available to you for 5 hours the day of your wedding (approximately 3 hours before the ceremony, ½ hour for the ceremony and 1 ½ hours after the ceremony). This 5-hour period of time allows time for dressing, photography, the ceremony and the greeting of guests. Additional time beyond this 5 hour window will be deducted from your deposit.

WEDDING FEES

- Wedding fees provide for the use of church facilities (see above); wedding rehearsal; wedding coordinator; sound tech; custodian; and co-wedding coordinator. The parishioner (someone who has been attending Avon UMC regularly prior to scheduling a wedding or has a parent or grandparent that is already a member of the church) fee is \$530. The non-parishioner fee is \$1300 and includes a pastoral fee.
- To reserve your wedding and rehearsal date on the church calendar
 1. Read the **Church Use Guidelines**.
 2. Complete and return your **Parishioner Wedding Application/Non-Parishioner Wedding Application** as well as the **Church Use Form** to the church office.
 3. Deposit half of your overall wedding fee.
- The remaining fees for your wedding are due 14 days prior to your wedding day.
- A separate \$150 damage deposit is due 14 days prior to the wedding. Any damages or time over the allotted 5 hours will be deducted from this deposit. If no damages are incurred and the 5 hour time frame is honored, the check will be returned to you.
- Permission for a guest pastor to officiate your wedding must be approved by the Senior Pastor. Please remember that the wedding fees paid to the church do not cover any fees associated with having a guest pastor. You must compensate a guest pastor independently of the fees paid to Avon UMC.

WEDDING COORDINATOR

- The church wedding coordinator will meet with you shortly after your wedding has been scheduled. Together, you will discuss what details you would like incorporated into your special day. The wedding coordinator will also guide you through several options that will be available to you for your wedding.
- 2-3 weeks prior to your wedding, you'll meet with the wedding coordinator to finalize the details of your wedding.

- The wedding coordinator will be available for the 5 hour time block you will be at the church on your wedding day.
- The wedding coordinator will offer particular help at the rehearsal and at the actual ceremony with the bridal party arrangement, ushering details and timing for the seating, the bridal procession and seating of the family, etc.

MEETING WITH THE PASTOR

- Prior to your wedding, your pastor will contact you and schedule a series of pre-marriage counseling sessions.

MUSICIANS/MUSIC

- Avon UMC can accommodate prerecorded and/or live music for your ceremony.
- ALL pre-recorded music must be turned into the church office 14 day prior to the wedding.
- If you would like our church organist/pianist, Dianne Perry, to play for your ceremony please contact her directly at 317-796-3198. Please be aware that an additional \$150 fee will be added to your overall wedding fees should you contract Dianne to play for your ceremony.
- Additional musicians (vocalists; flutist; string quartet; etc.) are not provided by the church. Please remember that the wedding fees paid to the church do not cover any fees associated with having additional musicians. You must compensate additional musicians independently of the fees paid to Avon UMC.

PHOTOGRAPHY/VIDEOGRAPHY

- Please advise your photographer and videographer of the location of your wedding (Chapel or Sanctuary) and that you have reserved the church for 5 hours the day of your wedding.
- Please advise your photographer (and guests) that flash photos may not be taken during the ceremony.
- Speak with the officiating pastor regarding church rules and etiquette regarding photography during your ceremony. The ceremony is a religious service and in order to preserve the sacredness of your wedding, we ask that your photographer take all ceremonial photos from the back or side aisles of the sanctuary.

FLORIST/CANDLES/DECORATIONS/EQUIPMENT

- Please advise your florist of the location of your wedding (Chapel or Sanctuary) and that you have reserved the church for 5 hours the day of your wedding. Your florist may arrive prior to the ceremony to set floral arrangements and decorate, but their arrival must be within your 5 hour time frame.

TECHNICAL NEEDS

- Our sound tech will be available the night of the rehearsal to rehearse with musicians and run sound checks.
- One wireless microphone, one podium microphone and a handheld microphone for a soloist are provided as part of the wedding fee.
- If you have a professional videographer, they are asked to contact our technical director 1 week prior to your wedding day.
- Video screens are available in both the Chapel and Sanctuary.

MARRIAGE LICENSE

- The pastor will explain the process of obtaining your marriage license when you meet.
- Please bring your marriage license the day of your wedding.

WEDDING PROGRAMS

- Your pastor can provide the ceremonial format to include in your program.
- The church does not print wedding programs.
- Please bring 4 programs with you to the rehearsal for the pastor, wedding coordinator, co-wedding coordinator and sound tech.

WEDDING REHEARSAL

- All members of your wedding party, ushers and family members who will be formally seated during the wedding ceremony should attend the wedding rehearsal.
- Your rehearsal will last approximately 1 hour and 15 minutes.
- Rehearsals will not be scheduled earlier than 5:30 pm.

WEDDING DAY ARRIVAL TIME

- You are guaranteed use of the church facilities for **5 hours**. This 5 hour time frame should include floral delivery, pre-wedding preparation such as hair and make-up (if being done onsite) and photography time. Anything brought into the church for the wedding must leave after the ceremony.

GUEST BOOK

- The welcome desk is an ideal area to display your guest book.

CANDELABRAS-AISLE RUNNERS-UNITY CANDLE-FLORAL ARRANGEMENTS

- Two brass candelabras are available for your use.
- Pew decorating is allowed. Permanent adhesive of any kind is NOT allowed.
- A variety of pedestals is available to display floral arrangements for your wedding. The wedding coordinator can show you the sizes and colors available.
- The chancel table Bible should remain on the altar table if possible.
- Floral arrangements may also be placed on the altar table.

AISLE RUNNERS

- An aisle runner may be rented/purchased from your florist or outside source. However, if you plan to use an aisle runner, you must sign a waiver provided by the wedding coordinator.
- The aisle runner must be secured to the floor prior to the ceremony.
- Two people will be asked to unroll the runner prior to the processional.

FLOWER GIRL/RING BEARER

- Artificial flower petals may be dropped during the ceremony.
- The vacuum cleaner cannot sweep up the petals. The wedding coordinator will help your flower girl(s) recollect the dropped petals after the ceremony.

USHERS

- It is suggested that one usher/groomsmen per every 50 guests be asked to seat your guests prior to the ceremony.

FOOD

- Food and non-alcoholic beverages are permitted prior to the ceremony in the dressing areas.

SECURITY

- Your personal items will be secured in your dressing area during the ceremony. After the ceremony, please have someone check to be certain that all personal items are removed.
- If personal items are left behind in the dressing and waiting areas the day of your wedding, please call the church office on Monday morning to see if they have been found.

SEND OFF OR "GETAWAY"

- Bells or bubbles are permitted.
- It is recommended that you have 2-3 people distribute bells or bubbles immediately following the ceremony.
- Silly string, sparklers, balloons, rice, glitter and/or confetti should not be thrown and/or released.