

Gobin Memorial United Methodist Church
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**The Rite of Christian Marriage
In
Gobin Memorial United Methodist Church**

GUIDELINES & INFORMATION

We are pleased that you are considering Gobin Memorial United Methodist Church as the place to celebrate your Christian marriage. This packet has been prepared to share with you the policies of the Pastor and the Church concerning the *Rite of Christian Marriage*. These guidelines have been developed to insure that the celebration of this rite will be meaningful to all who choose to be married in Gobin Church.

General:

1. Generally, no marriage will be performed in Gobin Memorial United Methodist Church unless the church office and Pastor have been informed of your request to be married at least six months before the date of your marriage. Only under special circumstances will this request be waived, and you must schedule an appointment with the Pastor to discuss these circumstances before submitting a request to be married in Gobin Church.
2. All who are married in Gobin Memorial United Methodist Church are to make themselves available for pre-marriage counseling and testing, as mandated by the laws of the United Methodist Church and as determined necessary by the Pastor.
3. In order for your request to be approved, you should complete the *Request for the Rite of Christian Marriage in Gobin Memorial United Methodist Church*, the *Preliminary Wedding Information*, and the *Personal Information* forms (included in this packet) and return them to the church office. After receiving your forms, the Pastor will review them and inform you that your request has been approved or denied. The Pastor may ask you to meet with him before approving your request.

4. Generally, the *Rite of Christian Marriage* celebrated in Gobin Memorial United Methodist Church will only be celebrated for:
 - A. Active members of Gobin Memorial United Methodist Church, who have been members for at least one year prior to the date of the wedding.
 - B. Children of active members of Gobin Memorial United Methodist Church, who have been members of Gobin for at least one year prior to the date of the wedding.
 - C. DePauw University students, past and present, who were/are active in the life and ministry of Gobin Memorial United Methodist Church.

While this is the general rule, others who request to be married in Gobin Memorial United Methodist Church will be considered under special circumstances.

5. Since the *Rite of Christian Marriage* is proclaimed by the Church as a sacred covenant reflecting the Baptismal Covenant, it is expected that at least one - bride or groom –will be a baptized Christian.
6. Everything about the *Rite of Christian Marriage* witnesses that this is a Christian marriage. In the design of the liturgy for weddings, this witness must be evident. While the Pastor will respect your desire to design your wedding to speak personally of the covenant you make as individuals, any music, words or symbolic actions that do not proclaim in some way that this is a Christian rite will not be permitted.
7. The decision to perform the *Rite of Christian Marriage* is the right and responsibility of the Pastor of Gobin Memorial United Methodist Church, in accordance with the laws of the state of Indiana and the United Methodist Church. The Pastor will approve all plans for a wedding. The Pastor's "due counsel with the parties involved" prior to marriage, mandated by the *Book of Discipline* of the United Methodist Church, will include, in addition to premarital counseling, discussing and planning the service with the bride and groom.

8. The Pastor of Gobin Memorial United Methodist Church officiates at all weddings in Gobin Church. If another clergy-person is to participate, this request is to be made to the Pastor who may or may not extend an invitation to another clergy-person to participate. Under special circumstances where the Pastor approves, a wedding in which he/she will not officiate, the officiating clergy-person will submit to the Pastor a record of pre-marriage counseling and the liturgy to be used for the wedding for the Pastor's approval
9. The Instrumentalist for Gobin Memorial United Methodist Church will serve as the Organist/Pianist for all weddings in the church – unless, under special circumstances, other arrangements are made with the approval of the Pastor and Director of Music. The Instrumentalist will suggest music and approve all music for the wedding in consultation with the Pastor.
10. The Wedding Coordinator of Gobin Memorial United Methodist Church will serve in that role for all weddings at Gobin Memorial United Methodist Church – even if another wedding coordinator is employed by the bride and groom. The Wedding Coordinator will prepare the Sanctuary and other space used by the wedding party for the wedding, and will supervise any other wedding coordinator, photographer, videographer, or other person employed by the wedding party. She will approve, in consultation with the Pastor, all unusual requests made by the wedding party and will insure that all guidelines of the Pastor and Church are followed in preparing for a wedding.
11. Wedding dates should not be set, or invitations printed, prior to receiving your *Notification of Approval* from the Church that your wedding will take place on a certain date and at a certain time.
12. Only with special permission from the Pastor will a wedding be scheduled for later than 4:00 P.M. on any Saturday or any time on Sunday.
13. Weddings will not be scheduled on the following days:
 - A. From sunset on Maundy Thursday through sunset Easter Day;
 - B. December 24 and 25;

In consideration of Church activities and the fact that these are seasons of penitence, weddings will not normally be scheduled during the seasons of Advent and Lent.

14. The bride and groom are to inform the church office and the Pastor immediately if there are any changes to their wedding plans.

Decorations:

Decorations may be used in the Sanctuary; however, nothing shall be fastened to the pews, walls, or windows with any adhesive substance, tacks, clamps, or staples. Ribbons or elastic may be used to fasten pew markers, as they will not damage the pew finish. Decorations may not be fastened to other woodwork or wall surfaces.

All decorations must be removed within two hours after your wedding ceremony.

The liturgical decorations and other decorations used by the Church during the Christian seasons may not be removed for weddings. Altar cloths will be white. No religious symbols may be removed from the Sanctuary or off the Altar for the wedding. This should be taken into consideration in planning additional decorations.

Flowers:

Flowers may be placed on the Altar. Flower tables may be used but must be rented since the church does not provide these.

You will be responsible for the following:

- a. Any water damage that requires special cleaning or refinishing.
- b. The removal of decorations not more than two hours after the wedding.

Your florist will provide an aisle runner if one is needed. The aisle runner should be 80 feet in length.

Use of Candles:

The six candles on the Altar will be used as a part of your wedding ceremony and are not to be removed from the Altar.

In addition, if you use candelabra (which must be rented), it is recommended that 15" candles be purchased. These candles should be tube candles or dripless, and if at all possible, wax catchers should be used.

If a Wedding/Unity Candle is to be used, you will need to provide this candle. You will also need the two tapers used to ceremonially light the Wedding/Unity Candle. Two candleholders will also be needed for this.

Sanctuary Accessories:

The Church will provide the following for your use:

- a. The kneeling bench (which will be used, except in special circumstances).
- a. A lectern for use with the Guest Registry.

Photography:

The purpose of these rules governing the taking of pictures is to preserve the character of the wedding ceremony as a Christian service of worship. Pictures may be taken of the processional from a position no further forward than 1/3 of the center aisle from the rear of the Sanctuary. The same rule applies for the recessional. Members of the wedding party are not to be stopped in the aisle for picture taking.

Video taping of the wedding is permitted. For regulations concerning the set-up of video cameras, please contact the Gobin Church Wedding Coordinator. Equipment must be in place and ready to operate before guests arrive.

No flash pictures are to be taken during the ceremony. Ushers are requested to inform guests with cameras that the rules of the Church forbid taking flash pictures during the ceremony.

The Gobin Church Wedding Coordinator will be happy to assist the bridal party in arranging for pictures prior to or following the ceremony.

Rehearsals:

The wedding rehearsal will generally be scheduled for the evening prior to the wedding ceremony. All persons officially participating in the wedding ceremony (including ushers) should be at the rehearsal. The rehearsal will last about one hour. Please advise people to be on time since the Pastor will begin the rehearsal promptly at the time scheduled.

Miscellaneous:

No rice or bird seed is to be thrown inside or outside the church building.

Smoking is *not* permitted in any part of the building.

Alcoholic beverages or other chemical substances are *not* permitted on the church premises.

Upon Approval of your Wedding:

When you have been notified that your wedding has been approved for a certain date and at a certain time you should do the following:

1. First, you will need to send $\frac{1}{2}$ of the total fee for your wedding and the \$100.00 Security Deposit. (These should be two separate checks. The Security Deposit check will be held and returned to you following your wedding if there is no damage to the Church facility as a result of your wedding.) You will be informed on the *Notification of Approval* form regarding the total fee for your wedding. The date and time of your wedding will not be entered into the Church calendar until $\frac{1}{2}$ of your fee and your deposit have been received in the church office. The second $\frac{1}{2}$ of your fee is due no later than 30 days before your wedding.
2. If you have any questions regarding your initial wedding plans, please contact the church office, and the secretary can answer any preliminary questions that you may have about the Gobin Church facility and the services offered by the Church for your wedding.
3. You may contact our instrumentalist, Emily Chen, to begin discussing your music for your wedding day. Emily can be contacted by email at emilychen_2018@depauw.edu or 857-225-8225.