

Weddings

at First United Methodist Church, Pasadena

Welcome

We are excited that you are considering First United Methodist Church of Pasadena for your special day. Marriage is one of the most important events in life and this church would like to help make this day a memorable one for you.

We view marriage from a Christian perspective and believe it is a physical and spiritual commitment entered into within the worshipping community of faith and intended to be life-long. We are committed to the equal treatment of all couples presenting themselves for the rite of marriage. We welcome same-gender couples and guest couples of all denominations.

Our clergy are available to officiate at your service and to walk alongside you as you prepare for this important commitment. At least three pre-wedding meetings with the minister are required and are intended to help couples understand the Christian view of marriage, examine the basic meanings of the marriage relationship, to help make the spiritual, physical, social, economic and mental adjustments of marriage, and to determine the final order of the wedding service.

Guest pastors who have been ordained in The United Methodist Church or other Christian denominations may be invited in advance to officiate by the Senior Pastor. Arrangements for other guest clergy of any faith to co-officiate with a member of First UMC's clergy staff are also possible. All such arrangements must be finalized prior to the confirmation of the wedding date.

About the location

Situated in the heart of downtown Pasadena, the church's beautiful Gothic-style chapel and amphitheater-style sanctuary feature beautiful pipe organs, glowing stained glass windows and convenient access to all of the city's amenities. The Chapel has a warm traditional feel with an open-beamed ceiling and seats 180 guests. The Sanctuary is a large open space with a high, vaulted ceiling that seats up to 1400. The Cloister, an open-air space enclosed by beautiful stone columns and architecture, is another option for smaller weddings.

Because the Sanctuary is not air conditioned, weddings may not be booked for that space from May through September. The Chapel is air conditioned and available during the summer months.

Scheduling and Fees

We would be happy to show you the Chapel and Sanctuary any time Monday through Friday between 9 a.m. and 5 p.m. Please phone the church office to let us know you are coming.

To **schedule** your wedding, please contact the church at (626) 796-0157. You will be asked to make a deposit of \$500 and fill out a wedding application to make the reservation. When your wedding date and time have been confirmed, our Wedding Director will confer with you on all the details concerning your ceremony. Weddings may be scheduled up to 12 months in advance. All weddings must be booked no less than three months in advance.

The fee for the wedding ceremony is \$2,025 which includes the use of the church and fees for the Minister, Wedding Director, Organist, Sound Technician, and Custodian (\$1,175 for church members; the minister's honorarium and amount is discretionary for members). Any additional services are to be paid directly to the provider at the time of their service. The final balance is due one month prior to your wedding date without exception. Your initial deposit will not be refunded if the wedding is canceled within three months of the wedding date. The church facilities will be available to you one hour before and two hours after the service time printed on the invitation. If you require additional time for the service, you may request it in your wedding agreement at the rate of \$100.00 per hour if the space is available.

Other Details

All **photographers, videographers, florists, ushers, guest attendants, outside wedding coordinators etc.**, are to cooperate directly with First UMC's Wedding Director regarding the placement of their equipment (where applicable) and their decorum at the rehearsal and the wedding ceremony.

We believe a wedding that takes place in a church is a service of Christian worship. Therefore the **music** for the service should be selected with the understanding that it is offered to the glory of God. Appropriate examples include musical settings of words from Scripture or Christian prayers. Secular music may be included in the prelude and processional music if desired, provided that it does not detract from the dignity of the setting and occasion. The playing of recordings of any kind is not generally allowed during the service. The fee for the church's organist is included in the standard wedding fee. Additional musicians may perform, as discussed with the Organist, and are to be compensated separately, as appropriate.

If you are interested in holding your **reception** at First UMC, please contact our Business Manager for more information and a fee schedule. In compliance with the Book of Discipline of The United Methodist Church, **the consumption of alcoholic beverages is strictly prohibited** on the church grounds at all times. First UMC is a smoke-free facility.

We encourage you to **decorate** the ceremony space so long as your decorations do no harm to the facilities. Please use only non-permanent methodologies to affix the decorations that will not damage wood, paint or other surfaces, as approved by the Wedding Director. We provide two brass candelabra, candles, and a stand for a unity candle (unity candle is not included).

Flowers (and catering, if holding a reception) are to be delivered no earlier than three hours and no later than one hour before the service to:

The Sanctuary or the Chapel and your wedding party's name.

FUMC Pasadena
500 E. Colorado Blvd.
Pasadena, Ca 91101

Please ensure that your floral decorations do not contain water that may spill and that only well-wrapped floral sponges are used to keep live flowers hydrated. We request that only silk or other artificial flower petals be used by flower girls or for floor decoration.

For safety reasons, the use of **aisle runners** are not permitted on the premises.

For the safety of your wedding party and guests, no rice, birdseed or confetti may be thrown on the church premises. However, bubbles are an acceptable substitution provided they are used only outside the building.

Ample **parking** is available in the church parking lot on the southwest side of the building, accessible from Green or Los Robles next to the church. Additional parking can be made available to accommodate your guest's needs.

In order to preserve the spirit of reverence and worship, **photographs** will not be taken during the wedding ceremony except from predetermined locations as discussed with the Wedding Director prior to the ceremony. Flash photography is only permitted before & after the ceremony (not during). We encourage you to take your formal poses prior to the ceremony. **Videotaping** is allowed using existing lighting only in consultation with the Wedding Director.

Wedding Deposits may be returned due to cancellation:

3 months or less to wedding date: NO refund
4-6 months to wedding date: \$250 refunded
6+ months to wedding date: FULL refund

Cleaning Deposit: A cleaning deposit of \$250 shall be submitted one month prior to the ceremony and will be returned no later than 2 weeks after your ceremony provided there are no damages, etc.