

Guidelines for Weddings

1. The wedding ceremony is a sacred worship service conducted by the pastor of the church or by the pastor of another church that has been invited by the Lima Church pastor to officiate. It is intended to glorify God and to petition God's blessing upon the couple in marriage and in their home. Therefore, the ceremony should reflect the same meaningful, orderly, and respectful structure as a Sunday worship.
2. To be assured of such dignity, the bride and the groom are encouraged to arrange first a series of sessions with the pastor at least six months before the desired date for the wedding. However, this timeline is flexible and can be adjusted to meet the needs of the bride, the groom, and the pastor.
3. A wedding cannot be placed on the official church calendar without having a first meeting between the couple and the pastor. Wedding dates can be added to the calendar on a preliminary basis upon first contact with the church office, but are not secure until after the initial pastoral visit.
4. Should there be a conflict with another couple desiring the same particular date for a wedding prior to the initial pastoral visits, priority will be given in the following way:
 - 1st Priority – A couple in which one or both is/are members of Lima UMC.
 - 2nd Priority – The earliest date of a first contact with the church office/pastor in order to set up pastoral visits.

Policies and Procedures

1. A Fee Schedule for all weddings is as follows:

	Lima UMC Member	Non-Lima UMC Member
Use of Sanctuary	No Charge	\$450
Pastor	Honorarium	\$200
Organist (Note 1)	\$150	\$150
Custodian for Sanctuary (Note 1)	\$50	\$50
Custodian for Sanctuary & Fellowship Hall (Note 1)	\$100	\$100
Use of Fellowship Hall for the Reception	No Charge	\$250
Use of Fellowship Hall and Kitchen for the Reception (Note 2)	No Charge	\$300
Audio/Projectionist Technician (Note 3)	\$100	\$100

Note 1 – Payable directly to the organist and the custodian.

Note 2 – Must receive written permission from the Board of Trustees for use of the kitchen and kitchen equipment.

Note 3 – If using church owned equipment.

2. Non-members wishing to use the church must put a deposit down equal to 50% of the total charges following the official setting of the wedding date. This provides a security that insures the day for the wedding.
3. A check to the remaining expenses must be given to the church administrative assistant before 02:00 p.m., two days prior to the wedding.
4. All fee payments should be made through the Lima Church Office Administrator, 209 North Middletown Road, Media, Pennsylvania 19063.
5. No smoking is permitted in the building or on the grounds of the church at any time.
6. No drinking of alcoholic beverages by members of the wedding party on the day of the rehearsal prior to the completion of the rehearsal and on the day of the wedding prior to the completion of the ceremony.
7. No alcoholic beverages may be served at wedding receptions inside the church building.

Pictures

1. Flash pictures may be taken prior to the wedding service up to and through the time of the bride coming down the aisle.
2. Time exposure photographs, with no flash, are the only ones that should be taken during the ceremony and only from the back or side of the sanctuary. No pictures should be taken from the front during the ceremony.
3. The wedding may be video recorded either by Lima Church technicians using Lima Church equipment for a fee or by others using their own equipment and placing cameras only in areas designated by the pastor.

Music

1. As the wedding is a sacred event, music should also maintain the same sacred integrity. Music may be either contemporary or traditional and must first be approved by the pastor officiating the wedding.
2. Should the couple not have other options for musicians, it is their responsibility to contact the church's Director of Music to determine availability.
3. Should outside musicians want to use the church organ, the selected musician(s) must contact the church's Director of Music in order to get instruction on the organ's use.

Miscellaneous

1. Please advise guests against throwing rice inside the church building. Birdseed, grass seed, or bubbles outside are good alternatives for outside use.
2. All candles used inside the church should be driplless.

3. Couples should present the marriage license that has been obtained in Pennsylvania to the pastor at least three days prior to the wedding date.