



McFarlin United Methodist Church
419 S. University Norman, OK 73069

Wedding Information

McFARLIN WEDDINGS

GENERAL INFORMATION

We are delighted you have chosen McFarlin United Methodist Church (McFarlin) for the location of your wedding, and wish to join you in making it a very special and sacred occasion.

The wedding ceremony is one of the most sacred rites of the church. As conducted by the church, the marriage ceremony is a worship service of a distinctive kind that is reserved for those who have made Christian commitments and who have an appreciation for the church that sees the taking of vows as a sacred covenant. It is the wish of the minister of the church, as well as the church family, to make every such ceremony a beautiful and worshipful event.

To that end, McFarlin tries to extend every possible courtesy to each wedding party. In order to establish a uniform and regular practice with regard to weddings at McFarlin and to make available to all persons the accepted customs of the church, the procedures outlined in this booklet have been instituted. It is our hope that this will be a useful tool for those planning to be married and for those assisting in planning the wedding.

SCHEDULING

Application for the use of the Sanctuary or George Martin Chapel for a wedding (or the use of any other part of the building) should be made as far in advance as possible to insure that your wedding takes place on the date you desire. There is a “Wedding Application Form” inserted in this booklet. This application should be filled out and returned to the church office along with the required deposit (\$100) as the “first step” in scheduling your wedding. Please note that no wedding is considered “scheduled” on the church calendar until the application and deposit is received in the church office. Non-members may not schedule a wedding more than six months in advance of the wedding date. **Weddings cannot be scheduled** on Sundays, on holidays or holiday weekends, the day of an Oklahoma University home football game, or on the Saturday before or during Holy Week. Weddings cannot be scheduled in the sanctuary during the month of December. The balance for the wedding is due no less than two weeks prior to the wedding.

To schedule, contact: Kirsten Agar, church office manager at 321-3484, ext 132.

WHO WILL OFFICIATE THE WEDDING?

In most weddings at McFarlin, McFarlin ministers will officiate. All marriage ceremonies at McFarlin will be conducted in accordance with the theology of the United Methodist Church. Clergy from other churches or denominations may officiate. If there is a question as to what may be done, however, the Senior Minister is to be consulted. If communion is served, it must be served to everyone in attendance.

PRE-MARITAL COUNSELING

Once a wedding is officially scheduled, the bride and groom should contact the minister in order to arrange pre-marital counseling. Pre-marital counseling should be scheduled with one of the ministers as far in advance of the ceremony as possible, preferably around six months prior to the wedding. That minister will provide pre-marital counseling as needed.

WEDDING COORDINATOR

McFarlin utilizes a wedding coordinator. This person represents the church, and is also involved in the rehearsal and actual wedding. The wedding coordinator will consult with you four weeks prior to your wedding. A wedding coordinator will work with the officiating minister and will be involved in the logistics of the wedding rehearsal and ceremony.

WHERE CAN THE WEDDING TAKE PLACE?

The Sanctuary and George Martin Chapel are available for weddings. The chapel will seat about 30 people and the sanctuary will seat approximately 1000 people. Please note that the musical accommodations for each space vary and may be limited.

MUSIC

The music should reflect the sacred nature of marriage. Vocal music should be scripturally based so that it reflects the dignity and reverence of the occasion with clear reference to God and/or Christ. Music for a vocal soloist must be selected in consultation with the organist/pianist assigned to the wedding by the McFarlin Director of Music Ministries at least 4 weeks prior to the wedding and rehearsals with a soloist should occur no less than one week prior to the wedding, unless arranged otherwise. The soloist is responsible for learning his or her music in advance and contacting the organist/pianist to set up a rehearsal time. The soloist should bring an original score of the music in the proper key for organist to use (copied music is illegal).

The fee for McFarlin musicians includes music for a processional, a recessional, any hymns used during the service, a fifteen minute musical prelude, the wedding rehearsal and one consultation with the wedding party or a designated family representative. At least four weeks prior to the rehearsal and wedding, arrangements should be made to meet directly with the organist for the purpose of discussing selections. All music used in the service will be chosen in consultation with McFarlin music staff/clergy at least one month in advance to assure it meets McFarlin criteria. The Senior Minister may be contacted to determine what music is appropriate.

All arrangements and scheduling for the use of McFarlin's organ/piano will be handled by Principal Organist, including practice time or any other special rehearsals. The Principle Organist must approve the use of any musician not on staff at McFarlin. The use of additional

instruments, choirs, ensembles, and/or congregational singing may be included in the service at the additional expense of the wedding party. Any instruments and performers used must be approved by The Principle Organist.

The wedding party is responsible for providing printed music unless the selected music is already a part of the McFarlin music library. No recorded accompaniments are permitted. Nothing may be placed on the piano or organ in the sanctuary. You may contact the Music Department at 321-3484, ext 112.

RECEPTIONS

The atrium is available for receptions for a \$100 nonrefundable deposit, due with your wedding deposit. An appointment with the wedding coordinator can be made for the purpose of looking at the Atrium. In the event a reception is scheduled for the Atrium, it will be necessary for the wedding party to prepare and set up the reception and clean up afterwards, including dishes, silverware, candle holders, tablecloths, etc. Any items removed from the Atrium prior to the reception must be replaced as part of the clean-up. Any borrowed items must be returned by the following Wednesday. Receptions should be scheduled so that clean-up is completed **three hours** after the wedding. If your reception is in Fenn Hall on a Saturday, it must be concluded, cleaned up and vacated by 5 p.m. in order to have adequate time to set up for the worship service the following morning.

STANDARDS FOR FACILITY USE

- 1. Smoking and alcohol are not permitted on the premises. Please convey this to your wedding party. No food or drink is allowed in the sanctuary, including the balcony. Water only is allowed in the George Martin Chapel.**
2. Birdseed, bubbles, or confetti are acceptable for use during the exiting of the bride and groom after the ceremony or reception. Any confetti must be made from paper, not metallic. Please distribute birdseed, bubbles and confetti outside the church.
3. Pew decorations should be affixed with tie ribbons. Glue, tape, tacks, and staples cannot be used.
4. Any flower petals dropped inside the church during the ceremony must be silk. Flower petals used outside must be real (no real red petals anywhere on church premises).
5. Candles for the candelabra will be of the dripless mechanical kind. Regular wax candles in containers are permitted, but the wedding coordinator must approve them. Votive candles with tea lights only may be used. No aisle candles are permitted.
6. No furniture in the Sanctuary or Chapel is to be moved. This includes, but is not limited to Bibles, hymnals, the altar, chairs (including choir loft chairs), bell tables, cross, baptismal font, etc. Decorations for special seasons will not be removed or changed.
7. Please do not stand on our kneeling pads.
8. Nothing (candles, flowers, etc.) may be placed on the piano or organ in the sanctuary.

9. Cost for damages and breakage that occur to the Sanctuary, any part of the building or furnishings while making preparations, during the rehearsal, wedding ceremony, afterward, or during the reception, etc. shall be deducted from your deposit.
10. Because a wedding is first and foremost a worship service, it is important that the ceremony be treated with the utmost dignity. Therefore, the photographer is invited to take pictures of the wedding party entering and exiting by standing in the aisles **at the back of the sanctuary**. All photographs during the ceremony should be taken **from the back of the sanctuary or the middle of the balcony**. **No** flash photography is allowed during the ceremony. This includes guests. The photographer will sign a form that he or she will abide by these guidelines.
11. Video cameras should remain stationary during the ceremony, and should be placed in the balcony of the Sanctuary. They shall not be placed around the altar or in the choir area behind the altar. Please let the wedding coordinator know in advance if you will be using video.
12. No nursery care or space for nursery care is available during weddings or receptions.
 13. If you are not personally responsible for decorating, please give the name and contact information of your decorator to your wedding coordinator so they can meet with the decorator and go over the McFarlin policies.
14. Please be sure to remove all personal decorations and belongings from the church after your wedding and before leaving church premises.

If you have heard from your wedding coordinator within four weeks of your wedding, please contact the church to get her name and contact information.

If you have any questions, please contact your McFarlin wedding coordinator.

Notes
