



**YOUR WEDDING**  
**at Pitman United Methodist Church**  
758 North Broadway, Pitman, NJ 08071  
[www.pitmanumc.org](http://www.pitmanumc.org)

**PITMAN UNITED METHODIST CHURCH**  
**WEDDING PROCEDURES**

**DEAR BRIDE TO BE:**

The Pitman United Methodist Church is happy to make its staff and facilities available to you at this joyous time in your life.

We have prepared this booklet to help you with any questions you may have regarding the use of the building and the service itself.

The decision to marry and establish a Christian home is of great importance. Your church wishes to help make the ceremony a joyful and significant beginning to your new life. To assist you in planning your wedding, the church suggests you consider the following.

## **THE WEDDING SERVICE**

The Wedding Service is an important and sacred act of worship. It counts on that special presence of the Lord which is promised to those who gather in Christ's name. Reverence and joy is therefore expected with what is happening. Marriage is literally an act of God. Legally it could be ratified at the courthouse but for Christians that would leave out the most essential part. You may not realize it but a miracle takes place in every Christian marriage.

Before marriage you belonged to the family to which you were born. Afterward, you belong to each other. In the marriage a new family is created, a new home established. All this is not for human doing, but by an act of God. Marriage is "instituted by God and regulated by His commandments." We gladly do only Christian weddings.

## **THE WEDDING DATE**

Please call the church office (856-589-8313) six months to one year before choosing the date of your wedding to make sure the church will be available and for necessary appointments with the Pastor.

## **NECESSARY APPOINTMENTS BEFORE WEDDING**

In order to fully discuss the significance of a Christian marriage and the importance of the vows you will take, each couple will be required to attend a Pre-Marital Seminar where each couple will complete a Prepare/Enrich Pre-Marital Inventory. The cost of the online inventory is \$30 per couple payable at that time with a credit card. After the inventory, each couple is required to make four additional appointments for pre-marital counseling sessions at which time the pre-marital inventory will be reviewed, issues addressed and a rehearsal date set up.

## **THE MARRIAGE LICENSE**

If the Bride is a resident of New Jersey, the marriage license may be obtained from the Registrar of Vital Statistics in the Municipality where she lives or in the Municipality where the wedding is to take place. You and your future spouse must take a witness with you who is of legal age but not related. If either of you are divorced, you must take your divorce documents with you. After application is made, an automatic 72 hour waiting period commences.

Once the license is issued, it may be used at once or anytime within thirty days of the date of issuance. You are to bring this license to the minister upon receipt.

**NOTE:** The Bride will need a certified copy of the marriage license to change her name on her driver's license. The certified copy is obtained from Pitman Borough Hall three weeks after the wedding.

## **MUSIC**

Since your wedding is a special and loving ceremony, the music should reflect your love and the faith of your church. Many songs today, unfortunately, may be inappropriate in a church wedding. Our organist, Susan Crispin, will be glad to consult with you on this matter. She may be reached at 582-0914.

If a soloist is desired, the family may make their own arrangements. However the music must be discussed with and approved by our organist at least three weeks prior to the service. If you need help contacting a soloist, the church has people within its music department that would

be happy to talk with you (see fee schedule).

### **GENERAL INFORMATION**

- 1) Weddings are usually held in the church Sanctuary.
- 2) Even if you want a minister relative to participate, it is still expected that one of the ministers of the Church be present at all weddings performed in the church.
- 3) Flash photographs may not be taken during the ceremony. Time will be available afterward for any special shots that you would like. Consult the minister in regards to video recorders.
- 4) Throwing of rice or birdseed outside the church is prohibited. Instead, we recommend the use of bubbles.
- 5) Smoking in the church is prohibited.
- 6) Refreshments or beverages containing alcohol are prohibited on church premises at any time.

### **DECORATIONS**

The church Sanctuary has many symbols and is already decorated for worship. Flower arrangements are the responsibility of the Bride and her florist. Bows, ropes, ribbons, flowers, etc. are acceptable for use on the ends of the pews. However, they must hang and not be clamped or fastened. If you are in doubt or have any questions, feel free to contact our secretary, Nancy Walters, 589-8313 during working hours (8 a.m. - 3 p.m.).

Aisle runners shall not be used.



### **THE BRIDE'S RESPONSIBILITIES**

- a) Mails the invitations four to six weeks before the wedding.
- b) Makes preparations for the Marriage Ceremony bulletins. Wedding bulletins are available in any Christian book store. If you would like the church to prepare them, submit all information in an electronic format to the church secretary and the bulletins you have purchased at least one week before the wedding.
- c) Presents gifts for the attendants at a special luncheon, or on the night of the Wedding rehearsal.
- d) Orders the bouquets for the attendants.
- e) Arranges payment for the Church expenses, including musicians, custodial staff, wedding consultant and sound technician. Checks made out to the individuals assisting with the wedding should be due in the church office a week before the wedding rehearsal.

- f) Arranges transportation for the bridal party to and from the church and reception.
- g) Provides the Groom's ring.
- h) Arranges for the Bridal portraits and wedding photographs.
- i) Supplies the Unity Candle and two tapered, dripless candles. Unity Candles are available in card stores or Christian book stores.
- j) Arranges for the Wedding reception, cake and decorations.
- k) Plans to arrive at the church at least 15 minutes before the ceremony. If you do not wish to be seen by the guests, you should plan to arrive 45 minutes beforehand. The wedding consultant will direct you to the parlor.

### **MAID OR MATRON OF HONOR**

- a) Buys her own dress for the wedding.
- b) Arrives at church at least 15 minutes before the start of ceremony.
- c) Assists the bride before and during the ceremony with her bouquet, veil and train.
- d) Signs the marriage certificate.

### **BRIDESMAIDS**

- a) Buys their own dresses.
- b) Arrives at the church at least 15 minutes before ceremony.

### **THE FLOWER GIRL**

No flowers should be thrown in the church.

### **THE GROOM'S RESPONSIBILITIES**

- a) Pays for the marriage license.
- b) Purchases the Bride's bouquet and boutonnieres for groomsmen and fathers.
- c) Purchases the corsages for his and the Bride's mother.
- d) Makes arrangements for the Minister's honorarium.
- e) Presents gifts to the Best Man and the ushers.
- f) Arranges the wedding trip.
- g) Pays for the rehearsal dinner
- h) Arrives at the church with the Best Man 45 minutes before the ceremony.

### **THE BEST MAN**

- a) Calls for and accompanies the Groom to the church 45 minutes before the ceremony.
- b) Has responsibility for the Bride's ring and Groom's ring.
- c) Signs the marriage certificate.

### **THE USHERS**

- a) Arrives together at least 45 minutes before the ceremony.
- b) Seats relatives immediately behind the parents, then friends of the family about midway. The Bride's side is to the left, the groom's side is to the right. As each woman arrives, an usher offers his right arm to escort her to her seat.
- c) Hands out bulletins to all the guests.
- d) Escorts the Groom's mother to the front right-hand pew about two minutes before the ceremony begins. The Groom's father follows behind the usher.
- e) Escorts the grandparents to their respective seats 5 minutes before the ceremony.

- f) The mother of the Bride is escorted to the front left-hand pew one minute before the ceremony begins. She is the last person to go down the aisle to be seated before the ceremony begins, and before the entry of the bridal party. Special instructions will be given if the Unity Candle is part of the ceremony.
- g) After the ceremony and after the bridal party has recessed from the sanctuary, the Bride's mother shall stand. Two ushers will then come forward, the first to escort the Bride's mother and then the Groom's mother to join the reception line formed at the rear of the Sanctuary.

**THE RINGBEARER**

The Best Man should hold the rings; the ringbearer can hold facsimiles of the rings.

**THE CHURCH FINANCIAL REQUIREMENTS**

The following information is given to be helpful. Separate checks should be written to each of following people helping with your wedding. Names will be provided to the Bride/Groom at least two weeks before the ceremony.

	Members	Non-Members
Prepare/Enrich Pre-Marital Inventory	\$30	\$30
Honorarium for the minister	No Charge	\$350
Custodial Care	\$75	\$75
Church-supplied Organist	\$150	\$150
Church-supplied Soloist	\$100	\$100
Sound Technician	\$75	\$75
Church Wedding Consultant	\$75	\$100
Use of Church Facilities	No Charge	\$300
<b>TOTAL</b>	<b>\$505</b>	<b>\$1180</b>

If the wedding is scheduled for a location other than at the church, there will be a Pastoral mileage assessment payable to the pastor based on the IRS Standard Rate at the time.

Please Note: Non-members must pay a \$50 non-refundable deposit which accompanies the Wedding Information Application. The check should be made payable to Pitman United Methodist Church. It will be applied to the use of the Church facilities. The Marriage License and all related fees are due in the church office a week before the wedding rehearsal.

*We hope that this booklet has been helpful in answering some questions in regards to this special day. If you have other concerns, please feel free to contact the church office at 589-8313.*

**WEDDING INFORMATION APPLICATION**

**WEDDING DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**REHEARSAL DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

**FULL NAME OF GROOM:** \_\_\_\_\_

**FULL NAME OF BRIDE:** \_\_\_\_\_

**GROOM:**

Member of this church? yes \_\_\_\_\_ no \_\_\_\_\_

Residence: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Single, Divorced, Widower No. of time previously married \_\_\_\_\_

Birthplace: \_\_\_\_\_

FATHER'S FULL NAME: \_\_\_\_\_

MOTHER'S MAIDEN NAME: \_\_\_\_\_

**BRIDE:**

Member of this church: yes \_\_\_\_\_ no \_\_\_\_\_

Residence: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Age: \_\_\_\_\_ Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Single, Divorced, Widow No. of times previously married \_\_\_\_\_

Birthplace: \_\_\_\_\_

FATHER'S FULL NAME: \_\_\_\_\_

MOTHER'S MAIDEN NAME: \_\_\_\_\_

WITNESS (BRIDE) \_\_\_\_\_

WITNESS (GROOM) \_\_\_\_\_

**CEREMONY:**

No. Ushers: \_\_\_\_\_ No. Bridesmaids: \_\_\_\_\_ Flower Girl: \_\_\_\_\_ Ring Bearer: \_\_\_\_\_

Candelabra \_\_\_\_\_ Unity Candle \_\_\_\_\_ Pew Candles (additional fee) \_\_\_\_\_

Misc. Equipment \_\_\_\_\_

**NAMES AND PHONE NUMBERS OF:**

ORGANIST: \_\_\_\_\_ SOLOIST: \_\_\_\_\_

FLORIST: \_\_\_\_\_

PHOTOGRAPHER: \_\_\_\_\_

NAME OF MINISTER PERFORMING CEREMONY: \_\_\_\_\_

**LOCATION OF RECEPTION** \_\_\_\_\_

**Return application with \$50 non-refundable deposit to  
Pitman United Methodist Church, 758 N Broadway, Pitman, NJ 08071**

