

LISBON UNITED METHODIST CHURCH WEDDING GUIDELINES

The following are the established wedding guidelines for Lisbon United Methodist Church. Please make sure you are willing to abide by these guidelines before you make a final decision to have your wedding here. Please feel free to ask any questions you may have regarding these guidelines.

CLERGY: The current pastor of Lisbon UMC will officiate. You may request that an additional minister be invited to assist with your wedding, but our pastor will issue an invitation to the other clergy person. A fee for the LUMC pastor is \$200.00. This is to be taken care of at the rehearsal.

USE OF CHURCH BUILDING: It is our pleasure and blessing to offer the use of our beautiful church for your wedding. The use of the sanctuary, the vestry and the facilities are available for the rehearsal and wedding. **No alcoholic beverages, tobacco or illegal substances are allowed in the building at any time.**

There is no fee for the use of the sanctuary for the rehearsal or wedding ceremony; fees for the use of the dining room and kitchen are:

Dining room use: \$200.00

Kitchen: \$ 25.00/hour

Please note: Food can be brought in and the oven, refrigerator, microwave, and coffee stations can be used.

These fees are to be taken care of at the rehearsal.

CUSTODIAN Due to the extra cleaning necessary before and after a wedding, a fee of \$50.00 should be paid to cover these services. The pastor will inform you of how to address this expense. This fee is taken care of at the rehearsal.

FLOWERS: Flowers may be delivered to the church the day of the wedding but please let the pastor know well in advance as to when they will be delivered. Please designate a family member or friend to take them to your reception following the ceremony. Be sure to let your florist know where you want them placed in the sanctuary. If a flower girl will be dropping flower petals during the procession, please note that **ONLY** artificial flowers are permitted when no protective runner has been rolled out onto the church's carpet. If a runner is used, real flower petals are permitted.

MUSIC: The current organist plays for all weddings when organ music is desired unless that person is unavailable; the couple is able to bring their own pre-recorded music if they wish. The organist will assist you in selecting your wedding music. The pastor is responsible for coordinating with the organist to ensure that the organist is available for the date of the wedding. You, however, are responsible for arranging a meeting with the organist to select the music. The fee for the organist is \$150. This is to be taken care of at the wedding rehearsal.

PHOTOGRAPHY: Our church is beautiful and we want your celebration to also be beautiful. Instruct your photographer to remain on the sidelines and in no way obstruct your ceremony. This includes everything that takes place between the processional and the recessional. Please feel free to remain in church for photos after your celebration.

REHEARSAL: The rehearsal will be led by the minister. All members of the wedding party, readers, and the organist should be present. For the sake of all involved it is critical that all participants be on time. No consumption of any alcoholic beverage, tobacco or illegal substance on church property at the time of the rehearsal or wedding will be allowed. **Please provide the remaining appropriate fees and the marriage license at the rehearsal.** The pastor will sign your wedding license on the day of your ceremony, obtain the required signatures from two adult witnesses, and will mail the license back to the issuing office.

Please note: payment of the deposit for the Building Use fee is required to finalize a specific date. Also, a building use form must be completed and signed prior to the wedding. Please direct all your questions and concerns directly to the pastor.

Please contact the pastor at (207) 446-7115 or pastor@lisbonumchurch.org if you have questions or wish to inquire about a wedding.