



~ MOST FREQUENTLY ASKED QUESTIONS ~
~ NON- CHURCH MEMBERS with a GUEST PASTOR ~

Q – How soon should we send in our application?

A – Applications are accepted on a first come/first served basis. Please mail or hand-deliver your completed application to the church, along with the deposit as soon as possible. Upon receipt of the completed application the Administrative Assistant will look at the church calendar to determine whether it is possible to perform the ceremony and conduct the rehearsal at the requested times.

Q – Will our deposit be refunded if we decide against having the wedding at TUMC?

A – We will gladly refund your deposit if, within 14 days after the acceptance of your application, you send us a written note requesting the refund along with a self-addressed, stamped envelope.

Q – What if we don't know all the information asked on the application?

A – Simply leave those areas blank. They can be filled in later during a consultation.

Q - When will we know if our application has been approved?

A – As soon as the application has been approved and signed by the TUMC pastor, the dates and times you chose for your wedding and rehearsal will be entered on the church calendar. The wedding coordinator will notify you promptly by telephone and/or e-mail. The Administrative Assistant will also follow up by mailing a copy of the signed application along with a confirmation letter. Included in the letter will be information on a premarital one-day retreat provided by Pastoral Counseling Services of Maryland, and future consultations with the wedding coordinator and organist.

Q – May we invite a clergy to officiate other than the TUMC pastor?

A – The pastor of TUMC welcomes guest clergy to officiate the ceremony without her assistance if you have someone you are familiar with and you choose to married by them. The guest pastor will then be in charge of all the arrangements. The fee and services of the organist, custodian and wedding coordinator will still be in effect.

Q – Is it required to have the Wedding Coordinator?

A - Although each wedding is unique, our wedding coordinator is very experienced in working through all the details involved in making the wedding celebration *look* simple including knowledge of the sound system, HVAC system, lighting, and the whereabouts of most everything in the church. It is also vital to have this experienced person handle the coordination between the organist, church secretary, custodian, altar guild, music department and various other details that may be needed to make your wedding day as stress-free as possible.

Q - Is it required to have the TUMC Organist?

A –The TUMC Organist is granted the right of first refusal for all Sanctuary weddings. If a Guest Organist is requested, a bench fee of \$200 may be required; and the TUMC Organist will need to be consulted to determine the Guest Organist’s qualifications to use the TUMC organ. Our Organist is very experienced in helping couples select music for their ceremony. We encourage you to personalize your ceremony, and in some instances secular music may be chosen by the bridal couple, however we ask you to submit your musical selections and accept the decision of the Pastor on this matter.

Q – What are the costs involved in a Sanctuary wedding at TUMC?

A – The following is a breakdown of the costs involved in having the ceremony performed:

Sanctuary use	\$500
Pastor	\$400
Wedding Coordinator	\$150
<i>over 5 hrs.</i>	<i>\$ 20/hr.</i>
Staff services	\$150
Organist:	
Consultation & Wedding	
With one Rehearsal	\$ 300
Additional rehearsal(s)	\$ 50

Q – When is the final payment due?

A – The bridal couple will be given a breakdown of the amount due at the consultation with the wedding coordinator which will take place 6-8 weeks prior to the ceremony. The breakdown will include the deposit received with the application. You will be given two choices for payment:

- A personal check will be accepted if the balance is received 30 days prior to the ceremony; **OR**
- Cash, a money order, or a certified check will be required if the balance is not paid 30 days prior to the ceremony.

Q – May we choose our own florist?

A – You are welcome to choose your own florist. We encourage the use of flowers to decorate the altar and the Sanctuary, if you wish. The wedding coordinator will be available to discuss all your needs and questions at your consultation, including the use of pew bows and aisle runners.

Q – What about a photographer and/or videographer?

A – You are welcome to choose your own photographer and videographer as well. We have had a great deal of experience working with professionals as well as family members! There are guidelines which can be discussed in greater detail at future consultations.

Q – May we use programs?

A – We encourage the use of wedding programs however, we ask that you create them on your own computer or obtain them from an outside source. Copies of programs from previous weddings are available for samples.

Q – When should we expect to have a wedding rehearsal? How long does it last?

A – We prefer your wedding rehearsal be held the evening prior to your wedding, usually Friday evening for a Saturday wedding. Plan on the rehearsal lasting approximately 1 to 1.5 hours. The entire bridal party should plan to attend including parents, grandparents and especially any children involved.

Q – How long does the wedding ceremony last?

A – The officiating pastor will be better able to approximate the length of the ceremony after your consultation; however the ceremony itself usually lasts between 20 minutes to 45 minutes depending upon music selections, readings, and other events added into the personalizing of the ceremony.

Q – How long is the Sanctuary aisle?

A – The center aisle is 78' long, and carpeted with a crimson red carpet.

Q – How many people does the Sanctuary seat?

A – The Sanctuary has 23 rows of pews and a seating capacity of approximately 500 people.

Q – Can the flower girl toss rose petals?

A – We decline to give permission for the use of live rose petals as they are messy to clean up and stain both carpet and pavement. Permission will be granted for the use of silk flower petals; however since they are also messy to clean up, you will be required to provide family or friends to agree to clean up after the ceremony, possibly while pictures are being taken.

Q – Can guests throw rice?

A – Rice, birdseed, balloons, confetti, etc. are not permitted inside or outside the church premises. This is in the interest of protecting against slips and falls. As good stewards of the environment, confetti and the release of helium balloon is not permitted as they are harmful to wildlife.