



~ MOST FREQUENTLY ASKED QUESTIONS ~
~ CHURCH MEMBER ~
OR NON-CHURCH MEMBER USING TUMC 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 pastor can consult her schedule and we can 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 approved by the pastor with her signature, 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 church secretary 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 pastor, wedding coordinator and organist.

Q - Do we really need the whole team as a “package deal”?

A - It is our desire to make your wedding day as stress-free as possible. With this goal in mind, we ask that you trust our experienced team, consisting of our pastor, organist, custodial staff, and wedding coordinator to handle many of the details involved in making this special day run as smoothly as possible. Although each wedding is unique, our team is very experienced in working through all the details involved in making the wedding celebration *look* simple. It is the bridal couple's decision whether or not to use the TUMC pastor, but if the TUMC pastor is asked to perform the ceremony, she will require the whole team.

Q – May we invite another clergy person to officiate?

A – The pastor of TUMC welcomes guest clergy to assist in the ceremony. She will also welcome an outside pastor to officiate at your wedding without her assistance if you have someone you are familiar with and you choose to be married by them. The guest pastor will then be in charge of all the arrangements; however the staff fee, organist’s fee and wedding coordinator’s fee will still be in effect.

Q - Is it required to have the TUMC Organist?

A – Dalaie Choi is a well-respected member of the AGO (American Guild of Organists) and TUMC is an affiliated church. In accordance with the AGO guidelines and code of ethics, Ms. Choi 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 Ms. Choi will need to be consulted to determine the guest organist’s qualifications to use the TUMC organ. Ms. Choi is very experienced in helping couples select music for their ceremony. We encourage you to personalize your ceremony so 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 - There are two categories that determine fees: *Active Members* and *Inactive or Non-members*. An **active member** is defined as an individual or immediate family who has been in attendance, and contributed using their Offertory Envelopes provided, within six months prior to the submission of the wedding application. The bride, groom or their parent(s) must be **active members at the time of this application**. Sorry, grandparents being active members of the church do not qualify for this membership discount.

Inactive and Non-members are all those who do not meet the above requirements.

<u>ACTIVE MEMBERS</u>		<u>INACTIVE AND NON-MEMBERS</u>	
Sanctuary use	No charge	Sanctuary use	\$500
Pastor	\$400	Pastor	\$400
Wedding Coordinator	\$150	Wedding Coordinator	\$150
<i>over 5 hrs.</i>	<i>\$ 20/hr.</i>	<i>over 5 hrs.</i>	<i>\$ 20/hr.</i>
Staff services	\$150	Staff services	\$150
Organist:		Organist:	
Consultation & Wedding		Consultation & Wedding	
With one Rehearsal	\$ 300	With one Rehearsal	\$300
Additional rehearsal	\$ 50	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 about 500.

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 they are also messy to clean up, consequently you will be required to provide family or friends to agree to clean up after the ceremony, say 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.