

Wedding Journal



“...what God has joined together, let no one separate...” (Matt. 19:6)

Forest Hills United Methodist Church
Forest Lake, MN



Congratulations on your up-coming wedding!

We are glad that you have chosen to hold this special event at Forest Hills Church.

Please take a few moments to read through the information in this journal. Forest Hills regards weddings as Christian worship services and we look forward to working with you to make your wedding service a memorable experience. If there are additional ways that we can be of service to you to achieve this goal, please do not hesitate to contact us.

Booking a Wedding at Forest Hills: The 4-Step Process

Step 1: Contact the church at 651.464.5249 or foresthills.office@gmail.com to check the church's availability. (First come, first serve)

Step 2: Complete and return the wedding form (page 5) to the church office. Your date must be confirmed with the Pastor before it is secured. (If you plan to use another pastor, skip to Step 3)

Step 3: The office will contact you regarding your reservation.

Step 4: The Pastor and the Wedding Coordinator will contact the couple to set up dates for pre-marital counseling and begin the wedding plans.

PRE-MARITAL COUNSELING

Our Pastor looks forward to the privilege of assisting couples in their preparation for marriage and the wedding service. Couples will have seven 2-hour pre-marital counseling sessions with the pastor. Couples are encouraged to schedule their first pre-marital session with the pastor as soon as possible after a wedding date has been selected as the counseling should be completed one month prior to the wedding. Pre-marriage counseling meets the state requirements for a \$70.00 discount on marriage license fees.

If your wedding will be at Forest Hills Church, but the couple wishes for another pastor to be primarily in charge of the service, the Forest Hills pastor will want to meet with you to understand your request and to work out the details.



SCHEDULE OF FEES

- All applicable fees are due and payable to the appropriate parties no later than the time of the wedding rehearsal.
- Building use fees must be paid in full at least 30 days prior to the wedding.
- Checks are to be made out separately and monies given to the wedding coordinator for distribution.

BUILDING

	Members	Non-Member	Non-Member with a Guest Pastor
Sanctuary Rental	none	\$175.00	\$300.00
Fellowship Hall	none	100.00	200.00
Use of kitchen	none	75.00*	150.00*

* Negotiable dependent upon type of use, i.e.: time, utilities, etc.

HONORARIA

	Members	Non-Member	Non-Member with a Guest Pastor
Forest Hills Pastor	\$150	\$200.00	\$50.00*
Counseling (7 2-hr. sessions)	None	\$150.00	N/A
Marriage Counseling Book	\$25	\$25	N/A
Wedding Coordinator	\$100.00	\$100.00	\$200.00
Custodian	\$100.00	\$100.00	\$100.00
Sound Technician for rehearsal and wedding (Based on 1-hour rehearsal and 2-hour wedding. Additional time will be billed at \$15/hr)	\$60	\$60	\$75
Wedding Musician	Ask about individual specific rates	Ask about individual specific rates	Ask about individual specific rates



PERTINENT INFORMATION

Sanctuary:

- The Sanctuary seats approximately 225 people comfortably.
- If an aisle runner is to be used, the aisle is 45 ft. in length.
- Pew torches are available at the church. There are 16 torches and two candelabras with three candleholders in each.
- Candles (9"x 7/8") can be purchased from the church at \$1.00 per candle. (Please let the Wedding Coordinator know in advance.) Should they intend to use one, the couple provides the unity candle and two tapered candles to light the unity candle. The church does have available a candle stand (for a 2" base candle) and a unity candle banner.
- Forest Hills Church asks that all food and drink items remain in the kitchen/fellowship hall area or in the Parlor.
- A custodian will set up before and take down after the ceremony, i.e. pew torches, candles. The church will be cleaned before the rehearsal and after the ceremony.

The Rehearsal:

- The rehearsal is usually scheduled (but not restricted to) the evening prior to the wedding at a time which allows all participants to assemble.
- Please let the wedding party, family and friends know the following:
 - Alcoholic beverages are not to be consumed anywhere on church property.
 - Forest Hills Church is a smoke-free building.
 - All birdseed/bubbles/rice thrown at the bride and groom must be thrown outside.

Dressing Rooms

- Bride and attendants' dressing room is the Parlor unless other arrangements are made.
- Groom and attendants' dressing room can be any of the downstairs classrooms.
- An ironing board is available in the closet of the bride's dressing room. Please bring your own iron.
- Bring containers for all clothing and other items to make their removal from the church as simple as possible. All decorations, flowers and equipment must be removed by the families.

Marriage License

- The wedding license must be applied for at least ten days prior to the wedding. At least two days prior to the wedding, bring the license to the church office along with the legal names (printed) of the witnesses who will sign the license.

Musicians

- Remuneration for musicians is on an individual basis. Payment is due at the time of rehearsal unless requested sooner by the artist. If requested, the Wedding Coordinator can supply names of pianists, organists and soloists.
- As music selections are made, please remember the Pastor or Wedding Coordinator may ask for copies of any lyrics. The Wedding Coordinator and Worship Director are available for help in deciding on music selections.



WEDDING FORM

Return this completed form to the Forest Hills Church office to secure your wedding date.

Date of wedding: _____ Time of wedding: _____

Date of rehearsal: _____ Time of rehearsal: _____

Bride (full name): _____ Contact Information: _____

Groom (full name): _____ Contact Information: _____

Bride's parents: _____

Groom's parents: _____

Maid or Matron of Honor: _____

Best Man: _____

Bridesmaids: _____

Groomsmen: _____

Ushers: _____

Flower Girl: _____ Ring Bearer: _____

Photographer: _____ Contact Information _____

Florist: _____ Contact Information _____

(Flowers are to be delivered at least three hours before the wedding)

Bride's Grandparent(s): _____

Groom's Grandparent(s): _____

Are the grandparents to be ushered in separately? Yes _____ No _____

Are there any special instructions for the seating of parents or other family members?

What time would you like to have the church opened the day of the wedding _____

When will you be decorating the church _____

When will the wedding pictures be taken _____

Color(s) of the wedding _____

Check if needed:

Pew torches Yes _____ No _____

Altar candelabras Yes _____ No _____

An aisle runner Yes _____ No _____

Is there to be any special lighting for the wedding ceremony? (Altar lights will be on)

Do you have someone to light the candles? (Typically an usher responsibility)

Will you have wedding bulletins? Yes _____ No _____

Will the wedding be audio or video taped? Yes _____ No _____

Will you have a Guest Book and pen at the ceremony? Before _____ After _____ Both _____

Are you having a receiving line? Yes _____ No _____ Location _____

Will ushers be excusing people? Yes _____ No _____

Will you need a gift table? Yes _____ No _____

Will there be a box or basket for cards? Yes _____ No _____



Receptions held at Forest Hills Church

Host and Hostess: _____

Punch Servers: _____

Wedding cake cutters: _____

Coffee servers: _____

Head table

Yes _____ No _____ How many _____

Punch table

Yes _____ No _____ Location _____

(Table placement will be discussed with the Wedding Coordinator)

Grandparent's table

Yes _____ No _____ How many _____

Will there be table decorations?

Questions?
