

Wedding Journal

Forest Hills United Methodist Church
Forest Lake, MN

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



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.
- 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	\$150	\$300
Fellowship Hall	none	\$100	\$200
Use of kitchen	none	\$75*	\$150*

* 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	none
Counseling (7 2-hr. sessions)	None	\$150	N/A
Marriage Counseling Book	\$25	\$25	N/A
Wedding Coordinator	\$100	\$100	\$200
Custodian	\$100	\$100	\$100
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.
- Sanctuary Furniture available:
 - Guest book stand
 - 2 altar tables
 - Unity candle/sand table
 - Podium
 - 16 Pew Torches
- Candles (9"x 7/8") can be purchased for the Pew Torches from the church at \$1.50 per candle. (Please let the Wedding Coordinator know in advance.)
- Should they intend to use one, the couple must provide the unity candle and two tapered candles to light the unity candle. The church does have a candle stand available (for a 2" base candle).
- Forest Hills Church asks that all food and drink items remain in the kitchen/fellowship hall area or in the lobby.
- The Wedding Coordinator will set up before and take down after the ceremony, i.e. pew torches, candles. The custodian will clean the church before the rehearsal and after the ceremony.
- Sanctuary Visuals cannot be changed, but decorations or other items may be added to the front of the Sanctuary. Please contact the Wedding Coordinator regarding visuals and decorations.

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.
- You may bring items needed for the wedding (dresses, decorations, etc.) on the night of the rehearsal and a locked room will be available for storage until the wedding.
- 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 Nursery unless other arrangements are made.
- Groom and attendants' dressing room can be any of the downstairs classrooms.
- 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.
- Clothing racks for dresses and tuxes will also be available in each dressing room.

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

- Compensation 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.
- Plan a separate time before the Wedding day to meet with any sound or music technicians.
- 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.
If you have any questions, please contact your Wedding Coordinator.

WEDDING COORDINATOR:
foresthills.office@gmail.com
651.464.5249

Date of wedding: _____ Time of wedding: _____

Date of rehearsal: _____ Time of rehearsal: _____

Bride (full name): _____

Phone: _____

Email: _____

Groom (full name): _____

Phone: _____

Email: _____

Parents

Bride's parents: _____

Groom's parents: _____

The Wedding Party

Maid or Matron of Honor: _____

Bridesmaids:

Best Man: _____

Groomsmen:

Ushers: _____

Flower Girl: _____ Ring Bearer: _____

Grandparents

Bride's Grandparent(s):

(Mother's Side) _____

(Father's Side) _____

Groom's Grandparent(s):

(Mother's Side) _____

(Father's Side) _____

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

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

General Information

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

When will you be decorating the church? _____

What types of decorations will you be using? _____

Florist: _____

When will the wedding pictures be taken? _____

Photographer: _____

Color(s) of the wedding _____

Will you be using the Pew Torches? Yes _____ No _____

If yes, how many _____ \$1.50 per candle= _____ (paid to the Wedding Coordinator)

Do you have wedding programs? Yes _____ No _____

Will you be having a Unity Candle/Unity Sand? Yes _____ No _____

Will you be having a vocalist or other live music? Yes _____ No _____

Will you be using a CD for music? Yes _____ No _____

Will you be using a PowerPoint presentation? 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 _____

Do you need a gift table? Yes _____ No _____

Will you have a box or basket for cards? Yes _____ No _____

Please contact your Wedding Coordinator with any questions or concerns:

foresthills.office@gmail.com

651.464.5249



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?
