



Princeton United Methodist Church

WEDDINGS



7 Vandeventer Ave, Princeton, NJ 08542
609-924-2613 • www.princetonumc.org

TABLE OF CONTENTS

GETTING MARRIED AT PRINCETON UNITED METHODIST CHURCH	4
<i>Who may be married at Princeton UMC</i>	<i>4</i>
<i>Officiating Pastor.....</i>	<i>4</i>
<i>Pre-Marital Counseling.....</i>	<i>4</i>
<i>Wedding Coordinator</i>	<i>4</i>
<i>The Custodian</i>	<i>5</i>
<i>Music.....</i>	<i>5</i>
<i>Outside Vendors.....</i>	<i>5</i>
<i>The Marriage License.....</i>	<i>5</i>
<i>Promptness</i>	<i>5</i>
<i>Prices and Fees.....</i>	<i>6</i>
<i>“Sending Off” traditions</i>	<i>6</i>
<i>Alcoholic Beverages and Smoking Policy</i>	<i>6</i>
<i>Facility.....</i>	<i>6</i>
<i>Parking.....</i>	<i>7</i>
PRICING AND FEES	8
CONTACT INFO	9
APPLICATION.....	10
<i>OFFICE USE.....</i>	<i>11</i>

GETTING MARRIED AT PRINCETON UNITED METHODIST CHURCH

Christian marriage presupposes Christian faith on the part of at least one of the participants. Those who wish to celebrate their union in the context of the Christian faith are welcome to be married at Princeton UMC.

WHO MAY BE MARRIED AT PRINCETON UMC

Weddings are performed at Princeton UMC for members and non-members and for all persons of all denominational backgrounds.

Regular worship: We strongly urge that all persons planning to be married at Princeton UMC worship *regularly* at our Church. (*Regularly means at least once a month!*) This applies to members and non-members. The purpose of this request is to ensure a measure of familiarity with the pastor as well as the building and atmosphere at Princeton UMC.

Membership: One does not need to be a member of Princeton UMC to be married here. We do, however, encourage you to become active in this or some other church.

Divorce: Divorced persons are not refused the opportunity to be remarried. This is usually at the discretion of the pastor. However, such remarriage of divorced persons must never be seen as condoning divorce. When we remarry divorced persons, we do so as a celebration of God's forgiveness and acceptance--which all humans need!

OFFICIATING PASTOR

Only PUMC pastoral staff may officiate weddings located at Princeton United Methodist Church. PUMC Pastoral staff may permit co-officiating, please contact church office for more information.

PRE-MARITAL COUNSELING

The couple will meet with the Pastor at least **three times** prior to the wedding rehearsal; one of the meetings will include the Wedding Coordinator. After submitting the wedding application please be in touch with the pastor to schedule the first appointment. [See Contact Info for Pastor information]

WEDDING COORDINATOR

The Wedding Coordinator will be present at the first and final Pre-Marital Counseling session. Bride and Groom are encouraged to contact the Wedding Coordinator, approximately six months before the date of the wedding. At this time the Wedding Coordinator will discuss the Churches guidelines in the following areas: flowers, photographer, video, decorations, and building accommodations.

The Wedding Coordinator will be present one half hour before the rehearsal and during the entire rehearsal to *walk through* every detail of the wedding. Wedding Coordinator will be present on the day of the wedding, one hour before the ceremony's scheduled start and throughout the entire wedding.

Bride and Groom may contact Wedding Coordinator at any time with questions or concerns.

THE CUSTODIAN

The Custodian will unlock the church 1 hour before the wedding rehearsal and 1-1/2 hours before the wedding ceremony. Custodian will attempt to reserve (4) parking spots on Nassau Street in front of the church for limos or disabled guests. This cannot be guaranteed, as this is a public street.

MUSIC

The wedding ceremony is an act of Christian worship, only music appropriate to the worship of God will be chosen. The concern is simply that any music used, classical, modern, or contemporary express worship to God rather than romantic sentiments. Some modern music specifically relates the wedding ceremony to the worship of God. (*He is now to be among you at the calling of your hearts...the union of your spirits here has caused him to remain, for wherever two or three of you are gathered in his name there is love.*) The use of musical instruments other than the organ or piano is acceptable, provided there is Christian intent to the music.

The church organist will play for *all* weddings. (In some cases for small weddings the bridal couple may request that we dispense with organ music.) Contact should be made with the organist a month before the wedding to discuss special musical requests. Soloists and other musicians should consult with the organist to coordinate the music. Our organist is Christopher McWilliams (609-308-6920).

OUTSIDE VENDORS

Please inform all outside vendors should contact the Wedding Coordinator 1 week prior to the wedding. On day of the wedding, all vendors should check in with Wedding Coordinator.

PHOTOGRAPHERS/VIDEOGRAPHERS

Photographers are asked to be discreet in taking photographs during the ceremony and to remain in the back of the sanctuary once the ceremony has begun. They may use flash only before and after actual ceremony. Video recording is allowed from a *fixed position* in the sanctuary.

We further request a note in your program asking NO FLASH be used during ceremony.

THE MARRIAGE LICENSE

The pastor may honor marriage licenses obtained anywhere in the State of New Jersey. The municipal government has a license bureau where you may obtain the necessary license. The agency will require that you bring a witness along with you when you apply for the license. Brides apply in the municipality where they reside. If the bride is a non-resident, apply where the groom resides. If both are out-of-state residents, apply in Princeton.

The license must be applied for within 30 days of the date of the wedding and requires a waiting time of about three days. Do not wait too late to apply, as the waiting time may extend over holidays, etc., and leave you unable to obtain the license by the date you have set.

The license and remaining fees must be brought to the rehearsal.

PROMPTNESS

Out of courtesy to your wedding guests and the church staff, it is most important that all participants arrive on time, for the rehearsal and ceremony. Please note that if you are excessively late, additional time will be billed by church and staff.

PRICES AND FEES

Detailed charges for the wedding services are listed on the Prices and Fees page.

Deposit and completed Wedding Application will reserve your Wedding date.

You will receive a letter two weeks prior to your wedding itemizing the balance due and the names to whom the fees are to be paid at the time of rehearsal.

Balance is due on the day of the scheduled Rehearsal.

Please issue separate checks or cash envelopes for those noted on the Prices and Fees page.

Optional Service:

CANDLELIGHT WEDDINGS

Two candelabras at the altar and/or pew candles on the ends of the pews.

WEDDING CEREMONY PROGRAMS

Includes creation and printing of Wedding Program.

MUSICIANS/SOLOIST

Musicians (Bagpipes, Trumpet, Flute and Piano) and Soloist are available.

SOUND ENGINEER

If needed for amplification or microphone usage.

Should you require alternate availability of church personnel during non-church hours, those services may be available at a nominal fee.

"SENDING OFF" TRADITIONS

Princeton UMC does not permit the throwing of rice, birdseed, confetti, rose petals or herbs. Some other suggestions to replace these items: bubbles or bells.

The release of balloons is not permitted because animals and other endangered species at sea are sometimes killed by eating the rubber membranes after the balloons descend into the ocean.

ALCOHOLIC BEVERAGES AND SMOKING POLICY

No alcoholic beverages are permitted on church property.

Many limo services now offer an alcoholic toast to the couple as they exit the church. Some might even use a non-alcoholic beverage. We request, out of consideration for the congregation, that you inform them that they are not permitted to offer *any alcoholic toast* on church property.

There should be no alcohol consumption before the rehearsal or the wedding by members of the wedding party.

PUMC is a smoke-free facility and would encourage the couple to inform the wedding party and guests not to smoke at the entrance to the church.

FACILITY

Sanctuary can accommodate 300 guests

Chapel can accommodate 20 guests

Fellowship Hall can accommodate 200 guests

PARKING

PUMC will attempt to reserve (4) parking spots on Nassau Street for Wedding cars.

There are (3) PUMC Guest parking spots located behind the church.

Wedding party and guests are NOT permitted to park in PUMC Staff parking.

Parking lot behind church is metered and FREE on Sundays (for 10 hours). There is ample street and metered parking in the surrounding area.

PRICING AND FEES

DEPOSIT* \$150

FACILITY*

SANCTUARY \$300

CHAPEL \$100

PERSONNEL

CLERGY* \$300

WEDDING COORDINATOR* ♦ \$150

CUSTODIAN* ♦ \$75

PEW CANDLES +\$15

CANDLEABRAS +\$15

SOUND ENGINEER ♦ \$50

MUSIC

ORGANIST* ♦ \$150

WITH WEDDING REHEARSAL +\$50

SOLOIST ♦ \$75

TRUMPET ♦ \$150

FLUTE ♦ \$200

BAGPIPER ♦ \$250

MISC.

WEDDING PROGRAM \$60

PEW CANDLES \$20

CANDELABRA CANDLES \$20

*REQUIRED FEES

♦Separate Check or Cash envelope

CONTACT INFO

Princeton United Methodist Church

Vandeventer Avenue and Nassau Street
7 Vandeventer Avenue
Princeton, NJ 08540

Church Office

(609) 924-2613

(609) 924-0113 fax

office@princetonumc.org

Virginia Samuel Cetuk | Administrative Pastor

(609) 924-2613

ginny@princetonumc.org

Maria Blomgren | Wedding Coordinator

(609) 919-9899

m.blomgren@yahoo.com

Christopher McWilliams | Organist

(802) 989-5045

christopher@princetonumc.org

APPLICATION

PERSONAL DATA

BRIDE

Full Name: _____

Address: _____

Phone: _____

Email: _____

Single Divorced Widowed

Mother: _____

Father: _____

GROOM

Full Name: _____

Address: _____

Phone: _____

Email: _____

Single Divorced Widowed

Mother: _____

Father: _____

WEDDING DATA

Wedding Date: _____

Time: _____

Rehearsal Date: _____

Time: _____

Number of Guests: _____

Candle Light Service? Y N

If yes: Candelabras Y N

Pew Candles Y N

Location of Wedding (if not PUMC): _____

Organist? Y N

Soloist? Y N

Organist for Rehearsal? Y N

Sound Engineer? Y N

Program? Y N

_____? Y N

Attendants

Best Man _____

Maid/Matron of Honor: _____

Groomsmen _____

Bridesmaids _____

Ring Bearer _____ Age _____

Flower Girl _____ Age _____

Flower Girl _____ Age _____

Escorting Bride: _____

Rings: 2 1

Escorting Mother of the Bride: _____

Family/Unity Candle Y N

Escorting Mother of the Groom: _____

Pouring Sand Y N

Roses for Parents Y N

Receiving Line Y N

Responsible for Rings: _____

Couple Introduction: _____

Vendor Info

Photographer: _____

Florist: _____

Contact info: _____

Contact info: _____

Videographer: _____

Musicians: _____

Contact info: _____

Contact info: _____

NOTES: _____

OFFICE USE

Notified

Pastor: _____

Date Application Received: _____

Custodian: _____

Date Wedding Approved: _____

Coordinator: _____

Organist: _____

Deposit Received

Soloist: _____

Balance Due at Rehearsal: _____

Musician: _____