

*Chevy Chase  
United Methodist Church*

*Wedding Information*



# GUIDELINES FOR YOUR WEDDING

Congratulations!

We are pleased that you are considering Chevy Chase United Methodist Church for one of the most significant occasions in your life. Each wedding is unique and we want to take the time to make your wedding an enjoyable and spiritual celebration—from beginning to end.

## **ARRANGING YOUR WEDDING AT CCUMC:**

Arrangements for all weddings are made with the pastor. Our pastor will perform the ceremony and coordinate the service in the style of an United Methodist wedding service. Additional officiants may participate at the discretion of our pastor. Premarital counseling is a requirement and may be arranged with the pastor. If you would like to proceed and have checked with the church office ([office@chevychaseumc.org](mailto:office@chevychaseumc.org)) to make certain the date is available on our calendar, please contact Rev. Kirkland Reynolds at [kreynolds@chevychaseumc.org](mailto:kreynolds@chevychaseumc.org) or call him at **301-652-8700** to determine his availability. Guest pastors are allowed but must be approved by the minister.

Once you have made arrangements with Rev. Reynolds and your wedding date is on the calendar, you will need to talk with our Director of Music and Worship Arts (*see music, page 3*) to discuss the music. Many people who are married at CCUMC are members of the congregation, while others are not. While church membership is encouraged, it is not required in order to be married at CCUMC, or at another location involving our pastoral staff.

## **PASTORAL CONFERENCES:**

There is a fee for the pastor's services. The pastor's responsibilities for your wedding are far-reaching and involve pre-marital sessions, the rehearsal as well as officiating the ceremony.

Four pre-marital sessions will be discussed and scheduled. Plans and arrangements for music, flowers, and photography will also be discussed. During the pre-marital sessions the nature and the order of the wedding service will be discussed, as well as other topics pertinent to Christian marriage; such as finances, communications, and family planning. All sessions will last approximately 45 minutes.

While we do allow outside officiants, the couple and the officiant must talk with our pastor first for approval.

### **MUSIC:**

All music is reviewed by the Director of Music in consultation with the pastor. She will, if you desire, contact soloists and instrumentalists and notify you if necessary of financial arrangements. If the music you request is not of standard repertoire, an additional charge may be necessary. Guest musicians must be approved by the Director of Music.

### **MARRIAGE LICENSE:**

The **Marriage License** must be obtained by the couple from The Clerk of the Circuit Court for Montgomery County in Maryland. The phone number is **240-777-9460**. The county clerk's office will explain the necessary procedures. You must provide your license by the time of the rehearsal. We file the signed copy with the Clerk of the Court on your behalf after the wedding.

### **DRESSING AT THE CHURCH:**

If the bride would like to dress at the church, she may use the Wesley Room and our pastor will advise the Wedding Coordinator what time the bride/bridal party will be arriving. There is no extra charge for the use of the Wesley room.

### **WEDDING COORDINATOR:**

Our Wedding Coordinator will be the staff-on-site at both your rehearsal and wedding and will take the lead over any coordinator or consultant employed by the bride. Our wedding coordinator will contact you well in advance of the wedding and answer any questions you may have. If you have any further questions about your coordinator, please feel free to call the church office at 301-652-8700.

### **SEXTON:**

There is a fee for the church sexton who will open the church, turn on lights, and take care of any janitorial duties. If there is a reception, there is an extra fee.

### **BULLETINS:**

Talk with our Wedding Coordinator to discuss printing your bulletins at the church if you would like.

## **YOUR WEDDING PHOTOS AND VIDEOS:**

A photographic record of your wedding day is something you will always cherish. The bride and groom should give the “Guidelines For Wedding Photographers” sheet to their photographer. Photographers are asked to confer with our wedding coordinator prior to the ceremony if they have any questions. Flash photos may be taken of the wedding party during the processional and recessional only. They may not be taken during the wedding ceremony. Your photographer may take pictures or video during the ceremony from the balcony with low light film only. No extra lighting is permitted. We suggest that the bride provide a “shot sheet” to the photographer which will facilitate the process. The pastor will gladly pose with the wedding party and re-enact portions of the service for photographic purposes at the conclusion of the ceremony.

## **AUDIO RECORDING:**

The church can provide an audio recording of your wedding ceremony for an extra fee. This will be provided to you on a cd; all rights belong to you.

## **RUNNER:**

This is an unnecessary expense, since the church is carpeted. Because of potential problems during the procession and recession we strongly urge that a runner not be used. However, you may provide a runner for the aisle if one is to be used. The aisle is 135 feet long in the sanctuary.

## **PEW BOWS:**

Determine how many family pews you will need and if you wish them marked off by pew bows. Usually four bows are placed - at the second and fourth pews. The Flower Guild can provide four bows if requested. If you wish to use more, a florist of your choice may provide and place pew bows. There are 22 rows on each side of the sanctuary.

## **CANDELABRUM:**

In addition to the two candles on the altar, seven-branch candelabrum are usually placed on either side of the altar. Our Wedding Coordinator/Sexton will prepare the candelabrum and light the candles twenty minutes before the wedding. (Please see page 7 for pricing information.)

## **PULPIT AND CHANCEL FURNITURE:**

No furniture should be moved, unless it's the credence tables that need to be moved by the florist and they are providing comparable stands.

### **DECORATIONS:**

Our church is a place of worship. It does not need much “decoration” to make it a place perfectly suitable for a beautiful church service such as a wedding. The number and type of flowers will be determined by your personal taste, budget, season of the year, and color scheme. Other decorations should be limited to candles in the altar candle holders and candelabras. We recommend a maximum of four containers of floral decorations: two arrangements of flowers placed on either side of the altar which should not be placed in such a way as to obscure the cross, unity candle and two arrangements on the credence tables. Contact our Wedding Coordinator if you have any questions.

### **CHURCH FLOWER GUILD:**

The CCUMC Flower Guild would be pleased to arrange your wedding flowers for the altar and credence tables for a fee. You may choose two or four arrangements. We will work with you regarding specific flowers, designs, and colors. The contacts for flowers are *Lisa Mitchell 301-652-4081*, and *Mary Alice Gray, 301-215-7652*. Besides being in our Flower Guild they are both flower designers at the Washington National Cathedral. Alternatively, you may contract with your own florist.

### **OUTSIDE FLORIST:**

Please tell your florist that arrangements for the altar should not be higher than 35”, or overlap the cross in the center. No decorations are permitted on the church's brass candelabra. If your florist is delivering the flowers to the church, please advise them to use the parking lot entrance and to leave the flowers in the sanctuary, either on the altar or on the credence tables depending on where you have decided to place them. Our Wedding Coordinator will look for them there, check them and phone the florist if there is a problem. All flowers should be at the church not later than 2 hours before the wedding. Additional baskets of flowers may be ordered as desired and placed according to your directions either by the florist or by the Wedding Coordinator. Please make arrangements for the disposition of the flowers after the wedding but please leave the vase liners. If you are interested in leaving your flowers for use on the altar on Sunday services, please let the church office know.

### **BOUQUETS, BOUTONNIERES AND CORSAGES:**

Be sure the florist clearly marks the bouquets if they are not all the same for each member of the party. This is presuming that the flowers will be delivered to the church for distribution here. (You may prefer to make other arrangements.) Flowers and boutonnieres sent to the church will be distributed by our Wedding Coordinator as assigned.

### **RING BEARER/FLOWER GIRL:**

We recommend that if you plan to use a ring bearer/flower girl you do not plan on having them stand up front for the whole ceremony. Instead, we recommend that after they come down the aisle, they walk to a relative sitting up front on the inside aisle of a pew, and sit with them throughout the service.

### **THE REHEARSAL:**

The wedding rehearsal is usually held on the evening before the wedding, starting at 5pm. A rehearsal usually lasts about one hour. Let the wedding coordinator know if you intend to have your rehearsal dinner at the church.

### **RECEIVING LINE:**

If your wedding guests are all invited to the reception, we suggest that the receiving line at the church be eliminated to save time for picture taking.

### **GUEST BOOK:**

A podium for the guest book is provided (A guest book is not provided by the church).

### **CATERERS:**

The family contacts the caterer of their choice or they may contact one of the caterers the church has recommended several times:

Corcoran Caterers– Leslie Grimes 301-588-9200 or [leslie@corcorancaterers.com](mailto:leslie@corcorancaterers.com)  
Main Event Caterers-Taylor Rose Fetterolf 703-820-2028 x245 or  
[TaylorRose@MainEventCaterers.com](mailto:TaylorRose@MainEventCaterers.com)

### **RESPONSIBILITIES OF THE CATERERS:**

- Delivering of food using the parking lot entrance and elevator
- Providing all supplies such as linens, dishes, glasses, silverware, trays, coffee urns, etc.
- Setting up the tables
- Cleaning and disposing of trash – provide their own trash bags
- Disposing of the leftover food – provide their own containers

*Wesley Room Capacity: 60-70 Phillips Hall Capacity: 200*

### **ALCOHOL:**

The serving of alcoholic beverages is against the policy of our church. Members of the wedding party are urged to refrain from drinking prior to the rehearsal and the wedding.

### **PARKING:**

Our parking lot is very small. We reserve parking at the 4H center across the street, and recommend hiring a crossing guard to help guests across. Please be sure your guests know in advance.

## Contact Information

- Office: 301-652-8700, [office@chevyCHASEUMC.org](mailto:office@chevyCHASEUMC.org)
- Minister: Rev. Kirkland Reynolds, 301-652-8700, [kreynolds@chevyCHASEUMC.org](mailto:kreynolds@chevyCHASEUMC.org)
- Director of Music: Tanya Langlois, 301-652-8700, [tlanglois@chevyCHASEUMC.org](mailto:tlanglois@chevyCHASEUMC.org)
- Flower Guild: Lisa Mitchell, 301-652-4081 or Mary Alice Gray, 301-215-7652
- Crossing Guard: *Office will contact for you and inform you of the name of the guard before the rehearsal*

*Contact the Office for fees and more information*

*Revised April 2018*

