

Weddings At Paradise Valley United Methodist Church



Welcome to Paradise Valley United Methodist Church! We are so pleased you are considering our church as the site for your upcoming wedding.

We celebrate many weddings here every year and take great joy in these occasions. We pride ourselves in not being a “rent-a-church” or a “wedding factory.” Rather, we strive to establish a relationship with each couple because you are special in God’s eyes and in our eyes, as well.

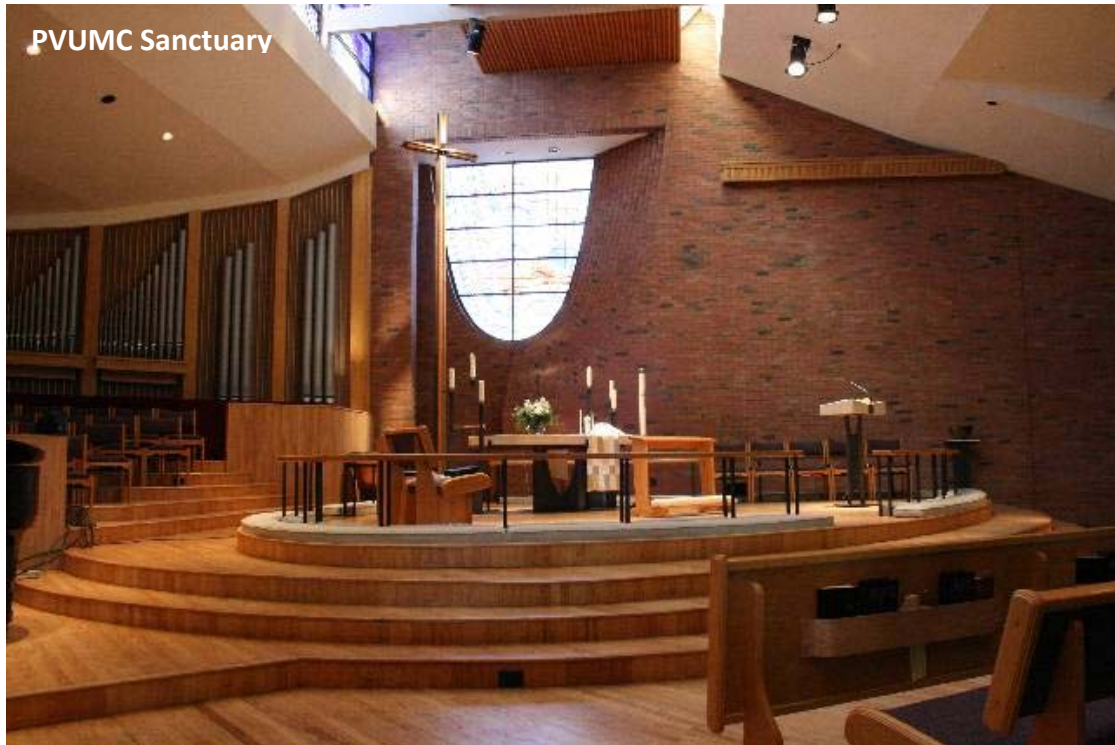
We want to provide you with a sacred ceremony that is joyful, reverent, and memorable. Your wedding service will be consistent with the ritual of the United Methodist Church, conducted by one of our Paradise Valley United Methodist Church ministers in consultation with you. In addition, every couple will enjoy a time of pre-marital counseling with our clergy. We’ll do all we can to assure your wedding day and your life together are everything you hope they will be.

Wedding services at PVUMC are not restricted to its members and are available (subject to clergy availability) to all who desire a sacred ceremony that emphasizes Christian marriage. Each wedding service is conducted as a sacred experience with reverence and professional care.

We invite you to come visit us and see our sanctuary, chapel and other facilities in person. Our Wedding Coordinator [Linda Martin](#) would be honored to give you a tour, answer your questions and reserve a date for your wedding.

YOUR WEDDING PREPARATIONS

- 1. SETTING YOUR DATE** - The Wedding Coordinator will help you find a day and time for your wedding on the Church calendar and confirm the availability of a Pastor. You will need to complete a Wedding Reservation form that, with the required deposit, will hold the date for your wedding.
- 2. WEDDING SERVICE** - The ceremony of Christian marriage is a worship service and is carefully planned so as to honor our Lord and bring depth of meaning to those being married. Respect for the church, its traditions and facilities should always be considered. The Wedding Ceremony may be scheduled for Saturdays between the hours of 11:00 a.m. and 5:00 p.m. in either the Sanctuary or the Chapel. Music, solos, readings or other elements that you may want to be included in your wedding are for the purpose of glorifying God in a reverent yet joyous atmosphere. Several options within the Wedding service can be discussed with the officiating Pastor. Examples are: A family member or friend may read a scripture passage, communion may be taken, etc. Communion is open to all who desire to partake; it is not just limited to the bride and groom. The church will provide a kneeling bench for use during the ceremony, if desired. All options must be discussed with and approved by the officiating Pastor.
- 3. FEES** – Our fees for non-members include the minister, four counseling sessions, organist/pianist, Wedding Coordinator (at both Rehearsal and Ceremony), sound technician, custodian, use of Sanctuary or Chapel and church campus, Bride's dressing room and Groom's Waiting Room. Contact our Wedding Coordinator for further details concerning our fees for members and non-members.



- 4. PAYMENT SCHEDULE** – A deposit and your Wedding Reservation Form is required to reserve your wedding date and time on the church calendar. Deposit for non-members or non-participating members is \$200. Deposit for participating members is \$100. A letter confirming receipt of your deposit will be sent once the Wedding Coordinator receives your deposit. The remaining balance may be paid at any time, but **NO LATER** than thirty (30) days before the wedding date. Payment may be cash, check or money order. Credit cards are not accepted. If your wedding is cancelled, your deposit is considered non-refundable. Checks are made payable to Paradise Valley United Methodist Church with the word “Wedding” and the wedding date noted on the check. Please also note “Wedding” on the envelope.
- 5. COUNSELING** – All couples being married at PVUMC must participate in four (4) pre-marital counseling sessions with the officiating Pastor prior to their wedding day. The Wedding Coordinator will call you with the name of the officiating Pastor. Counseling appointments are made directly with the officiating Pastor by contacting the church office at 602-840-8360.

6. **GUEST PASTOR** – A guest Pastor of another denomination may share in the Wedding service if requested, with the approval of PVUMC’s Senior Pastor. We are glad to accommodate other guest Pastors with the understanding that



he/she will assist the PVUMC Pastor who will work out the Wedding service details. An ordained United Methodist Church Pastor may officiate the Ceremony at the invitation of PVUMC’s Senior Pastor. All other criteria and services by PVUMC personnel must be used.

7. **FLOWERS, CANDLES AND DECORATIONS** – Most families arrange with a local florist for floral enhancements for the Wedding. The Wedding Coordinator can assist you with ideas and placement of floral and other permitted



decorations. PVUMC will supply a taper Unity Candle; however, if you wish to have a pillar or custom Unity Candle or other additional candles, you will need to supply them. We will provide the candle holders.

An aisle runner may be used in the Chapel (67 feet), but due to the hardwood floors, may not be used in the Sanctuary. Pew bows are allowed and may be attached with large rubber bands or long pipe cleaners. The use of aisle candles is discouraged. There are 10 rows of pews on each side in the Chapel and 16 rows of pews on each side in the Sanctuary.

8. **RICE, SEEDS, ETC.** – For reasons of personal safety and potential property damage, rice or bird seed may not be thrown.
9. **SMOKING** – NO SMOKING IS ALLOWED IN ANY OF THE CHURCH BUILDINGS.
10. **ALCOHOL/ILLEGAL DRUGS** – NO ALCOHOLIC BEVERAGES AND/OR ILLEGAL DRUGS are permitted anywhere on church grounds, either in the buildings or in the parking lot. If any parties in the Wedding have used drugs or excessive alcohol, our clergy will not proceed with the Wedding.
11. **FOOD/DRINKS** – Food is NOT permitted in the Sanctuary or the Chapel at any time. You may bring bottled water and light snacks such as crackers and cheese into the Bride's Dressing Room and the Groom's Waiting Room only.
12. **MUSIC** – A church wedding is a religious ceremony in a sacred place, and the music, whether classical or contemporary, should spiritually uplift those present. The services of our Organist, Matthew Bogart, are a part of the wedding fee. He will be prepared to play appropriate pre-wedding, processional, recessional, and bride and groom entrance music, as well as for soloist(s). A wedding music tape or CD that has examples of appropriate music for processionals and recessionals as well as other liturgical music are available from the Wedding Coordinator. (A \$20.00 deposit is required and will be refunded when the tape/CD is returned.)
13. You may also hire additional musicians. If you arrange for special music, there may be a performance fee to the soloist/instrumentalist as well as a rehearsal fee to the accompanist. This fee may be sent directly to PVUMC, or you may bring it with you the night of the rehearsal. All decisions regarding music, soloists and any other musicians must be made in advance with the organist and the officiating Pastor. Be sure these requests are cleared through the Wedding Coordinator BEFORE contracting with them. Please contact our Organist/Pianist, Matthew Bogart, at 602-840-8360 as soon as you have scheduled your wedding date so that he can discuss your wedding music with you in detail.
14. **PHOTOGRAPHER/VIDEOGRAPHER** - Pictures may be taken prior to the Ceremony and thirty (30) minutes after the Ceremony inside the Sanctuary/Chapel. This will avoid inconveniencing guests after the Ceremony

as well as allowing the church custodian ample time to clean up and arrange the church for worship services the next day. NO FLASH photography is permitted during the Ceremony. Video tape recordings are allowed. The Wedding Coordinator will instruct the videographer where cameras may be set up. Video cameras located nearest the altar must be stationary and unattended. No extra lighting is allowed during the Ceremony. The Wedding Coordinator will be glad to meet with both the photographer and videographer to discuss our picture-taking policies to ensure reverence for the Service and respect for the wedding party and guests.

15. LICENSE – We recommend you begin arranging for your License at least one month before the wedding. Your License can be obtained through one of the Clerk of Superior Court offices or Justice Courts throughout the Valley. For information call (602) 506-6307 or online at www.clerkofcourt.maricopa.gov. Marriage Licenses expire one year from issuance.

Please bring the License to the Rehearsal and give to the Wedding Coordinator. Without the License in hand, the wedding cannot be held.

Once the Wedding service is over and signatures are affixed, the Wedding Coordinator will give the



License to a responsible person in the Wedding Party.

16. REHEARSAL – You need to notify all members of the Wedding Party of the date and time of the Rehearsal. One hour is set aside for your Rehearsal and is scheduled and conducted by the Wedding Coordinator. The Rehearsal is vital to ensure that the Ceremony goes smoothly. It also allows the Bride and Groom to make final changes and decisions. **It is critical that the entire Wedding party be present and on time.** If an outside Wedding Planner is involved, that person should attend the Rehearsal as well. Please remember: **Each person with a role in the Wedding is needed at the Rehearsal.**

17. BUILDING ACCESS – The Church will be open two (2) hours before the scheduled Wedding time. If you require more than the standard two hours,

please arrange this with the Wedding Coordinator in advance. An additional fee of \$25.00 per hour will be assessed. Please arrange with your florist, photographer and/or videographer to arrive accordingly. The building will be closed thirty (30) minutes following the conclusion of the Wedding service.

18. DRESSING ROOMS – The Church provides a dressing room for the bride and her attendants to use and wait in until the Wedding service begins. Also, there is a separate Waiting Room for the Groom and his attendants, who we request arrive dressed, when practical to do so. The bride needs to arrange for a responsible person to clear her belongings from the Bride's Dressing Room following the service. The Groom should also arrange for someone to clear the Groom's Room of any personal articles. Each Attendant is responsible for his/her own belongings.

19. PARTICIPANTS – Thirty (30) minutes prior to the scheduled Wedding time, the Bride and all Attendants, the Groom, Best Man and Groomsmen must be in their reserved area(s) for the start of the Ceremony. Twenty (20) minutes prior to the start of the Ceremony, the parents and grandparents of the Bride and Groom will be asked to wait in the Narthex (Foyer area) for seating or for further instruction. We request that children participating in the Wedding service be at least five (5) yrs old.



20. RESPONSIBILITIES – The Bride and Groom are responsible for seeing that all members of the Wedding party and any outside contracted persons, are aware of these policies. Any church property damaged or destroyed becomes the full replacement responsibility of the Bride and Groom. PVUMC reserves the right to modify these policies at any time.

21. SOUND – Our Sanctuary and Chapel are equipped with professional and reliable sound equipment that will allow you and all of your guests to clearly hear the ceremony. With a 32 channel Mackie console in the Sanctuary, the possibilities are endless, whether you want the intimate sound of a solo vocalist, or an entire band cheering on your wedding. With a beautiful grand piano and organ, a full range of microphones and accessories, the Sanctuary is ready for any band or soloist.

The Chapel is equipped with a 16 channel Allen and Heath mixer, and a full range of microphones as well. In both rooms, the pastors are equipped with state of the art wireless microphones, and the entire systems are fine-tuned to minimize feedback and enhance audio clarity. The audio system is run by an experienced and professional sound engineer who will eagerly listen to all of your requests to exceed your expectations, making the whole experience as carefree as possible. Wedding ceremonies are recorded onto a CD for you, in most instances, to remember your special day.

22. OTHER –

- Use fake rings on the ring pillow if one is being used.
- The Chancel furniture or banners may not be moved for the Ceremony.

23. WEDDING COORDINATOR – PVUMC provides a Wedding Coordinator whose services are required at all weddings. The Coordinator will assist with preliminary plans, assist or conduct the rehearsal and be present the day of the Wedding to coordinate all aspects of the Ceremony. Our Wedding Coordinator will be happy to answer your questions, give you a tour and help you arrange for your memorable wedding at Paradise Valley United Methodist Church.

