

**ISLAND HEIGHTS UNITED**

**METHODIST CHURCH**

**P.O. Box 146**

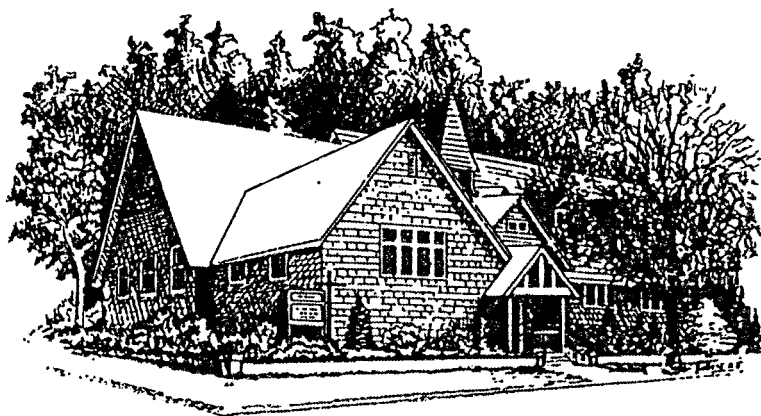
**111 Ocean Avenue**

**Island Heights, New Jersey 08732-0146**

**Pastor Blair Goold**

**Church 732- 929-0444**

**Fax 732- 929-1271 Email: ihumc@comcast.net**



**WEDDING  
ARRANGEMENTS  
2016**

# **Island Heights United Methodist Church**

P.O. Box 146 ~ 111 Ocean Avenue

Island Heights, New Jersey 08732

**Pastor Blair Gould**

Church 732- 929-0444

Fax 732- 929-1271

Complete directory of Church Office & Staff on back cover

## **WEDDING ARRANGEMENTS**

**Please keep this information brochure on file for your reference**

Island Heights United Methodist Church is happy to make its staff and facilities available to you at this joyous time in your lives. We hope that by this service of Christian Marriage your life together will be blessed and that your wedding day will be remembered with joy.

We do not ask that you be members of this church, however, you are entering into a Christian Marriage and is the central focus of the commitment you are making. The pastor will want to discuss this with you.

Please call to schedule an appointment to meet with the pastor as soon as possible. Appointments are made directly with the pastor. Regular office hours are Tuesday to Friday. You will be able to schedule your appointment at a time that is convenient for you as pastor 's schedule allows.

No wedding date is entered on the church calendar until all information is completed and returned to the church office.

## SECOND APPOINTMENT

Please contact the church office approximately 2-3 months before your wedding to meet with the pastor.

## MARRIAGE LICENSE

The marriage license must be applied for in the municipality where the bride resides. If neither bride or groom reside in New Jersey, it must be applied for in Island Heights. The license may be picked up 72 hours after application and lasts for 30 days. We recommend that the license be applied for 2-3 weeks before the wedding. Blood tests are no longer required.

Please bring your license to the church office as soon as you have it in your possession, and **no later than the Tuesday or Wednesday prior to your wedding.**

## PHOTOGRAPHS

Your wedding is a service of worship and the church is a sacred and special place, therefore, **we do not permit the taking of pictures once the ceremony has begun.** Couples are responsible for informing their photographer of this policy, as well as family and friends. Ushers should advise guests of this policy as they seat them. You may take pictures at the altar following the service. A video may be made, provided the photographer remains stationary, behind the congregation, and uses available light.

## GUEST MINISTERS

If for some reason a guest minister is to be considered, please speak with the pastor of this church immediately.

## DECORATIONS

The regular arrangement of the Altar furniture is required for all weddings. You are welcome to have flowers and pew decorations if you desire. Aisle runners are not permitted as they pose a safety hazard. Bells or Bubbles— No Glitter, Birdseed or Rice is permitted.

## CHILDREN IN THE WEDDING PARTY

The participation of children under 5 years of age is strongly discouraged. It is unrealistic to expect children so young to be able to participate without causing undue anxiety for them and creating numerous distractions that detract from your ceremony.

## UNITY CANDLE

If you are having the lighting of a unity candle candle as part of your ceremony, you are asked to supply all three candles ( 2 standard 12 inch tapers with candle holders, as well as the wedding candle of your choice ).

## DEPARTING TO LIMOUSINE

At conclusion of your ceremony and completion of your photo session, the church bells will toll and we ask that you provide your guests with a way of greeting you that does not require clean up, such as bubbles, bells, or simple applause as you exit the church. Use of birdseed and confetti are not permitted.

## REHEARSAL

Your rehearsal, usually one or two evenings before the wedding will be scheduled at your first appointment. When everyone is prompt, the rehearsal takes no longer than 30 minutes. This will include your complete wedding party, the organist, wedding coordinator and pastor. Parents of both bride and groom are welcome and encouraged to attend. You may bring your unity candle if using one, and any special decorations at this time.

## **FINANCIAL OBLIGATIONS**

It is the wish of the church that no one be excluded from a church wedding for financial reasons. In most instances the fees will be seen to be reasonable in relation to the total cost of the wedding. However, if this is a problem, please speak with the pastor at your first meeting.

**Fee for two nights use of the church facilities is \$500** There are many costs involved in use of the church facilities, some of these include Utilities (A/C or Heat for the building and fellowship hall), Lighting, Candles, Maintenance, Clerical costs, etc.

**Fee for the Pastor is \$250** Couples are to phone the church office and arrange appointments directly with the Pastor.

**Fee for the Organist is \$175** The organist is pleased to work with you and will be present at your rehearsal. Please consult directly with the organist regarding your music.

**Fee for the Wedding Coordinator is \$125** The wedding coordinator prepares the facilities, assures the smooth movement of the rehearsal and ceremony, and cleans the church following the wedding.

### **Please Note:**

Fees for the Organist and Wedding Coordinator are applicable to all couples, however, Church and Pastor's Fees are waived for those who are full and active members of Island Heights United Methodist Church.

\*In order to secure a date on the church calendar, we request \$100 deposit and all necessary information .

### OUTLINE OF CHURCH FEES

Church	\$500	Island Heights United Methodist Church
Pastor	\$250	Pastor Blair Goold
Organist	\$175	Mr. Thomas Van Duyne
Wed. Coordinator:	\$125	Ms. Kelly Lafferty
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Total	\$1050	( P please refer to page 4 )

Please put your payments in separate, clearly marked envelopes and bring to the church no later than 30 days prior to your wedding date.

### MUSIC

Since your wedding is being held in the church, the music should reflect your faith and the faith of your church. The organist will be glad to consult with you in this matter.

If organ music is desired, the church organist or a substitute will be engaged by the church. Another organist is not permitted unless approved by the church. If a soloist is desired, the family may make their own arrangements but the music should be discussed with and approved by the organist. It is the responsibility of the family to supply to the organist any specially requested music far enough in advance.

### BULLETINS

Included with your Wedding Information Packet is an example of the Order for Worship provided if you request this. All information must be provided to the church office well in advance of your service to allow for editing and printing. Please speak with the church secretary as soon as possible about this.

## DAY OF YOUR WEDDING ARRIVAL TIMES

Summer traffic is very heavy in this area and extra time should be allowed for both rehearsal and wedding.

Please be considerate of others time by being prompt, especially considering other weddings which may be scheduled on the same day as yours.

30-40 minutes prior to Ceremony - Groom, Best Man, Ushers: Your ushers should be in their places in order to greet your guests. The best man should accompany the groom to the church thirty minutes before the service. The Wedding Coordinator will escort them to the downstairs waiting area.

10-15 minutes prior to Ceremony - Bridal party : Please have your limousine bring you to the Simpson Ave. entrance where the Wedding Coordinator will escort you to your waiting area. The limousine can then go around to the Ocean Ave. main entrance to await your departure.

Parents of the bride & groom may wait with the Bridal Party until guests are seated and the ceremony is about to begin. At that time the Wedding Coordinator will see that the mother of the groom is ushered to her place about five minutes before the ceremony.

The bride 's mother will be the last person to her place.

### RESPECTING CHURCH POLICIES

Whenever going into a church other than one 's own, common courtesy should lead us to inquire about and to respect the policies of that church. For example, **photographing is not permitted here during the service** and **alcoholic beverages are not permitted in the buildings or grounds.**

## **The Church Staff**

<b>Pastor:</b>	Pastor Blair Goold 732-929-0444
<b>Director of Music:</b>	Mr. Thomas Van Duyne Cell 908-601-1919 732-270-9524
<b>Event Organizer:</b>	Richard Christen
<b>Wedding Coordinator:</b>	Ms. Kelly Lafferty 732-278-1662
<b>Church Secretary:</b>	Arlene Gratzel 732-929-0444

**Church Office Hours**  
**Monday thru Thursday**  
**9:00 A.M. to 1:00 P.M.**

**Phone: 732-929-0444**  
**Fax: 732-929-1271**  
**Email: [ihumc@comcast.net](mailto:ihumc@comcast.net)**