

SERVICE OF CHRISTIAN MARRIAGE

AT EASTPORT UNITED METHODIST

926 Bay Ridge Ave., Annapolis, Maryland 21403

We are so glad that you have chosen to have your Celebration of Marriage at Eastport United Methodist Church!

As a church, we are grateful to walk alongside couples as they make the decision to join their lives together in holy marriage. We believe that marriage is a sacred covenant and a time for worship and celebration. We believe that marriage is an important journey to start with a church family to support you along the way.

Click here to find the traditional liturgy for a United Methodist Wedding. You will have the opportunity to plan and create a meaningful ceremony with the clergy officiant of your service.

<https://www.umcdiscipleship.org/resources/>

The following information is to help you as you begin to plan your special day, please review it carefully:

Wedding Logistics

It is important to note that it may be more difficult to schedule your wedding on and around major church holidays (i.e. Christmas Eve, New Year's Day, Holy Week - between Palm Sunday and Easter Sunday) as well as home football game days for the United States Naval Academy in the fall. Additionally, the holiday weekends of Memorial Day, Labor Day, and

Thanksgiving are difficult to schedule so it is strongly advised to reserve well in advance if you are considering these time frames.

After the date for your wedding has been confirmed with the church administrator and the pastor, you will then need to set an additional date one month in advance of the wedding to finalize logistics and expectations while using the EUMC facility and Sanctuary.

The Ceremony

The content and arrangement of the wedding ceremony will be discussed with the Pastor. You are more than welcome to include vocal music, special readings, scripture and/or a homily in addition to the vows and other parts of the ceremony. The readers and all others having a special role in the ceremony must be present for the rehearsal. Holy communion may be celebrated at the request of the couple.

Officiating Clergy

A member of the pastoral staff at Eastport UMC must officiate at any services at Eastport. Other clergy may assist in the ceremony upon the approval and invitation of the EUMC (senior/lead) pastor who would be officiating at your ceremony.

The pastor conducting a service of Christian marriage in this facility shall have responsibility and authority to determine whether a ceremony is appropriate as well as the content and nature of the service. (see The Discipline of the United Methodist Church, 2000, paragraph 331(i))

Premarital Counseling

Premarital counseling is required with the officiating pastor. Appointments will be arranged directly with the officiating pastor. There will be a minimum of three meetings between the clergy and the couple.

Wedding License

The State of Maryland requires a marriage license issued by the jurisdiction in which you are married. You will need to obtain this from the

Clerk of the Court of Anne Arundel County, in the County Courthouse on Church Circle in Annapolis. Either member of the wedding couple may apply in person, providing names, addresses, dates and places of birth. In case of a prior marriage, the divorce decree or death certificate must be provided. Neither blood tests or birth certificates are needed. License fees and methods of payment can be found by calling the Court House at 410-222-1434. The license application requires 48 hours to be processed and must be picked up in person. It is valid for six months from the date of issue. It will be required to be presented at the rehearsal or day of the wedding.

Rehearsals

Rehearsals are usually held the evening/afternoon before the wedding. Our office administrator will work with you to schedule the rehearsal with the officiating clergy. The main purpose of this time is to acquaint the wedding party and family with the ceremony and various movements which are required of the participants, and to practice them. At this time, final details can be determined and questions can be answered in preparation for the ceremony itself. All members of the wedding party will attend the rehearsal which takes approximately one hour. At the rehearsal, please provide the following to the pastor:

- Wedding license provided by Anne Arundel County
- Wedding program and unity candle if one is to be used
- *All church fees and honorariums are due 30 days in advance (church organist, clergy, Audio visual coordinator, wedding coordinator, etc)

Music

An organ and a grand piano are both available in the Sanctuary. The organist/Director of Music of EUMC will play for all weddings if organ/piano music is desired and if they are available. If not available, the Director of Music may select someone else. Consultation with the Director of Music well in advance of the wedding date is required.

The preferred time frame is at least three months prior to the wedding for all music. This allows sufficient preparation of the music and gives time for any needed changes or additions to be made. The fees for the organist/pianist are listed at the end of this document.

Decorations, Flowers and Candles

You are welcome and encouraged to have floral arrangements and candles to enhance the beauty of your wedding. Your choice of flowers –silk or fresh –is welcome. No tape, staples, nails or wire may be used to attach these arrangements to the pews or altar table however. The pews can be fit with 36” ribbons. We recommend that flower arrangements be at least 36” high. All live arrangements, plants, etc. must be in waterproof containers.

Your florist is welcome to visit the church anytime by appointment with the office administrator. The church will be available two hours before the wedding for the florist to deliver and decorate the Sanctuary. If you desire to leave your flowers at the church following the ceremony, please let the officiating pastor know of those plans. Candles may be used on the altar table, but not down the aisles. Couples wishing to use a “unity candle” lighting as part of the ceremony will need to provide their own candle and two 10” tapers.

Our church is already furnished as a place of dignity and should not be elaborately decorated. The church office must be informed in advance by the florist of their arrival before any decorations are placed. No candles are to be placed in window ledges. The florist and/or decorator will be responsible for cleaning candle tallow drippings and for repairing any damage to property.

When the church has been decorated for Lent/Holy Week/Easter or Advent/Christmas, these decorations must be used for weddings held at these times and may not be moved or altered. The Christmas decorations are put in place on the Saturday before the first Sunday in Advent. The

bride's flowers may be used in addition to the above seasonal decorations, within the above stated guidelines. Stated in other words: *Sanctuary décor (paraments, banners, etc.) is subject to the current worship schedule at the time of your ceremony, and will remain in the sanctuary as they are for our Sunday worship service/s. Please take this into account when scheduling your wedding.*

Photographs and Video

Your photographer is welcome to visit the church to prepare for the special day and pre-plan the shots you wish to take. No flash photography is allowed. Photographers and videographers may come as far as the 10th pew back.

For an additional fee we can record and publish your ceremony with advance notice.

Other details

Rooms are available for the bride and her bridal party, and for the groom and groomsmen prior to the ceremony. Arrangements for dressing at the church must be made in advance with the wedding coordinator and/or the officiant.

If you wish to have wedding bulletins at your ceremony, it should be clear whether the wedding party or church is providing them. Bulletins should be proof-read by the officiating pastor prior to the final printing. Following the ceremony, a receiving line may be held in consultation with the officiating pastor. The throwing of rice or confetti is not allowed, however bird seed is appropriate.

Neither alcohol nor smoking/vaping is allowed on church property.

Receptions

The Fellowship Hall is available for receptions for an additional fee. Reservations must be made with the church office when the date and time of your ceremony is selected. Caterers and/or wedding party are responsible for setting up and arranging the chairs and table and seeing that the room and kitchen are returned to their original order, swept/vacuumed when the reception is completed. Trash shall be bagged and placed in the dumpster in the parking lot. No reception shall last beyond 11 pm.

Fees

A \$300 deposit is required to reserve your date on the calendar. This deposit is a payment on the facility use charge. Thirty (30) days prior to your wedding the final payment is due in the church office:

Standard Charges

	Members	Non-Members
Pastor	\$400	\$500
Organist	\$275	\$350
Sound	\$100	\$200
Record & Publish	\$50	\$100
Candles (if used)	\$ 35	\$ 35
Sanctuary	\$250	\$750
Reception Hall	\$150	\$400
Chapel	\$150	\$150

For couples seeking to be married at Eastport UMC, at least one person of the couple must be an active member of EUMC at least one year to receive member rates.

Church office: 410-263-5490

office@eastportumc.org

Clergy available to officiate at Eastport United Methodist: Rev. Christopher Broadwell (senior/lead); Rev. Jenna Johnson; District Superintendent Rev. Sarah Schlieckert.

By our signature, we acknowledge that we have read, understand, and agree to the policies and procedures defined in this packet that we've received.

(Signature - bride) (date)

(Signature - groom) (date)



WEDDING INFORMATION

Wedding Date _____ Location _____
Rehearsal Date _____ Time _____

Partner A Information:

Full name _____
Cell No. _____ Work No. _____
email _____
Address _____
Date of Birth _____ Occupation _____
Employed by _____
Number of this marriage _____ Divorced _____ Widowed _____
Church membership _____
Parents' names _____
Attending wedding? _____

Partner B Information:

Full name _____
Cell No. _____ Work No. _____
Email _____
Address _____
Date of Birth _____ Occupation _____
Employed by _____
Number of this marriage _____ Divorced _____ Widowed _____
Church membership _____
Parents' names _____
Attending wedding? _____

Will the church need to provide bulletins for the wedding? _____
Wedding Coordinator _____
Email _____
Cell _____

If either are to be presented in marriage, by whom _____

Maid/Matron of Honor _____

Best Man _____

Attendants and Ushers _____

Flower Girl, name and age _____

Ring Bearer, name and age _____

Location of reception _____

Florist & phone # _____

Photographer & phone # _____

Number Guests Anticipated _____

Will the wedding party dress at the church? _____

Additional Dates for Consultations with Minister:

Officiating Clergy: _____

(Signature - Partner A) (date)

(Signature - Partner B) (date)

The following is to be determined in consultation with Director of Music:

Names of other musicians participating:

Vocal _____

Instrumentalist(s): _____

Item Name of Selection Composer _____

Attendants Processional: _____

Bridal Processional: _____

Recessional: _____

Hymn Number: _____ Hymn Name: _____

Hymn Number: _____ Hymn Name: _____

Solo Name/Composer: _____

Fee payments for other musicians will be the responsibility of the couple.



(Signature - bride) (date)

(Signature – groom) (date)