



A GUIDE FOR WEDDINGS

FIRST UNITED METHODIST
CHURCH OF PENSACOLA

Congratulations on your engagement! We are so honored that you would like First United Methodist Church of Pensacola to be a part of your sacred service and joyous event. The following is a guide to help you plan each phase of your wedding from the rehearsal to the ceremony and more.

Scheduling a Wedding

- One or both parties or their immediate family (parents) must be members in good standing (presence and giving) at First Church.
- Contact the Events Coordinator, Mici Kuba (MKuba@fumcpensacola.com) to confirm date availability.
- Upon receiving the availability confirmation, please promptly pay invoice to secure date.
- It is required that FUMC clergy preside over all weddings on our campus. Another minister may assist upon approval from the presiding clergy.
- Premarital counseling sessions are required with the officiating minister. The presiding minister will contact the couple to schedule counseling sessions.

Established Fees for Weddings

Fees are to be paid when the requested wedding date is approved and scheduled on the church calendar, and no dates will be confirmed without such payment. These fees include the use of the building, custodial services, and technical services.

The following fees guarantee that the selected FUMC facilities will be reserved for a total of 6-Hours. This includes a 1-Hour Rehearsal and 1-Hour Ceremony. The wedding party and vendors may arrive 3-Hours prior to the ceremony and must leave 1-hour after the scheduled time.

Main Sanctuary

\$500

- Seating Capacity of up to 550



The Wright Place, Great Hall

\$500

- Seating Capacity of up to 300
- Flexible Seating Options



Chapel of the Good Shepherd

\$350

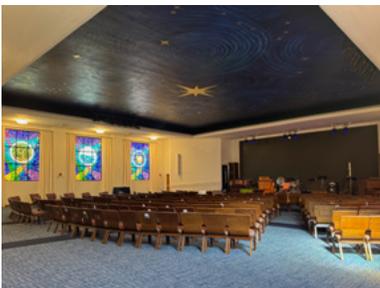
- Seating Capacity of 75



The Upper Room

\$700

- Seating Capacity of up to 400
- Flexible Seating Options
- Sound & Light Capabilities



Wesley Hall

\$500

- Seating Capacity of up to 315
- Flexible Seating Options



Lawn

\$350

- Seating Capacity of up to 400
- Tent, Table, & Chairs Not Included



Honorariums

An honorarium of \$500 each for the minister and organist is not included in the wedding fee. The honorariums should be brought to the rehearsal.

Walk-In Weddings

A "walk-in" wedding is defined as one in which there is no music, no flowers, no reception, no rehearsal, a maximum of 10 guests, and in which no church staff members are involved except the officiating minister. Walk-in weddings must be performed by an ordained minister of our staff. They can be held the Chapel of the Good Shepherd or other rooms at FUMC Pensacola. Please email the Facilities Coordinator at MKuba@FUMCPensacola.com for more pricing information.

Wedding Hostess

Volunteer wedding hostesses, provided by FUMC Pensacola, will be assigned to both parties. They will be present at both the rehearsal and wedding. Any person assisting with the wedding, such as a wedding coordinator, is to function under the guidance of the officiating minister and the church wedding hostesses. The assigned hostess will contact the bride three to four weeks prior to the wedding date.

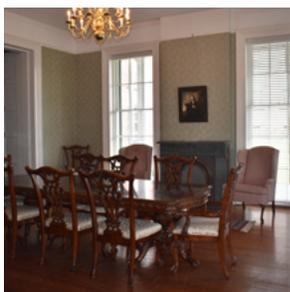
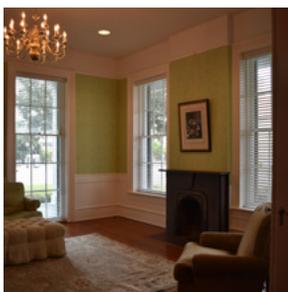
Rehearsal

The rehearsal time allotted is one hour. Please ask your ushers and all other members of the wedding party to arrive on time for the rehearsal. The wedding hostess and officiating minister will direct the rehearsal. Please note, that because of the heavy schedule of the ministers of First United Methodist Church, it may be impossible for them to attend wedding rehearsal dinners when invited.

Dressing Areas

We provide spaces for the bridal parties to gather (up to 3-Hours) prior to and (1-Hour) after the ceremony.

- The bridal parties may use the Hospitality Room, Consulate Café/Parlor, Library, or adjoining classrooms.



Receptions

The Wright Place, Wesley Hall, The Upper Room, The Consulate, & Lawn are available for scheduling wedding receptions for an additional charge. First Church offers in-house catering, however, outside caterers are permitted pending approval. For information on prices, availability, room setup, and catering options, please email the Facilities Coordinator, Mici Kuba (MKuba@FUMCPensacola.com).

Our commercial kitchen is available for the wedding reception and must be scheduled through the Facilities Coordinator. The church owns a variety of chairs and tables. Facilities can be set up according to your instructions

Vendors

- Outside caterers must bring all supplies: serving pieces, linens, silverware, china, crystal, etc. No food preparation may be done in the kitchen; however, the refrigerator is available, as well as stove and oven for reheating foods. The kitchen and its appliances shall be used and operated by and under the direct supervision of the kitchen director and the caterer must have a kitchen director's credentials. Please have all vendors contact the Events Coordinator before the event. (mkuba@fumcpensacola.com)
- Florists see "Decorations" for more information.

Music

It is your responsibility to contact the Music Minister, Rick Branch (RBranch@FUMCPensacola.com) soon after you have reserved your wedding date.

- All music for weddings must be sacred or classical in nature. Suggestions are provided on the following pages.
- All music for the wedding ceremony must be approved by the church music director.
- Only live accompaniment is permitted in the worship spaces or chapel. No recorded music is allowed.
- Our First Church Music Ministry staff and their talents are available as a service for all weddings (for an additional honorarium). Instruments include piano, flute, and organ. If our musicians are unable to accommodate the desired dates, guest musicians must be cleared through the music director.
- The music usually starts 20 minutes prior to the wedding ceremony.

Video & Photography

First United Methodist Church of Pensacola recognizes the value of wedding videos and photographs as a lasting remembrance of this most special occasion, and we expect vendors to respect, honor and abide by the rules and regulations that follow.

- Any video and photography must be done from behind the last row of chairs in all worship spaces and behind the balcony in the Main Sanctuary.
- Aisles must be kept clear.
- Video & photography must be done from a single, stationary position (i.e. the videographer may not move around to various locations), and it must not involve any lighting changes or additional portable lighting in either the Sanctuary, Wesley Hall, Upper Room, or Chapel.
- Remote or directional microphones should be used.
- Cameras with flash attachments will not be allowed in the Main Sanctuary, Wesley Hall, Upper Room, or Chapel any later than 30 minutes preceding the ceremony or any earlier than the dismissal of the congregation by the minister.
- The wedding party may return to the altar for photographs after the ceremony if they so desire, following the conclusion of the Recessional. Please advise your friends and relatives not to take pictures during the ceremony.
- Ushers should remind wedding guests whom they observe with cameras that no photographs will be allowed
- There shall be no noise or other distraction, such as walking up and down the aisles, made by the photographers.
- No photographs may be taken from the choir loft or altar areas.

Ceremony Decorations

Reserved facilities may be decorated by a responsible florist who will insure that the space will be properly cleaned following the wedding ceremony.

- Decorations used in indoor worship spaces must be limited to two flower arrangements at the altar area. If you would like the flowers to remain for Sunday worship, schedule this with the senior pastor's secretary.
- Flower arrangements are to be prepared outside the church sanctuary or chapel.
- No devices may be used that would mar or deface the church or its furnishings.
- No tacks, pins, nails, scotch tape, adhesive or glue may be used to fasten any decoration to the furniture or buildings.
- Masking tape may be used to hold ribbons that mark the reserved sections.
- Do not remove anything within the chancel area. The furniture, floor and carpet must be fully protected at all times. Mats should be placed under all containers, potted palms, or greenery so that no dampness seeps through to woodwork or carpet.
- For safety reasons, no lit candles (fire) may be used on campus.
- White altar cloths (furnished by the church) are used.
- First Church owns two seven-branch candelabras which can be used if requested prior to service
- 1 hour after the wedding, all decorations must be removed from facility.

Marriage License

Purchase of a State Marriage License is required, but do not purchase a "Certificate" as the church will provide one and it is prepared here. To get a marriage license in Escambia County, go to the M.C. Blanchard Judicial Building, 190 Government Center. Both individuals must apply and present a picture I.D. For more information call the Escambia Court House at (850) 595-4182. The marriage license should be brought to the rehearsal.

Drug & Alcohol Policy

Smoking on the campus of First United Methodist Church of Pensacola is forbidden. ALCOHOLIC BEVERAGES OR DRUGS OF ANY KIND ARE FORBIDDEN ANYWHERE ON THE PREMISES. (This includes but is not limited to chartered or private vehicles on church property, adjacent streets, or dressing rooms. The officiating minister may refuse to perform a wedding at which a member of the wedding party is under the influence of drugs or alcohol or there is evidence that significant drinking occurred off-site before the arrival of the wedding party before the ceremony.) We sincerely hope that you and your wedding party accept and understand this necessity. It is the responsibility of the persons making arrangements for the wedding to see that all members of the wedding party are informed concerning these matters.

Restrictions - Specific

OBJECTIONABLE BEHAVIOR

FUMC Pensacola reserves the right to eject any person or persons displaying objectionable behavior from the Sanctuary or Chapel. Upon the exercise of this authority, said person hereby waives any right and all claims for damages against FUMC Pensacola.

OBJECTIONABLE OBJECTS

Rice, confetti, birdseed, or fresh rose petals may not be thrown during or after the ceremony on our campus. No food or drink is permitted in the indoor worship spaces.

Safekeeping Personal Items

Every possible effort will be made to protect personal items such as wedding dresses, purses, etc. However, THE CHURCH CANNOT BE RESPONSIBLE FOR SUCH ITEMS IF LOST, STOLEN OR DAMAGED. For security reasons, we cannot accept delivery of dresses here at the church. It is imperative that money, jewelry, and other valuables not be left unattended in the bride or groom's room, but entrusted to a reliable person of the family's choice, or preferably, not be brought into the church at all. Immediately following the ceremony, all personal items must be removed from the dressing rooms.

Parking

In addition to public street parking, we also have three main parking lots on campus. There is handicapped parking available in front of the Main Sanctuary.

THE ORDER FOR THE SERVICE OF MARRIAGE

Prelude

The prelude is instrumental music that starts 20 minutes prior to the service. This music is typically picked by the musicians, however requests are accepted as long as appropriate.

Bridal Party Entrance: *Please select music from the provided music suggestions on next page.*

Grandparents/Parents: _____

Bridal Party Processional: _____

Bride's Entrance: _____

Greeting

The officiant welcomes the congregation and acknowledges the gathering of family, friends, and the couple, framing the service as an act of Christian worship. The couple will face the presiding minister. Following the congregation will take their seats.

Declaration of Intention

The couple publicly affirms their intention to enter into marriage, declaring their commitment to one another before God and the gathered community.

Response of the Families & People

Parents, families, and the congregation are invited to express their support for the couple and their commitment to uphold them in love and prayer.

Prayer

A prayer is offered asking for God's presence, guidance, and blessing upon the couple and the covenant they are about to make.

Scripture Lesson

A passage of Scripture is read, reminding the couple and congregation of the Christian understanding of love as faithful, self-giving, and enduring. *1 Corinthians 13:1-13 is typically used, however the presiding minister can help you make other selections.*

Brief Homily/Sermon (Optional)

The officiant may offer a short reflection on the Scripture, the meaning of Christian marriage, and the sacred promises being made.

Exchange of the Vows

The couple makes solemn vows to one another, promising love, faithfulness, and commitment for the duration of their lives together.

Blessing and Exchange of the Rings

Rings are blessed and exchanged as outward and visible signs of the inward promises the couple has made to one another.

Declaration of Marriage

The officiant formally declares the couple to be married, affirming that their covenant has been witnessed and blessed.

Blessing of the Marriage

A prayer or spoken blessing is offered over the couple, asking for God's grace, joy, and faithfulness throughout their life together.

The Lord's Prayer

The congregation joins together in praying the Lord's Prayer, uniting the marriage within the larger life of the Church.

Benediction

The officiant sends the couple and congregation forth with God's blessing, marking the conclusion of the worship service.

Recessional: _____

Instrumental music is played as the couple exits and guests are dismissed, celebrating the newly formed marriage.

MUSIC SUGGESTIONS

1 – GRANDPARENTS / PARENTS

Top Choices

- Air on the G String (J.S. Bach)
- Sheep May Safely Graze (J.S. Bach)
- Canon in D (Johann Pachelbel)

Other Options

- Jesu, Joy of Our Desiring (J.S. Bach)
- Air from Water Music (G.F. Handel)
- Ave Maria (Franz Schubert)
- Ave Maria (J.S. Bach)
- Prelude No. 1 (J.S. Bach)
- Volunteer No. 1 in D Major (William Boyce)
- Fantasia (Johann Pachelbel)

2 – BRIDAL PARTY PROCESSIONAL

Top Choices

- Trumpet Voluntary (Jeremiah Clarke)
- Canon in D (Johann Pachelbel)
- Prelude in Classic Style (Gordon Young)

Other Options

- Trumpet Tune (Henry Purcell)
- Jesu, Joy of Our Desiring (J.S. Bach)
- Air from Water Music (G.F. Handel)
- Ave Maria (Franz Schubert)
- Ave Maria (J.S. Bach)
- Prelude No. 1 (J.S. Bach)
- Fantasia (Johann Pachelbel)

3 – BRIDE'S ENTRANCE

Top Choices

- Bridal Chorus ("Here Comes the Bride") (Richard Wagner)
- Trumpet Tune (Henry Purcell)
- Jesu, Joy of Our Desiring (J.S. Bach)

Other Options

- Trumpet Voluntary (Jeremiah Clarke)
- Canon in D (Johann Pachelbel)
- Air from Water Music (G.F. Handel)
- Ave Maria (Franz Schubert)
- Ave Maria (J.S. Bach)
- Prelude No. 1 (J.S. Bach)
- Prelude in Classic Style (Gordon Young)
- Fantasia (Johann Pachelbel)

4 – RECESSIONAL

Top Choices

- Wedding March (Felix Mendelssohn)
- Ode to Joy (Beethoven)
- Hornpipe from Water Music (G.F. Handel)

Other Options

- Psalm 19 (Benedetto Marcello)
- Festive Trumpet Tune (David German)
- Baroque Trumpet (Gordon Young)



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