

— 2017 —

WEDDING PLANNER

BAKER MEMORIAL
UNITED METHODIST CHURCH

A traditional church for a modern world

307 Cedar Avenue | St. Charles, Illinois 60174

bakermemorialchurch.org | phone: 630.584.6680 | fax: 630.584.6712

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5/8/17



ALEX CLANEY PHOTOGRAPHY

Congratulations on your engagement!

We're delighted that you're considering Baker Memorial United Methodist Church for your wedding and hope this time of planning and preparation will be a rich experience as you embark on this wonderful journey of marriage.

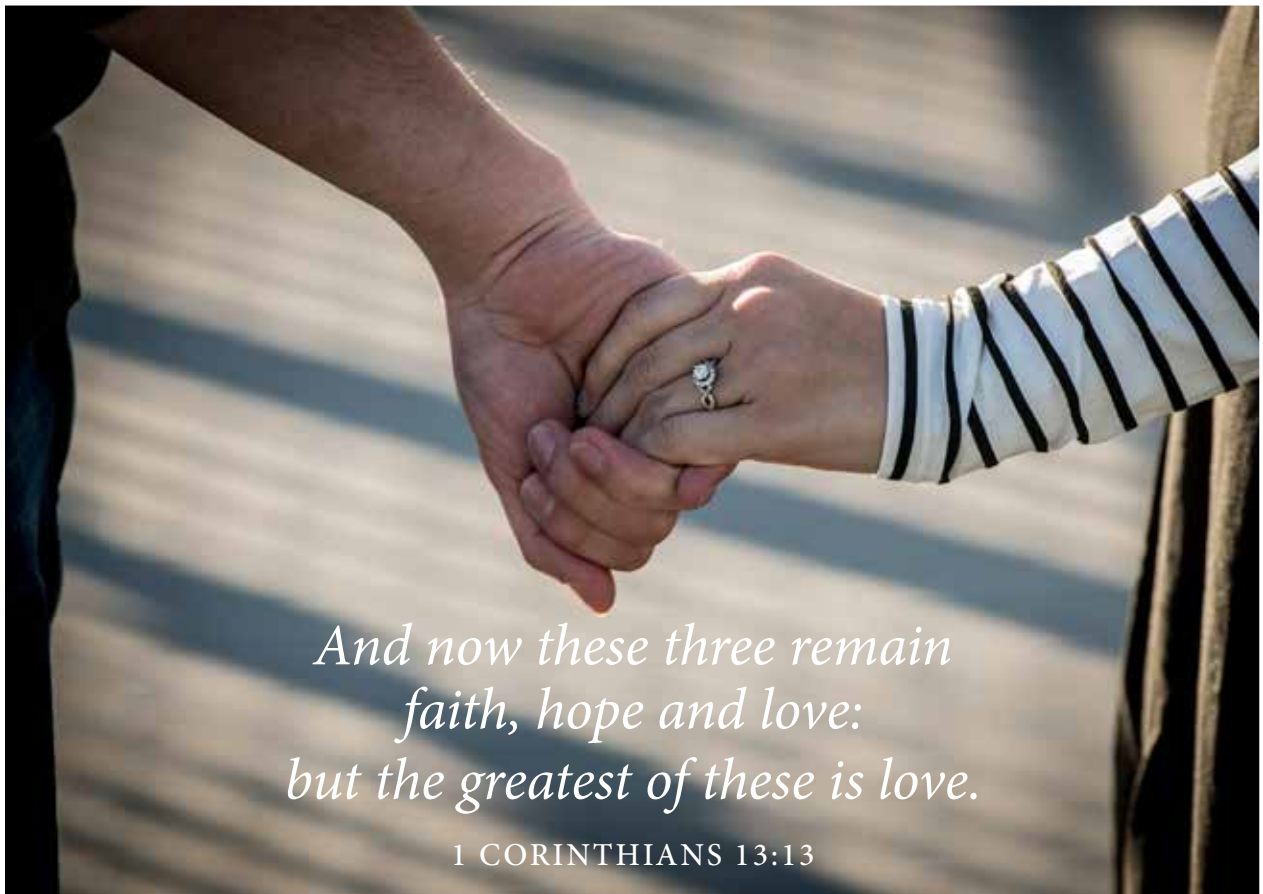
We, the clergy and staff of Baker Memorial, want to be helpful as you prepare. Our church wedding coordinator will assist and guide you through the wedding process, along with our premarital counselor and the officiating pastor. Together, they will be valuable resources.

This Wedding Planning Guide details the wedding preparation process and lists information that will help you plan your wedding day.

Please read this booklet, complete the Wedding Reservation Request, and return it to the church, by e-mail, mail or drop off at the church office.

Applications are reviewed weekly at our Tuesday staff meetings and filled on a first-come, first-served basis. After we have confirmed that your wedding date and time are available, the church office will contact you to confirm that your wedding has been scheduled.

May God bless you in this exciting time of your engagement!



*And now these three remain
faith, hope and love:
but the greatest of these is love.*

1 CORINTHIANS 13:13

Planning Your Wedding

To ensure the smooth planning and celebration of your wedding, we have prepared this guide, which you can use to record meeting dates, names, and the contact information of those helping you as you plan your wedding.

Confirmed Wedding Date & Time: _____

Confirmed Rehearsal Date & Time: _____

Name and contact information of wedding planner and officiating pastor

Wedding Planner: _____

E-Mail: _____

Phone: _____

Officiating Pastor: _____

E-Mail: _____

Phone: _____

Church Wedding Coordinator: _____

E-Mail: _____

Phone: _____

Premarital Counseling Group Session: _____

E-Mail: _____

Phone: _____

Premarital Sessions with Pastor: _____

Musician: _____

E-Mail: _____

Phone: _____

Deposit: _____

Date remaining fees due: _____

Fees paid date: _____

Our Beliefs About Weddings

As a United Methodist church, we believe marriage is the beginning of a lifelong mutual commitment made in the presence of God. A wedding is a sacred ceremony and deserves careful preparation.

To help you enjoy the blessings of marriage and the sanctity of its vows, we request:

PREMARITAL COUNSELING IS REQUIRED

We want to get your marriage off to a strong start, so we require premarital counseling for all couples. For couples utilizing a pastor associated with Baker Memorial United Methodist Church, this consists of a partial-day session held on a Saturday and two to three individual follow-up sessions with your pastor. You are welcome to contact your pastor in advance of your counseling sessions if you have questions.

If your pastor is not affiliated with Baker Memorial United Methodist Church, we will need a letter from whomever provides your premarital counseling confirming that you have completed this important step.

CHRISTIAN CEREMONY

We would be delighted to have one of our Baker pastors perform your ceremony. Your service may include a non ordained speaker. However, an ordained pastor must officiate the service, the vows, pronounce the marriage and sign the license. If you will be utilizing your own pastor, we will need a letter on church letterhead affirming their license and explaining their affiliation.

Note: Our Wedding Coordinator will connect with outside officiating pastors to discuss potential services to be held here.

MARRIAGE LICENSE

Please obtain a **Kane County Marriage License**. This license must be issued at least one day before your wedding. For information on the License, you may call the County Clerk's Office at 630.232.5950. Please bring the License with you to the Rehearsal and give it to the Minister at that time. We must have it before the wedding ceremony.



Facility Options

Baker Memorial UMC weddings are scheduled in three-hour blocks Friday-Sunday. Other days are available on a limited basis. We may schedule more than one wedding in a day, but there



must be at least one hour between the end of one three-hour block and the beginning of another. The wedding coordinator will work with Baker staff on the setup of the Sanctuary or Chapel, dressing rooms, lobby, and any other requested areas.

If your reception will be held at Baker Memorial Church,

please discuss your choice of caterer with your wedding coordinator. We also suggest you provide a light snack for the wedding party sometime before the ceremony to help avoid getting lightheaded or fainting. **Please note, no alcohol or smoking are allowed on the Baker Memorial United Methodist Church premises.**

THE SANCTUARY AND CHAPEL

You may request either the Sanctuary or the Chapel for your ceremony. The Sanctuary seats approximately 350 and the Chapel about 75 comfortably, 85 full capacity.

- *Invitations for a Sanctuary wedding should read:*
Baker Memorial United Methodist Church
Main Street at Fourth Avenue, St. Charles, Illinois
- *Invitations for a Chapel wedding should read:*
Baker Memorial United Methodist Church
Main Street at Third Avenue, St. Charles, Illinois.

Both the Sanctuary and the Chapel are handicapped accessible via ramps on the outside of the building and an elevator inside.

The following equipment is available for weddings in the Sanctuary or Chapel:

- A podium for the guest book
- Basic microphone setup (lapel for pastor, 1-2 podium microphones for solos and readings)
- A table for the unity candle; you may use our unity candle at no extra charge
- Aisle and window candles
- Flower and music stands
- Organ and piano

PARKING LOTS

Lots and on-street parking are generally available for weddings. Over 500 spots are within a five-minute walk of the church. On certain weekends, due to community activities like Scarecrow Fest in October, parking can be extremely limited. We will do our best to warn you about upcoming community events, but please note that weddings are often scheduled before community calendars are published.

DIRECTIONS TO THE CHURCH

From the North: Take Rte 25 or Rte 59 south to Rte 64. Turn right on Rte 64 to 3rd or 4th Avenue in St. Charles.

From the South: Take Rte 25 or Rte 59 north to Rte 64. Turn left on Rte 64 to 3rd or 4th Avenue in St. Charles.

From the East: Take Rte 64 east to 3rd or 4th Avenue. Turn right to the church.

From the West: Take Rte 64 east to 3rd or 4th Avenue. Turn left to the church.

IMPORTANT: Be sure to look for 3rd/4th Avenue, not Street. In St. Charles, the numbered Avenues are on the EAST side of the Fox River. Numbered Streets are on the WEST side.

Coordinating Your Wedding



Once your date request has been approved, a Baker Memorial wedding coordinator will contact you approximately four months prior to your wedding date to assist in planning the details of your wedding. Your coordinator will be your liaison with the church, attend the wedding rehearsal and wedding, and be your resource for logistical questions about your wedding day.

INITIAL WEDDING COORDINATOR MEETING

At this meeting, your coordinator will discuss with you the details of your wedding service. The coordinator will also review the Sanctuary set-up and answer any questions you may have. You may contact the wedding coordinator or visit the church before your wedding, as well. We hope you will visit and bring family members or guests! The office is generally open 9am-5pm weekdays. Worship services are held at 9am and 10:30am on Sundays.

YOUR REHEARSAL

Both the officiating pastor and your wedding coordinator will direct the rehearsal. Your coordinator

will provide tips on etiquette and coordination, meet with the ushers, review roles and responsibilities, and coordinate the start time and program cues with the pianist or organist.

Please urge all wedding participants, including the musicians, if possible, to attend the rehearsal. On occasion, two rehearsals are scheduled for the same day, so please encourage everyone to arrive 10-15 minutes early and plan for delays due to traffic. Westbound Rte 64 is congested and slow during evening rush hour.

The rehearsal lasts 45-60 minutes, depending on the size of the wedding party and the time required to review roles and responsibilities.

Ushers, parents and grandparents are strongly encouraged to attend the wedding rehearsal to learn their cues and order of service.

YOUR WEDDING DAY

Your coordinator will arrive at the church before the wedding to check the setup, turn on lights, open the door for the florist and assist as needed.

The coordinator will assist the florist, familiarize the photographer with the area, and guide the wedding party to their changing rooms.

Brides and their attendants generally dress or gather in the Parlor, located on the church's lower level by the Third Avenue entrance. Photographs may be taken there and in the courtyard outside the Parlor.

Grooms and their attendants dress or gather in our Library or Baker Hall, located just off the Cedar Avenue hallway.

The coordinator will help the wedding party with any last-minute details and line up parents and attendants to ensure a timely start. Your wedding coordinator will also provide suggestions for your receiving line and help line up the participants, if you choose. You may reserve parking spaces along Rte 64 for a limousine, trolley, or other special modes of transportation.

Honoraria & Fees

WEDDING PACKAGES

Complete Sanctuary Wedding with Baker Clergy \$2,200
Includes Sanctuary, wedding coordinator, Pastor, organist, aisle and window candles, premarital counseling sessions and custodial services.

Complete Chapel Wedding with Baker Clergy \$1,250
Includes Chapel, Pastor, wedding coordinator, organist, aisle and window candles, premarital counseling sessions and custodial services.

Sanctuary Wedding with Outside Clergy \$2,050
Includes Sanctuary, wedding coordinator, aisle and window candles and custodial services. Additional services may be added for additional fees.

Chapel Wedding with Outside Clergy \$1,100
Includes Chapel, wedding coordinator, aisle and window candles and custodial services. Additional services may be added for additional fees.

NOTE: Wedding package prices include deposit.

A LA CARTE WEDDING SERVICES

Organist \$ 200
Baker Memorial will select an organist for your wedding based on availability. All of our organists are skilled professional musicians. *Note:* Organist fees are already included in “complete” wedding packages.

Musician/Soloist Scheduling \$200
We can help you find soloists or musicians for your wedding.

RECEPTION

Baker Hall or Wiley Hall fee \$950
Three-hour reception, kitchen use and table and chair set-up/take-down

DEPOSIT

Upon confirmation of your wedding reservation, a deposit is required to hold the space. This deposit is generally not refunded.

Sanctuary Wedding\$300 **Chapel Wedding** \$100

Reception Deposit\$100

Please contact the church regarding wedding fees for Baker Memorial members.

Information for Your Service Providers

Please share the following information with your florist, photographer and musicians in order for your day to go as smoothly as possible.

YOUR FLORIST

- Flowers, corsages, boutonnieres, bows, garlands, etc. should be labeled and arrive two hours before the ceremony begins.
- The candles on the altar and the seven-branch candelabra are available for all weddings. You may also use the church's Unity candle. Aisle and window candles are available from the church. You may have a florist decorate them or use them as they are.
- The wedding coordinator will designate where the flowers should be delivered and unwrapped or unboxed.
- Pew decorations must be affixed with non-marking fasteners such as rubber bands, strings or plastic clips.
- For your safety, aisle runners are not permitted. Many brides choose to scatter silk flower petals down the aisle in lieu of a runner. Please keep in mind that only silk petals may be dropped in the Sanctuary to prevent staining the marble floors.

YOUR PHOTOGRAPHER

- Your wedding coordinator will be a good resource for your photographer before and during the wedding. Flash photography is not allowed during the ceremony except during the processional and recessional.
- Shots may be re-staged after the ceremony.
- To preserve the sacred nature of the wedding ceremony, once the ceremony begins, the photographer is not allowed to stand near the front of the church by the bridal party or bride and groom. Your pastor or wedding coordinator will work with your photographer on this guideline. The pastor has the final say.
- The ambient lighting in the sanctuary is generally sufficient to take beautiful photos.
- Photographs from the inside balcony and the outside veranda are especially lovely.

YOUR VIDEOGRAPHER

- Stationary unobtrusive video recording is welcome.
- Videographers must be positioned behind the first sitting posts in the side aisles, after the ceremony begins. Videography can be very effective from the balcony.



Selecting Music

ORGANIST OR PIANIST

Your wedding coordinator will schedule an organist for your ceremony based on availability. If you prefer a pianist, your wedding coordinator can assist you. Other musicians such as soloists can be discussed and scheduled for an additional fee.

MUSIC SELECTION

Questions regarding music, appropriateness or lyrics may be directed to the Baker Memorial organist. The organist will be able to assist you in choosing instrumental and vocal music. The officiating pastor will make final decisions on the appropriateness of all music.



MUSIC COPYRIGHT LAWS

Baker Memorial Church belongs to an organization called Christian Copyright Licensing International (CCLI). Printing copyright information along with our CCLI number allows us to use most choruses and hymns. If you are planning to print songs in your wedding program, please let your wedding coordinator know. The copyright information must be included because we are responsible for reporting all music used during any service at the church. The copyright does not extend to music outside the church repertoire.

Reception Options

We invite you to hold your wedding reception at Baker Memorial. We have two spaces that accommodate over 100 people comfortably.

- **Baker Hall** is on the church's upper level. Its beamed ceiling, wood floor and stained glass windows create a welcoming, romantic setting, especially by candlelight.
- **Wiley Hall** is on the church's lower level. It is carpeted and is attached to the fully-equipped church kitchen.

Baker Memorial provides 60" round tables, each of which comfortably seats eight people. We can also provide 6-foot rectangular tables for a head table and for buffet tables.

You will need to work with your caterer or florist for decorations. Please coordinate scheduling for decorating the reception space through your wedding coordinator.

See page 8 for reception fees.

Your Ceremony



OFFICIATING YOUR WEDDING

If Baker clergy will officiating your wedding, they will contact you shortly after you have attended the premarital counseling session. You can expect to meet with the officiating pastor two to three times before the wedding date to plan your service in detail and to do personal pre-marriage counseling. The clergy is responsible for helping you choose scriptures, plan the flow of the ceremony, and determining the vows you will use.

It is common outside of church settings to use friends or family members as officiants. Inside the church setting, friends and family members may be asked to participate in meaningful ways. However, licensed clergy members must perform key parts of the service. Our desire is to help plan a beautiful, meaningful and personal ceremony as well as help you form a strong foundation for a lifelong commitment.

If you desire to utilize clergy who are not associated with Baker Memorial UMC, the

clergy member will need to provide certification or license for ministry by a recognized faith tradition. They will also need to provide a letter of completion for when you have completed pre-marital counseling. These items should be submitted to your wedding coordinator

ORDER OF SERVICE

You will plan the order of service for your wedding when you meet with the officiating pastor. Together, with your pastor, you can adjust this plan to meet your desires.

Listed below is a typical order of service for a traditional wedding, to assist in thinking about your ceremony.

- Prelude music
- Processional
- Greeting/Call to Worship
- Hymn/Prayer
- Giving of Consent
- Solo/Hymn
- Readings
- Scriptures
- Wedding Message
- Prayer
- Exchange of Vows
- Exchange of Rings
- Symbolic Act, i.e., Unity Candle
- Communion (if desired)*
- Solo
- Pronouncement of the Marriage
- Wedding Kiss
- Introduction of Couple
- Recessional

*Note: Communion, in the United Methodist tradition, is open to all people attending. We require that all services including communion invite all attendees to receive the bread and cup if they desire.

Music for Weddings

We have a wonderful organ that provides a beautiful setting for a traditional wedding. Mark Edwards, our resident organist, has provided a list of music pieces that work well for a traditional wedding. If you would like to arrange for music that does not utilize organ, please let your wedding coordinator know and she will arrange for a different musician.

PRELUDE MUSIC: This usually begins about twenty minutes before the wedding begins. May consist of suitable and classical pieces of joyous character.

PROCESSIONAL OF PARENTS: This music can be part of the prelude or a separate piece. A favorite is Jesu, Joy of Man's Desiring.

PROCESSION OF THE WEDDING PARTY: (May include groomsmen, brides maids, flower girls and ring bearer) The selections below listed under "mellow character" are often used and quite appropriate.



BRIDAL PROCESSIONAL:

Spectacular character

- The Prince of Denmark's March, Jeremiah Clarke
- Trumpet Tune, Henry Purcell
- Trumpet Voluntary, John Stanly
- March, Henry Purcell
- Many others available

Mellow character

- Air (from Water Music Suite), Geo. F. Handel
- St. Anthony's Chorale, att. to Haydn
- Airia (from Concerto Grosso No. 10), Geo. F. Handel

- Largo (from Xerxes), Geo. F. Handel
- Cannon in D, Johann Pachelbel
- Others available

UNITY CANDLE:

- Hymn: O Perfect Love, Joseph Barnby
- Hymn: When Love is Found, arr. Hal Hopson
- Other suitable hymns and/or spirituals
- Where 'er You Walk (A love song), Geo. F. Handel
- One Hand, One Heart (a prayer), Leonard Bernstein
- Dedication (A love song), Robert Schuman

RECESSIONAL:

Any selections listed above under spectacular character, plus these favorites:

- Hornpipe in D (from Water Music), Geo. F. Handel
 - Psalm XIX, Benedetto Marcello
 - Allegro (The Arrival Queen of Sheba), Geo. F. Handel
 - Toccata in C, Johann S. Bach
 - Toccata in F, Dietrich Buxtehude
- Some allegro (fast) movements from**
- The Seasons, Antonio Vivaldi

ADDITIONAL COMMENTS:

- The songs and pieces listed here are given to you as recommendations based on Mark's years of experience playing for many weddings. They have proven to work well.
- Music included in weddings is to be performed live. On rare occasions, special music selections that can not be adequately performed live may be included in the body of the ceremony. This is at the discretion of the pastor. Baker Memorial UMC does not accept responsibility for the acoustic quality of recorded music being played.
- A music consultation session is recommended at Baker Memorial UMC.

Your Vows

We have provided some possible vows for your wedding to assist you in this important part of your ceremony. You may also choose to write your own vows or adjust them to capture the nature of your commitment. Please coordinate this with your pastor at least one month before the wedding.

Marriage Vows

- In the name of God, I, X, take you, Y to be my wife/husband. To have and to hold from this day forward, for better or for worse, for richer or for poorer, in sickness and in health, to love, cherish and respect until we are parted by death. This is my solemn vow.
- X, in the presence of God, our family, and friends, I take you to be my wife/husband, together to love, to work and to share, to grow and to understand, to discover a deep, full life united as one, so long as we both shall live.
- X, today in the presence of God, I commit myself to you as your husband/wife for as long as we both shall live. I have nothing to offer but my hopes for us, my dreams for our future, my strength to invest in our marriage, my all. Today I give you the heart and the soul of who I am, not because I think I will lose who I am, but because I know I can be more truly myself with you than without you.

In the presence of God I, X, take you, Y, just as you are, above all others, and however you may change, to share my life as long as we both shall live.

Words for the Exchange of the Rings

These words are spoken as you place the ring on your spouse's finger. If none of these feel right, these words may be customized to fit with the scripture or other readings you have chosen for the service.

- X, I give you this ring as a sign of my never-ending love and faithfulness.

- X, with this ring I thee wed, in the name of the Father, the Son and the Holy Spirit.
- X, I give you this ring as a visible sign of the vows we have made today.
- X, I give you this ring, as a sign of my love which hopes all things and endures all things.

COMMUNITY MARRIAGE AGREEMENT

We, at Baker Memorial United Methodist Church, have a high regard for marriage.

We believe...

- That God has established the sanctity and companionship of marriage in scripture.
- That God intends the marriage bond to last a lifetime.
- That as spiritual leaders, we have a responsibility to provide and to participate in premarital preparation to improve the understanding and mutual commitment of couples being married.
- That as spiritual leaders, we have a responsibility to provide ongoing support to strengthen and nourish existing marriages

Therefore, we will...

- Ask that you complete premarital counseling.
- Encourage additional retreats, classes, and marriage enrichment opportunities that are designed to continue to build and strengthen marriages.
- Use or develop programs for troubled marriages that use counseling, retreats, and mentoring by other couples.
- Cooperate with other congregations and organizations to share resources and to create a positive climate in which all marriages are helped to succeed.

Frequently Asked Questions



Can decorations be put on the pews?

You can! Any pew decorations (bows, flowers, etc.) must be attached with rubber bands, plastic clips or string. Please check with your wedding coordinator.

Can I use your candles?

Candles and holders for aisles and windows are included. If you would like additional candles, please discuss it with your wedding coordinator.

Can we use an aisle runner? For your safety, aisle runners are not allowed in the Sanctuary or Chapel.

Can we videotape the ceremony? Videotaping is allowed, using a stationary camera. Work with the wedding coordinator and officiating pastor on acceptable locations.

Can we have food in the church? Food and beverages are allowed in the parlor and in the library. Bottled water is allowed in the Sanctuary and in the Chapel.

Can I have alcohol at my reception? Alcohol is not allowed anywhere on the premises.

Can I have a trolley for the wedding party? Yes, the trolley can pull up in the parking spaces directly in front of the church. Work with your coordinator to block off those spaces prior to the wedding. Some couples have had an ice cream truck

for the guests after the wedding as part of the receiving line. Again, please work with your wedding coordinator.

I need help finding a soloist/musician. We would be happy to help you find soloists or musicians. We have many gifted musicians available.

Can our guests throw rice? We ask that you toss lavender buds, blow bubbles, ring bells, or release butterflies or doves to celebrate the couple. For safety and environmental reasons, we do not allow rice, potpourri, bird seed or silk flower petals. If you have a creative idea, please ask your wedding coordinator!

CHURCH POLICIES

- Baker Memorial UMC and all surrounding grounds are smoke and alcohol-free.
- To usher the bride and groom away with good wishes, we ask that you use bubbles, ring small bells, release butterflies or toss lavender buds. Rice, real rose petals and bird seed are not allowed due to environmental and safety concerns.
- It is your responsibility to communicate these policies to your wedding party and to whomever else needs to know.
- Wedding prices reflect the total cost of services; we may request that you make checks out to separate individuals.
- Soloists and Musicians other than Baker organist/pianist negotiate their own fees.
- Bottled water is allowed in both the Sanctuary and Chapel. Please make sure to pick up and discard empty bottles.

Preferred Providers

There are many excellent florists, photographers, and caterers in the Fox Valley area. We have worked with the following professionals and recommend them without reservation.

FLORIST

Swaby Flower Shop

St. Charles, Illinois
630.584.0135
swabyflower.com

Town & Country Gardens

Geneva, Illinois
630.232.6685
towncountrygardensgeneva.com

RECEPTION

Hotel Baker

St. Charles, Illinois
630.584.2100
800.248.0110
hotelbaker.com

Riverside Receptions

Geneva, Illinois
630.262.8371
riversidereceptions.com

The Royal Fox Country Club

St. Charles, Illinois
630.584.4000
royalfoxcc.com

CATERER

Tarragon Catering

South Elgin, Illinois
630.624.4272
tarragoncatering.vpweb.com

Isacco's Kitchen

St. Charles, Illinois
630.444.0202
isaccokitchen.com

TRANSPORTATION

Spare Wheels

Transportation
St. Charles, Illinois
630.377.4637
sparewheels.com



Wedding Reservation Request

Weddings are not confirmed until this form is completed and necessary approvals are obtained. Applications are reviewed weekly at our Tuesday staff meetings and filled on a first-come, first-served basis. After we have confirmed that your wedding date and time are available, the church office will contact you to confirm that your wedding has been scheduled.

Today's Date _____

Wedding: Week Day & Date _____ Time: _____

Rehearsal: Week Day & Date _____ Time: _____

Ceremony Location: ____ Sanctuary (*holds approximately 350*) ____ Chapel (*holds approximately 75*)

Bride's Name _____

Address _____

Home/Cell Phone # _____ Work # _____

E-Mail Address _____

Groom's Name _____

Address _____

Home/Cell Phone # _____ Work # _____

E-Mail Address _____

Contact Person —*if other than bride or groom* _____

Address _____

Home/Cell Phone # _____ Work # _____

E-Mail Address _____

Who is officiating your ceremony? ____ Baker Memorial UMC Pastor ____ Your Pastor

If *your* pastor is officiating your ceremony, **Pastor Name** _____

Church Affiliation _____ Church Phone # _____

Mailing Address _____

PLEASE NOTE: Baker Memorial UMC is not responsible for any items left in our building after the ceremony.

In order to fully staff your BMUMC wedding, please answer the following questions.

Do you envision utilizing organ music as part of your ceremony? ____ yes ____ no

Do you anticipate having Baker Memorial help you find other musicians beyond organ? ____ yes ____ no

If yes, what category? ____ pianist, ____ female vocalist, ____ male vocalist, other _____

Do you anticipate decorating with candles for your ceremony? ____ yes ____ no

BAKER MEMORIAL UNITED METHODIST CHURCH

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