



# Dixboro Church

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Connect. Grow. Serve.

## Wedding Guide

Dixboro United Methodist Church  
5221 Church Road  
Ann Arbor, Michigan 48105  
734-665-5632  
[www.dixborochurch.org](http://www.dixborochurch.org)

# Check List

- Date and time of wedding confirmed with church office.
- Discussion held with pastor to clarify any questions.
- Non-refundable deposit of half the total fee sent to the church.  
*This will hold your date. Checks made out to "DUMC" with "(your name) Wedding" in the memo line.*

Check/Money Order #: \_\_\_\_\_

Date mailed or hand delivered: \_\_\_\_\_

- Appointment(s) confirmed with pastor to begin premarital counseling sessions.

1<sup>st</sup> Session: \_\_\_\_\_

2<sup>nd</sup> Session: \_\_\_\_\_

3<sup>rd</sup> Session: \_\_\_\_\_

- Contact made with Wedding Coordinator.

Date of 1<sup>st</sup> contact or meeting: \_\_\_\_\_

- Contact made with Minister of Music regarding music for the wedding.

Date of 1<sup>st</sup> contact or meeting: \_\_\_\_\_

- Marriage license application completed.

Date submitted to county: \_\_\_\_\_ Date received: \_\_\_\_\_

- Marriage license delivered to church at least one week prior to the wedding, with full legal names of two witnesses who will be at both the rehearsal and the wedding ceremony.

Date mailed or hand delivered: \_\_\_\_\_

- Balance paid to church at least one week prior to the wedding.

Check/Money Order #: \_\_\_\_\_

Amount of Check/Money Order: \_\_\_\_\_

Date mailed or hand delivered: \_\_\_\_\_

## **The Wedding Ceremony**

The Wedding Ceremony is a religious service of worship; therefore, all preparations and arrangements leading to and becoming a part of this ceremony should be made with this in mind. By choosing to be married in the sanctuary, you are affirming that you want your wedding to have some religious significance, and all aspects of the ceremony must reflect this orientation.

## **Arranging Your Wedding**

Your wedding style should reflect your desires, and may be determined by the number of guests or the size of your budget. The time of your wedding often determines how formal it will be. While informal weddings can be performed at almost any time of the day, formal weddings usually begin after 5pm. If possible, our pastors prefer to begin weddings no later than 5:30pm

Here at Dixboro Church, we are eager to make your wedding a memorable and beautiful occasion and are prepared to assist you in every way possible. In order to avoid any misunderstanding, our policy is to discuss wedding arrangements only with the bride and groom (not a wedding consultant or family members). Inside this booklet, you will find the names and telephone numbers of the persons you will need to talk to regarding various aspects of your wedding. Please note that it is your responsibility to initiate those conversations.

First you will want to contact the Church Office at 734-665-5632 to confirm that the sanctuary is available on your desired wedding date. The Church Office will also answer any questions regarding fees. If your date is available, the Church Office will contact our ministers to determine which of them will officiate at your wedding. Then you will need to contact the minister assigned to you (6-8 months prior to your wedding) to schedule an introductory meeting.

## **Fees**

Our Administrative Assistant will be happy to provide you with our current Fee Schedule. A deposit of one half of the total fees is due within 30 days after your wedding date has been confirmed. Your date will not be guaranteed until the deposit has been received. This deposit is non-refundable. The balance of the remaining fees and the marriage license must be brought to the Church Office at least one week prior to the wedding.

## The Pastor

Once your wedding date is confirmed and you've made the necessary deposit, then it is your responsibility to contact your assigned parish clergy to discuss your wedding arrangements and begin pre-marital counseling (preferably about six months prior to the wedding). United Methodist church law requires that a Dixboro clergy officiate at all weddings at Dixboro Church. Inviting additional guest clergy is generally discouraged, but may be allowed, subject to our pastor's discretion. If you wish to request that another clergy person participate with the Dixboro minister in your ceremony, you must first contact the DUMC minister, who will extend the invitation to such other clergy person.

No wedding will be conducted at Dixboro without pre-marital counseling. Generally, we require at least three sessions over a 4-6 month period, so be sure to contact the officiating minister well in advance of your ceremony.

As a courtesy to our parish clergy, if you would like them to share in your celebration at a rehearsal dinner or reception, please specifically invite them well in advance. Do be aware that their schedules may not allow them to participate.

## The Wedding Coordinator

Our Church Wedding Coordinator is prepared to work with you from the time you book your wedding at Dixboro, until after the ceremony at the church. However, if you wish to secure your own Wedding Planner, our Wedding Coordinator will be happy to work with them. **It is our church's policy that our Coordinator must at least be present for your Rehearsal and Wedding.** Wedding Coordinator's duties are as follows:

- Meet with the bride and groom to discuss Sanctuary set-up.
- Meet with your Wedding Planner (if you hired one) to review and approve plans and provide help and information.
- On the day of your rehearsal, coordinator will open and close the building and help you finalize placements of floral arrangements, unity candles and candelabras.
- On the day of the wedding, the coordinator will open and close the building, and direct the florist and other personnel associated with the church wedding decorations.
- After the wedding, coordinator will assist wedding party in removing all items from the church and ensure the building is in order for Sunday services.

## Music

A church wedding is a sacred rite invoking the blessing of God on the founding of a marriage. As such, the music should reflect and intensify the mood and meaning of the service and direct our thoughts toward God. Whether you prefer sacred or secular music in a traditional or contemporary style, please remember that all music in your wedding ceremony should be fitting for a worship setting.

Our Music Director is responsible for all music in the service and will assist you in selecting the music. You will want to confirm the Music Director's availability well in advance of your wedding. The Music Director has a great wealth of music available for the wedding ceremony and will gladly help you with additional material for soloists and instrumentalists. If you wish to invite your own musicians to participate in your wedding, you must speak to our Music Director about your intentions. The wedding fee includes the services of the Music Director at one meeting to plan the wedding music, at the rehearsal and at the ceremony. Other musical services may be available and the cost of these will be negotiated in discussion with the Music Director.

## Contact Information

### Lead Pastor

Rev. Tonya Arnesen  
revtonya95@comcast.net  
586-292-1036

### Deacon

Rev. Mary Hagley  
revmaryhagley@gmail.com  
734-652-5389

### Church Office

dumc@dixborochurch.org  
734-665-5632

### Music Director

Zack Belsky  
ZackBelsky@yahoo.com  
248-343-6236

### Wedding Coordinator

Helen Snedeker

## Drug, Alcohol and Tobacco Policy

Please note that United Methodist Church policy prohibits alcoholic beverages and the use of recreational drugs in the church or on church property. Persons appearing under the influence at the rehearsal or ceremony may cause cancellation of the ceremony in the church.

This is a smoke-free environment. This includes the church building, the parking lot, and the Village Green.

**NOTE: Wedding couples are responsible for informing their guests of our policy.**

## Sanctuary Decorations

A church wedding is a service of worship and consecration. The church will be decorated and used in keeping with the atmosphere of a place of worship. The sanctuary can comfortably fit **approximately 125 people and up to 150 with extra chairs and tighter seating**. Plans for floral arrangements and other details will be made with the Wedding Coordinator in advance of ordering. Flowers, decorations, or candelabras should be placed so as not to dominate. Altar arrangements are not to be higher than the arms of the cross that is on the altar. Most couples take the flowers to the reception, but if you wish to leave any flowers for the Sunday service, please notify the Wedding Coordinator. Candles may only be used on the altar or the side of the altar in additional candle stands. Decorations for the pews may only be tied in place or attached with elastic, not with tape. If you are using rose petals or bird seed after the ceremony, please do not pass them out until you are outside and couple is about to exit.

The following articles may be available for your use, courtesy of the Altar Guild. Discuss with the Wedding Coordinator if you are interested in any of these items:

- White parchments for the altar.
- Kneeling bench.
- Two additional tall candle stands. (You supply the necessary 14 dripless white dinner size candles at the rehearsal.)
- Unity or wedding candle holder. (You supply the candle.)
- Flower containers which may be used by your florist and flower stands.

## **Your Marriage License**

The marriage license must be obtained in the county where either the bride or groom legally resides, but it may be used in any county in Michigan. You will need to apply for your license in person at your county building. It is recommended you call your county building at least six weeks prior to your wedding to learn what identification documents they require; whether or not there is a waiting period between application and receipt of your license and how many days the license is valid. County offices are not open on weekends.

***Please bring the marriage license, with the final payment, to the church office at least one week before your wedding date.*** At that time, you will need to write out the names of the two people (over 18) who will serve as your witnesses. Make sure the legal names are spelled correctly. These witnesses must be present at both the rehearsal and the wedding ceremony. You are not officially married until the pastor performing the ceremony and two witnesses have signed the license. The witnesses and the bride and groom will sign the license after the wedding service. **NOTE:** We cannot legally perform your marriage ceremony without a marriage license.

## **The Wedding Rehearsal**

The rehearsal is your insurance that everything is ready and all your attendants are present and informed as to their participation. Generally, the rehearsal takes place the night before the service and lasts about 60-90 minutes. The date and hour of the rehearsal should be set when arranging for the date of the marriage service.

The officiating pastor and our wedding coordinator will conduct your rehearsal. It is important that ALL members involved in the service be present as well as parents of the bride and groom, and those who will be reading lessons or prayers and ushers. The two legal witnesses must be present at the rehearsal.

The couple will arrive fifteen minutes before the rehearsal and certify the final details of the service with the minister. In order to begin on time, the wedding party is to arrive a few minutes early.

If you are choosing to use the candle stands (see *Sanctuary Decorations*), please bring the candles to the rehearsal.

## **Photographer(s)**

Your wedding photographer will be welcome, but not required, at the rehearsal. On the wedding day, he or she must meet with the minister upon arriving at the church. We require that flash pictures NOT be taken during the service as they will detract from the focus on the couple and the occasion. Available light photos may be taken from the back of the church. Parts of the ceremony can be restaged afterward for specific close-ups. Videotaping is an option. As a courtesy to your guests, the officiating pastor must pre-approve placement of video and photography equipment during the ceremony. Due to safety issues, photographers will be prohibited from setting up any equipment in the center aisle.

## **Planning Notes**

# Christian Service of Marriage from the United Methodist Book of Worship

## GATHERING MUSIC

## PROCESSIONAL

## GREETING

## DECLARATION OF INTENTION

\_\_\_\_\_ will you have \_\_\_\_\_ to be your husband/wife, to live together in holy marriage? Will you love him/her, comfort him/her, honor and keep him/her, in sickness and in health, and forsaking all others, be faithful to him/her as long as you both shall live? Response: *I will.*

## RESPONSE OF THE FAMILIES

Who presents woman to be wed to this man? Response: *Her mother and I do.*

The marriage of \_\_\_\_\_ and \_\_\_\_\_ unites their families and creates a new one.

They ask for your blessing. Would the congregation repeat after me.

*We rejoice in your union/ and pray God's blessing upon you.*

Will all of you, by God's grace, do everything in your power to uphold and care for these two persons in their marriage? If so, please respond by saying. *We will.*

## THE SCRIPTURE LESSON

## HOMILY

## VOWS

In the name of God, I \_\_\_\_\_, take you, \_\_\_\_\_, to be my wife/husband. To have and to hold from this day forward for better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish as long as we both shall live. This is my solemn vow.

## EXCHANGE OF RINGS

I give you this ring as a sign of my vow and with all that I am and all that I have I honor you in the name of the Father and of the Son and of the Holy Spirit.

## UNITY CANDLE (optional)

## BLESSING/CONSECRATION OF MARRIAGE

## SACRAMENT OF HOLY COMMUNION (optional)

## DECLARATION OF MARRIAGE

## PRESENTATION

## RECESSIONAL

## Suggested readings from the Bible

*The pastor will discuss with you, the readings you would like incorporated into your service.*

*The following are some popular choices:*

### Old Testament Readings

Genesis 1: 26-28	(The creation of man and woman)
Genesis 2: 4-9, 15-24	(A man and women become one flesh)
Ecclesiastes 3: 1-8	(A time for everything)
Ecclesiastes 4: 1-6	(Called to the one hope)
Ecclesiastes 4:25-5:2	(Members one of another)
Isaiah 43:1-7	(You are precious in God's eyes)
Isaiah 55: 10-13	(You shall go out in joy)
Isaiah: 61: 10-62.3	(Rejoice in the Lord)
Isaiah 63: 7-9	(The steadfast love of the Lord)
Ruth 1:16-17	(Where you go I will go)
Proverbs 31: 10-31	(A wife of noble character)
Song of Solomon 2: 10-14, 16a; 8:6-7	(Love is strong as death)
Tobit 8: 56-58 (New English Bible)	(That she and I may grow old together)

### New Testament Readings

Colossians 3: 12-17	(Love which binds everything together in harmony)
Ephesians 2:4-10	(God's love for us)
Ephesians 3: 14-19	(The Father from whom every family is named)
Ephesians 5: 1-2,21-33	(Walk in love, as Christ loves us)

### Gospel Readings:

1 Corinthians 13: 1-13	(Love is patient and kind)
1 John 4:7-16	(God is love)
Matthew 5: 1-10	(Beatitudes)
Matthew 5: 13-16	(You are the light of the world)
Matthew 7: 21,24-29	(Building your house upon the rock)
Matthew 22: 35-40	(Love, the greatest commandment)
Mark 2: 18-22	(Joy in Christ as at a wedding)
Mark 10: 6-9, 13-16	(They are no longer two, but one)
Mark 10:42-45	(True greatness)
John 2: 1-11	(The marriage feast of Cana)
John 15: 9-12	(Love one another as I have loved you)
John 17:22-24	(They may be one as we are one)

# Popular Wedding Songs

## Processional

Cannon in D -- Pachelbel  
Grand Triumphal Chorus in A major- J.S. Bach

## Bridal Entrance:

Trumpet Voluntary -- Purcell  
Trumpet Voluntary (Prince of Denmark's March) -- Clarke  
Bridal Chorus from Lohengrin – Wagner

## Recessional

Wedding March -- Mendelssohn  
The Rejoicing - Handel  
Te Deum Laudamus - Charpentier

## Other Favorites

Ave Maria -- Schubert  
Jesu, Joy of Man's Desiring -- J.S. Bach  
Alleluia -- Handel  
Rondeau -- Mouret  
Water Music: Allegro Maestoso – Handel

*If you plan on having a soloist sing a more modern song, please let the Minister of Music know what it is and get his/her approval.*

*If you would like your guests to participate in the service by singing, here are a few suggestions from the United Methodist Hymnal:*

- #643 When Love is Found
- #645 O Perfect Love
- #408 The Gift of Love
- #138 The King of Love My Shepherd Is
- #695 O Lord, My Church and Home Combine
- #647 Your Love, O God, Has Called Us Here
- #642 As Man and Woman We Were Made
- #451 Be Thou My Vision
- #158 Come, Christians, Join to Sing
- #164 Come, My Way, My Truth, My Life
- #549 Where Charity and Love Prevail
- #89 Joyful, Joyful We Adore Thee