



Your Wedding
At
Forest Chapel
United Methodist
Church

**FOREST CHAPEL UMC
680 W. Sharon Rd.
Cincinnati, Ohio 45240
825-3040
www.forestchapel.org**

Revised 18 Jul 06

YOUR WEDDING AT FOREST CHAPEL

INTRODUCTION

Forest Chapel, its clergy and staff are ready to be of service to those who desire to be united in Christian marriage. Many customs and courtesies are included in this booklet so that it might be helpful to you in planning your wedding.

A wedding at Forest Chapel involves Christian liturgy, a time of joyful worship and the first step in a long life of love and fidelity. Accordingly, Forest Chapel reserves the right to approve any and all aspects of the service and the use of the facilities. We hope that you will read these pages with the understanding that we all want your wedding day to be a joyous and memorable occasion.

THE CHURCH

The family of the bride, according to custom, takes the initiative in making plans for the use of the church. The arrangements for using the church, fees for the organist, soloist (if needed), church-provided amenities (i.e. pew candles, candelabra, etc.), reception, the sacristan, are usually met by the family of the bride.

The date should be cleared with a pastor and the church office at the earliest convenient time so that the date may be secured and any special needs may be planned for and met. There are many organizations and individuals using the church and such special requests must be made early if disappointment is to be avoided.

An absolute ban on smoking or alcoholic beverages is observed in and near the building at all times. Please confine smoking to the parking lot area. Rice, confetti, and balloons are likewise not permitted.

Seating capacity of the sanctuary is 400 on the main floor and another 50 in the balcony.

WEDDING COORDINATOR

A **Wedding Coordinator**, a member of Forest Chapel, will be assigned to each wedding. Many arrangements and most questions can be addressed to this person. If you have retained the services of an outside coordinator, they must still work with the church's representative. This is non-negotiable.

DECORATIONS

The placing of flowers and other decorations in the church must be planned with the **Wedding Coordinator**. Florists who are not acquainted with Forest Chapel must have a prior conference with the coordinator. If any of the flowers from the wedding are to be left for use by the church, we ask that the church office be notified of this offer. Please do not use real rose or other flower petals preceding entrance of bride. Use only artificial flowers.

No tape, scotch or adhesive, may be used and all decorations must be removed following the service of marriage.

Visuals in the church building will vary depending on the season of the year. These may include banners and extensive seasonal altar arrangements, especially near Christmas, Easter, Memorial Day and Thanksgiving. These visuals must **not** be removed or altered in any way.

OPTIONS

Forest Chapel offers a variety of liturgical and decorative opportunities for the bride and groom. Wedding bulletins and printing services are available. There are two seven-branch candelabra and also a set of wedding candle holders for the bride and groom that the church will provide. Please note, we ***do not provide nor do we allow*** the use of an aisle runner.

A set of fourteen individual aisle candles are available for your use. If your florist provides the aisle candles, please be advised that nothing may be attached to the pews.

PRE-MARITAL CONSULTATIONS

It is required that the bride and groom take the initiative to schedule pre-marriage consultations with their assigned clergy member. The first of two sessions should be scheduled in advance of any major wedding day decisions.

PHOTOGRAPHY

The standing policy of the church is no flash photography will be permitted during the wedding service. This includes guests and “official” photographer. This “official” photographer may take flash photos during the processional but must return to the rear of the church during the service of worship. Available light photos may be taken from the rear or the balcony.

If photos are to be taken prior to the wedding, this must be pre-arranged with the church’s **Wedding Coordinator**. All photography in the church should conclude no later than 1½ hours following the stated time of the wedding.

If a videographer is utilized, only stationery cameras will be permitted. ***NO ROAMING VIDEO CAMERAS, PLEASE.***

MUSIC

It is expected that the organist at Forest Chapel will play for your wedding. In cases of vacation or other unavailability, the assistant organist will play. Vocal soloists may be selected from the church choir or some other person chosen by the couple. All music for the service must be arranged and approved in consultation with the pastor and/or organist.

The church has a very fine handbell choir available to play for your wedding. The charge listed in the **Schedule of Fees** must be provided to the handbell choir director at least one month prior to the wedding. The church also has other fine musicians; please inquire.

MARRIAGE LICENSE INFO

- Bride and Groom must be present at time of application.
- The couple must bring \$45.00 cash.
- Both should have a government issued photo I.D.
- Ohio residents must apply in the county where they reside. Out-of-state residents must apply in the county where they wish to be married.
- If previously divorced, a certified copy of the most recent divorce decree must be submitted to the Probate Court at the time of application.
- Once the license is issued, it is valid for 60 calendar days.
- The couple must swear, or affirm, that all information provided is true and complete.

OFFICE LOCATIONS:

230 E. Ninth St. (downtown)
946-3589

1216 W. Kemper Rd. (Forest Park)
742-6662

Also check Probate Court's website for latest information:
www.probatect.org

FEES

Because there are a large number of weddings scheduled at Forest Chapel and because they represent a significant use of facilities and staff, a **Schedule of Fees** has been established. The fees are intended to partially defray the operating expenses of the facilities and compensate the staff for their extra services on your behalf. These fees are always subject to change.

All fees, including honorariums for clergy, are to be paid in full to the church office at least one week prior to the wedding.

FEE SCHEDULE

CHURCH BUILDING

Sanctuary	\$200.00
Chapel	\$ 75.00
Fellowship Hall (Reception)	\$150.00

STAFF

Clergy	\$175.00
Organist	\$150.00
Soloist	\$125.00
Custodian	
Sanctuary/Chapel Only	\$ 75.00
Sanctuary/Chapel plus FH	\$ 125.00
Wedding Coordinator	\$100.00
Sound Technician	\$ 50.00

OPTIONS

Candleabra Rental	\$ 25.00
Individual Aisle Candle Rental	\$ 40.00
Wedding Bulletins/per 100	\$20.00
(covers not included)	
Harpsichord Tuning Fee	\$50.00
Handbell Choir	\$150.00

CHURCH CONTACTS

**Office - Call here for general info and updates --
825-3040**

Sacristan - William Bill -- 851-0200

Wedding Coordinators

Joyce Smith -- 851-2434

Vicki Vaughn -- 774-0398

Organist - see church office

Bell Choir - Judy Voyles -- 677-2782

GENERAL DIRECTIONS

From I-75 take Sharon Rd. Exit and proceed west to the church.

From I-275 take Winton Rd. Exit and proceed south to Sharon Road turning east to church.