

## **WEDDING HANDBOOK**



Heritage United Methodist Church  
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*HERITAGE UNITED METHODIST CHURCH*

*On the Diamond*

*Ligonier, PA*

*724-238-2627*

### **Glenn F. Cook Chapel:**

The Glenn F. Cook Chapel seats no more than 35 persons plus the wedding party. Due to the size of the Chapel, facilities are limited, but an organ is available and altar flowers may be used. The two seven-branch candelabra may also be used to create an even more formal setting. A rehearsal may or may not be necessary.



### **BUILDING POLICIES:**

Smoking is not permitted in any part of the building.

The same restrictions apply to alcoholic beverages.

The use of rice, confetti and balloons are considered dangerous to the environment and are therefore prohibited.

We know that your wedding will be lovely. Weddings are very special and the Clergy and staff of Heritage United Methodist Church are ready to help you in any way possible to prepare for this memorable day.

*You have indicated your desire to be married in the Heritage United Methodist Church of Ligonier on the Diamond.*

*We are pleased that you have considered this church as the place where you wish to experience one of the most momentous events in your lives.*

*Like you, we want your wedding to be a happy and memorable occasion. We want it to be a good beginning for a happy and loving life together...an experience that will set the tone for your marriage. It is with this in mind that we have prepared this booklet.*

Heritage United Methodist Church Sanctuary is beautiful. However, we understand that you, as the bride, might want to add your own special touches.

### **Candelabra:**

There are two tall brass candelabra with seven tapers each that are available for placing on each side of the altar table. Flowers can be added to the candelabras, but no wire is to be used because of the potential scratching/damage to the candelabra.

### **Aisle Runner:**

The aisle runner is supplied by the bride. Most florists have these available. If you are planning on having a Flower Girl distribute rose petals, then the aisle runner is mandatory.

### **Orders of Worship:**

Many couples have wedding bulletins (Order of Service) professionally published. Your clergy will help you with the details of your orders of worship. See the wedding coordinator or the pastor for further information.

### **Photography:**

All photographers, be they professional, family members or friends, must adhere to the restrictions set by Heritage United Methodist Church. Do not be concerned that these restrictions will not allow you to have a beautiful and meaningful pictorial record of your wedding ceremony.

The photographer may come to the church before the service and take pictures.

If you would like to re-create parts of your wedding service, your participating clergy will remain to do so. Group pictures of family may be done in the Sanctuary after your service, but **all photography must be completed within one hour of the ceremony.**

### **Videography:**

The clergy of Heritage United Methodist Church is very restrictive with our policies pertaining to videos. Videography will only be allowed from the rear of the sanctuary. No camera lights will be permitted during the service. Any questions should be directed to the pastor.

**Sound Technician:**

A sound technician is needed for all services. There are occasions when extra sound equipment is needed for additional instrumentalists, etc. The Heritage Church sound technician will work with you in this situation.

**Altar Kneeler:**

The wedding kneeler for the bride and groom is available for your use. Please let us know as soon as you decide you will need it.

**Unity Candle:**

The unity candle has become an integral part of the wedding ceremony. If desired, the candles, holders, and lighting wicks need to be provided by the couple.

**Flowers:**

Many local florists have provided flowers for wedding at Heritage United Methodist Church. They are familiar with our policies and will provide you with appropriate suggestions. If you need my help in securing a florist, please feel free to call me. Rachel's Ligonier Floral is the Heritage florist (724-238-6626).

Your wedding flowers should be removed unless arrangements have been made with the church to leave them. Celebrative recognition may be noted in the worship bulletin. See the wedding coordinator for more information.

A rose may be placed on the altar in memory of a loved one or in appreciation of a special person. A notation of this can be included in your order of worship.

The pinning of corsages and boutonnieres is usually done in the Wesley Room. Persons normally receiving flowers are mothers, fathers, grandparents and any special friends participating in the service. It is not necessary, but you may present flowers to the guestbook host(ess) and readers.

Your flowers should be delivered to the church one and one half to two hours prior to the time of your wedding.

### **Little Ones:**

If you have chosen to have little ones (Flower Girl and/or Ring Bearer) as a part of your wedding party, they may walk in the Processional directly in front of the Bride or lead the Processional.

Since one half hour or more is a long time for little ones to stand, it is advisable to have them sit in the first pew during the ceremony. They may re-enter the wedding party for the Recessional.

### **Added Participants:**

Additional friends or relatives may be included by serving as guest book host(ess), scripture reader, additional ushers, acolytes, etc.

### **Seating Arrangements:**

Parents of the groom are seated in the first row of the right hand side. Parents of the bride are seated in the first row on the left hand side.

Grandparents are seated in the second row.

Siblings of the bride and groom may sit with the grandparents or be seated in the third row. If there are any other seating requirements for a non-traditional family, *please let this be known* to the groomsmen/ushers and to the wedding coordinator.

### **Dressing Areas:**

The downstairs Parlor is available as a dressing area for the bride, her attendants and female family members, if necessary. We make a policy to protect the privacy of the bride so that she is not seen until the processional. If you wish to have visitors prior to your wedding ceremony, please tell us in advance. We have provided many and varied items for your use in an attempt to take care of last minute challenges.

The parents and grandparents may wait in the Wesley Room prior to the service.

The Choir Room is provided as a waiting area for the groom and the best man.

### **Receiving Line:**

Receiving lines are usually set up in the center back aisle or outside. Your receiving line may be held, weather permitting on the Ligonier Diamond.

If your time frame is limited for your receiving line, it is acceptable for just parents, bride and groom to receive. With all members of your wedding party included, the receiving line should take approximately 45 minutes per 100 guests.

The order of the receiving line should be: Mother of the Bride, Father of the Groom, Mother of the Groom, Father of the Bride, Bride and Groom. It is not necessary to have the rest of the bridal party or grandparents in your receiving line; the choice is yours.