

Wedding Packet



Guidelines, Policies & Fees

Rayne Memorial United Methodist Church

for over 140 plus years shining the light of God's love and grace

**3900 St. Charles Avenue
New Orleans, Louisiana 70115 504-899-3431
www.raynenola.org**

We Welcome Your Wedding

Rayne Memorial United Methodist Church

welcomes you and provides these guidelines to assist you in planning your wedding.

Wedding Guidelines & Policies



- Please read the **Wedding Guidelines** carefully
- Complete the **Wedding Arrangement Form**
- Sign the **Wedding Agreement**
- Return the originals along with your payment in full

Scheduling

Book the date of your wedding on the church calendar as soon as possible. Fees must be paid in full and forms (Wedding Arrangement Form and Wedding Agreement) received in the office in order to secure the date of the wedding.

The following times are not available for weddings:

Holiday Weekends, New Year's Eve, New Year's Day, Holy Week, Easter, Memorial Day, Fourth of July, Labor Day, Thanksgiving, some weekends during Advent, Christmas Eve and Christmas Day.

Saturday weddings must be scheduled to begin by 6 pm.

Pre-Marital Counseling

Every couple married at Rayne will meet at least once with the officiating minister and will be required to meet with a counselor for three sessions in preparation for marriage. The cost of these sessions and arrangements for payment will be made directly with the counselor.

Couples living outside the New Orleans area may complete the counseling requirement using a local minister or counselor of their choice; a letter to the pastor of Rayne verifying that pre-marital counseling has been completed will be required before the wedding may be conducted.

Minister

Weddings at Rayne Memorial United Methodist Church are performed by our pastors.

If you desire another minister to assist or to conduct the ceremony, you may make arrangements, pending approval from the senior pastor serving at Rayne, and we will gladly extend our welcome. If a visiting minister is officiating the wedding, payment for services should be made directly to that minister. Remittance for pastors of Rayne is included in the wedding fees.

The Service of Marriage

from the United Methodist Book of Worship.

The service of Christian marriage is provided for couples who wish to solemnize their marriage in a service of Christian worship. Christian marriage is proclaimed as a sacred covenant reflecting the Baptismal Covenant. Everything about the service is designed to witness that this is a Christian marriage.

Both words and actions consistently reflect the belief that spouses are equal partners in Christian marriage and that they are entering into the marriage of their own volition.

Those present are understood to be an active congregation rather than simply passive witnesses. They give their blessing to the couple and to the marriage, and they join in prayer and praise. All plans should be approved by the pastor. The pastor's "due counsel with the parties involved" prior to marriage should include, in addition to premarital counseling, discussing and planning the service with them and informing them of policies or guidelines established by the congregation. The organist should be consulted and work with the couple in all decisions on music selection.

Wedding Coordinators

From start to finish, our Wedding Coordinators will assist you in plans for your rehearsal, flowers, photography, decorations, the use of the facilities, and the timeline for the day of the wedding.

Music

The Rayne organist, Dr. Marcus St. Julien, will be available to make recommendations, discuss music selections and play during the ceremony. Please make an appointment with him to determine music choices and placement in the ceremony. Final music selections should be made at least three months before the ceremony. If soloists or other musicians are desired, Marcus will make arrangements to provide them at an additional cost to be arranged directly with the musician. Because a church wedding is a service of Christian worship, only sacred music may be used.

The Sanctuary & Chapel

The chapel seating capacity is 100. The sanctuary seating capacity is 350, with 15 pews on the right and left sections, and 14 pews in the middle section.

Wedding Suite and Parlor

The wedding party should arrive dressed in their wedding attire. The Wedding Suite will be available for the bride/spouse, attendants, flower girls, ring bearers, parents, and grandparents. The Parlor will be available for the groom/spouse and attendants.

Photography & Videography

Because the Christian wedding is a service of worship, photographers and videographers are requested to remain stationary and to refrain from flash photography once the ceremony begins. Under no circumstances shall the photographer be permitted to enter the altar area during the worship. Photographers may take time exposures from the balcony at any time.

The photographer will be free to photograph as he or she desires during the processional and recessional. All pictures are to be completed within the one hour time limit.

Large Wedding Parties

An additional fee of \$300 is assessed for wedding parties larger than 20 people. This is due a month before the wedding and is non-refundable.

Flowers & Decorations

A Wedding Coordinator will contact the florist and arrange for access to the sanctuary on the wedding day. Please advise your florist or decorator that the use of nails, tacks, pins, glue and tape is strictly prohibited. Decorations may not obscure the symbols of the church, nor should any of the altar ware or furnishings be moved. Because of the ornate beauty of the Sanctuary, simple flower arrangements and candles are suggested. One or two arrangements on the altar are sufficient, but should not cover or stand taller than the altar cross which is approximately 24 inches high.

Food & Beverages

No food or beverages are allowed in the Sanctuary at any time. Ice water will be provided for the wedding party on the wedding day.

Use of Alcohol

Alcoholic beverages are not permitted on church property or in church buildings, nor should any of the wedding party come to the church under the influence of alcohol. Violation of this policy will result in the forfeiture of your deposit.

Personal Items

The church will not be liable for personal items lost, damaged or stolen.

Rehearsal

Please encourage all members of the wedding party to be punctual. The church will be open 15 minutes prior to a scheduled rehearsal. A period of one hour will be reserved for the rehearsal. The minister and the wedding coordinators will direct the rehearsal.

Please bring the marriage license to the rehearsal. At this time, it will be signed by the couple and two witnesses. The minister will sign and complete the license following the wedding itself.

Those persons required to attend the rehearsal are as follows:
the wedding party, parents, grandparents, anyone taking part in the processional or recessional, ushers, and readers.

Ushers

Ushers play a very important role in the seating of guests and family members. It is helpful to have as many as four ushers, and it is very important that all be present for the rehearsal.

Day of Wedding

Please confirm arrival times with the Rayne Wedding Coordinator before finalizing plans with other vendors. One hour is reserved for pictures. This time may be used before or after the ceremony. If desired, the time allowance may be split, taking wedding party pictures before and finishing with family pictures after the ceremony. Please note that any pictures taken before the ceremony must be completed thirty minutes prior to the beginning of the wedding.

Fees

All fees must be paid in full to secure the wedding date on the church calendar.

For Members

who have been active and on the church rolls for 6 months or more

\$1,500

This fee covers the costs of using:

the Sanctuary or Chapel, the Wedding Suite and Parlor,
the Wedding Coordinators, the Sexton, the Minister and the Organist

For Non-Members

Sanctuary \$3,500 ~ Chapel \$2,300

This amount includes a deposit of \$500 to be refunded if there is no damage to church property and wedding guidelines are observed.

This fee covers the cost of using:

the Sanctuary or Chapel, the Wedding Suite and Parlor,
the Wedding Coordinators, the Sexton, the Organist and the Minister

Action Needed Check List Prior to Wedding

- 6-12 months** Secure date on church calendar
 Send: 1) Wedding Arrangement Form
 2) Wedding Agreement
 3) Payment in full
- 6 months** Begin sessions of pre-marital counseling (3 required)
- 3 months** Contact organist to make final music selections
- 1 month** Contact Wedding Coordinator to discuss final details
- 3 weeks** Send program to Minister for approval
- 2 weeks** Confirm arrival times with Wedding Coordinator

**Rayne Memorial
United Methodist Church**

The Celebration of Christian Marriage



*Sample Order of Worship
for the Marriage Ceremony*

Prelude

Processional

Greeting

Declaration of Intention

Presentation of Bride

Scripture Reading(s)

Prayer

Possible Solo or Anthem

Exchange of Vows

Blessing of the Rings

Exchange of Rings

Unity Candle (If There Is To Be One)

Possible Solo or Anthem

Declaration of Marriage

Blessing of the Marriage

The Lord's Prayer

Benediction

Recessional

Declaration of Intent

Name, will you have *name*
to be your wedded *wife/husband/spouse*
to live together in the holy
estate of matrimony?

Will you love *her/him*, comfort *her/him*,
honor and keep *her/him*
in sickness and in health;
and forsaking all others
keep only to *her/him*
so long as you both shall live?

Response: I will.

The Vows

I, *Name*, take you, *Name*,
to be my wedded
wife/husband/spouse,
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,
till death us do part,
according to God's holy ordinance;
and thereto I pledge you my faith.

The Ring Vow

In token and pledge
of our constant faith
and abiding love,
with this ring I thee wed.

With all that I am
and all that I have,
I honor you.



Possible Scripture Lessons

Genesis 1:26-28, 31a

"The two shall become one..."

Ruth 1:16-17

"Where you go, I will go..."

I Corinthians 13

"Love bears all things, believes all things, hopes all things..."

Colossians 3:12-17

"Above all else, put on love, which binds everything in perfect harmony..."

1 John 4:7-16

"Beloved, let us love one another; for love is of God..."

Rayne Memorial United Methodist Church

3900 St. Charles Avenue, New Orleans, LA 70115
raynenola.org

List of Contacts

Senior Pastor

Rev. Dr. Jay Hogewood

Cell: 225-772-3550

jay@raynenola.org

Associate Pastor

Rev. Marissa Teauseau

Office: 504-899-3431

marissa@raynenola.org

Wedding Coordinator

Shaun Darnall

Office: 504-899-3431

shaun.darnall@raynenola.org

Wedding Coordinator

Annette Gray

Cell: 504-460-3131

alg355@gmail.com

Musician

Dr. Marcus St. Julien

Cell: 504-810-6780

stjulienm@bellsouth.net

Counseling (available for a fee)

Dr. William Thiele

william.thiele56@gmail.com

Marriage License

State Registrar & Vital Records

Orleans Parish

ldh.la.gov/index.cfm/page/644

Rayne Memorial United Methodist
Church Office Hours

Monday: 9am-1pm

Tuesday & Thursday: 10am-2pm

Wednesday: 12-5pm

Friday: CLOSED

To Book Your Wedding

Please read and complete the following forms:

Wedding Arrangement Form and Wedding Agreement.

Along with payment in full,

return them to:

Rayne Memorial United Methodist Church

Attention: Shaun Darnall

3900 St. Charles Avenue

New Orleans, Louisiana 70115

Rayne Memorial United Methodist Church

Wedding Agreement

Please sign and return with payment



I am enclosing a check in the amount of \$_____

for the wedding of

_____ and _____

to be held on

date

To be signed by both parties~

- + I have read the wedding guidelines of the Rayne Memorial United Methodist Church.
- + I agree to abide by the guidelines and policies.
- + I understand that violation of any policy, including alcohol on church property, will result in a forfeiture of my deposit.

date