



THE UNITED METHODIST
CHURCH OF GENEVA'S
Wedding Packet

Congratulations!

on your decision to embark on this beautiful journey together! At the United Methodist Church of Geneva, we offer a stunning venue for couples to exchange vows and begin their journey as a couple. Our limited availability makes it essential to inquire early for your desired wedding date. Led by our clergy, weddings are more than just ceremonies; they are worship services, affirming God's presence in your covenant with each other and with God.



Susan Ryan Photography



We want your wedding to go smoothly and your marriage to have a strong start!

This packet will help us, help you, do just that. Please start early. At least six months of preparation for a ceremony and premarital sessions with our clergy is often needed.

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 pastor.

A photograph of a couple holding hands, with a semi-transparent text box overlaid on the right side. The couple is seen from the waist down, with one person wearing a brown jacket and the other a brown sweater. They are standing in front of a window with greenery visible outside.

Premarital Sessions Required

We want to get your marriage off to a strong start, so we require premarital sessions for all couples.

For couples utilizing UMCG clergy, this consists of 4-6 sessions with the officiating pastor. These sessions review various assessments about relationship challenges, craft vows and plan the service in an affirming manner without judgment. A separate fee of \$35 for these materials may be required.

If your officiant is not affiliated with UMCG we will need a letter from whomever provides your premarital session confirming that you have completed this important step.

WEDDING TEAM

Meet our Staff



Rev. Rob Hamilton

Senior Pastor

✉ rob@genevaumc.org



Nicole Bernas

Wedding Coordinator

✉ nicbernas@gmail.com



Susan Ryan Photography

UMCG'S SITE

Wedding Coordinator

Purpose

Our onsite Wedding Coordinator facilitates the sacred union of Christian marriage by effectively communicating between pastors and staff, organizing ceremony logistics within the church, and ensuring the seamless implementation of the marriage rites and rituals according to the wishes of the wedding couple. Our Wedding Coordinator appreciates liaising with any 'day of wedding coordinators' as soon as possible. **Our onsite wedding coordinator is required for all weddings.**

Provides

- Onsite logistic planning and coordination with couple, wedding party & vendors.
- Consultation and implementation of couple's plans.
- Provides building access, room setup & general assistance.
- Directs rehearsal with pastor.
- Coordinates and conducts processions.
- Liaises with 'day of' coordinators.
- Coordinates and communicates with UMCG audio visual techs.
- Assists with UMCG Creation Care Commitments.
- Coordinates custodial services.
- Provides couple with any UMCG equipment including: candelabras, window hurricanes, unity candle holders and candle screens.
- Assists in decorating and coordinates with the Worship Arts Team.

Custodial Services

The services of our church custodian are required. Couples & wedding parties are expected to remove all items and do their best to leave the space as they found it. Our Custodian will provide standard cleaning services.

UMCG WEDDING

Policies & Procedures

At the United Methodist Church of Geneva, we offer a stunning venue for couples to exchange vows and begin their journey as a couple. We have a few policies and procedure to help your ceremony go smoothly and ensure our church is ready for ministry after your service concludes. If damage occurs by members of the wedding party or guests, the couple is financially responsible. It is the responsibility of the couple to communicate policies and procedures with their party and guests.



To usher the couple away with good wishes:

We ask that you use bubbles, ring small bells, release butterflies or toss lavender buds. Rice, real flower petals and bird seed are not allowed due to environmental and safety concerns.

Decorations, signs and equipment:

Decorations on woodwork, including pews, should be attached by rubber bands or ties. Adhesives, including removable adhesives are not permitted. All items are to be removed by the couple at the end of the ceremony.

Seasonal decor & liturgical visual elements

Items placed by our Worship Arts team reflect the ministry taking place in that season. Because we are an active church it is our practice to not remove these visual elements for weddings.

Photography & Videography:

The use of flash photography is prohibited during the ceremony. Photographers and videographers must also maintain decorum and respect for the sanctity of the wedding ceremony. Church live-streaming and recording service may be available with advance notice.

Wedding Party Large Vehicle or Equestrian Transportation:

All parking around UMCG is governed by the City of Geneva. To block off parking spots for wedding party transportation is the responsibility of the couple in coordination with the City of Geneva.



WEDDING

Timeline

- **> 6 MONTHS IN ADVANCE**
Fill out our Wedding application. Once accepted, make the deposit.
- **6 MONTHS IN ADVANCE**
Start meeting with clergy for premarital sessions. Schedule musicians and AV technicians, and wedding coordinator.
- **4 MONTHS IN ADVANCE**
Meet with Wedding Coordinator to review venue and plan logistical needs.
- **3 WEEKS IN ADVANCE**
Remit all fees, turn in any homework.
- **WEDDING DAYS**
Timing of rehearsal and day of here.

WHAT WE NEED FROM YOU

Other Expectations

CREATION CARE

If couples bring in food or refreshments for their wedding party, they must adhere to our Creation Care standard of minimizing waste, recycling, refraining from single-use plastics (including water bottles), disposable serving items. Dishes, water bottle filling stations and dishwasher are available for wedding party use and can be arranged with the Wedding Coordinator.



MUSIC

- Live organ and piano music is encouraged and the use of UMCG musicians are to be given priority in arranging for music by the couple.
- Our Director of Music can also help arrange for soloists and other instrumentalists. Questions regarding music, appropriateness or lyrics may be directed to the Director of Music. The officiating pastor will make final decisions on the appropriateness of all music.
- It is helpful if you have an idea of what type of music you are hoping to use. Different musicians specialize in jazz, classical, or contemporary music and we want to reserve the best musician for your day.

Sanctuary seating capacity is 425 | The sanctuary aisle is 55 feet long
Number of pews on each side: 15 | Sanctuary organ is a Schantz 1999
Sanctuary piano is a K. Kawai | Digital Projection and Live-streaming Available
Photos may be taken in our beautiful native gardens or in our historic 1870's building. | An elevator is available for access to our second-floor sanctuary.

FOR USE OF OUR FACILITY AND SERVICES

Fees & Honoraria

All fees listed are based upon the wedding that consists of 4-6 pre-marital sessions with our pastor, time spent planning with our Wedding Coordinator, use of the sanctuary, parlor, choir room, fellowship hall and bathrooms for up to two hours of rehearsal, 2 hours prior to the ceremony, the ceremony, and an hour after the ceremony. Usage of UMCG space or personal time in a manner significantly varied from this will warrant negotiated fees with our Senior Pastor and Wedding Coordinator and may need approval from our Board of Trustees. Fees should be made payable to providers directly three weeks prior to wedding. The Wedding Coordinator or Pastor can confirm providers and distribute fees.

A non-refundable deposit upon application approval and is applied to facility usage.

For those currently active at UMCG:

Deposit - \$150
Use of facility - Discretionary
Clergy Honoraria - Discretionary
Wedding Coordinator - \$350
Musicians - \$200 each
Custodial - \$200
Audio Visual - \$200

For those not yet active at UMCG:

Deposit - \$150
Use of facility - \$1,000
Clergy Honoraria - \$500
Wedding Coordinator - \$350
Musicians - \$200 each
Custodial - \$200
Audio Visual - \$200

We define active persons as those who engage in active ministry by prayers, presence, gifts, service, and witness and their adult children.

Wedding Application

Ready to schedule?

Because we are an active church, we have limited availability for weddings. We recommend as soon as possible and preferably no later than 6 months prior to your wedding.

Apply Online

<https://tinyurl.com/UMCGWedding>



Response Time

One week after receipt of application