

***Your Wedding
at
Hiss Church***



***Essential Information to
Assist You in Planning
Your Wedding***

***Hiss United Methodist Church
8700 Harford Road
Parkville, MD 21234
410-668-5665***

Welcome!

We at Hiss Church are pleased that you have chosen to hold your wedding at Hiss. We will do everything possible to ensure your wedding is a meaningful and memorable experience. The information contained in this brochure will assist you in planning your wedding service at Hiss.

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CONTACT INFORMATION

These are some of the people who will be working with you to help make your wedding the beautiful and meaningful event you want it to be:

Mrs. Debby White
410.668.5665
office@hisschurch.org

Mr. James Shiplet, Director of Music and Organist
410.686.8395
cindrajim@yahoo.com

Rev. Mark C. Mooney
410.668.5665
pastormark@hisschurch.org

SCHEDULING YOUR WEDDING SERVICE AND REHEARSAL

You begin by reserving a **tentative** date for your wedding and rehearsal by phone, email, or in person at the Church office. A tentative date can be reserved for no longer than thirty days. After making the reservation you will receive from the Church Secretary a reservation form, a copy of this brochure, and an information form for you to complete and return along with a \$60.00 deposit. **The date and time of your wedding service and rehearsal will be confirmed only upon receipt of your deposit.** Weddings can be scheduled for Saturdays to begin any time from 10:00 a.m. to 7:30 p.m., and on some Sundays beginning at 1:30 p.m. All rehearsals are scheduled for 5:00 p.m. the night before the wedding. Other times are determined after conferring with the Church secretary. Should you decide to cancel the arrangements made with Hiss Church, your deposit will be refunded only upon notification to the Church office at least 30 days prior to the scheduled date of your wedding.

MEETING WITH THE OFFICIATING PASTOR

After your deposit has been received, one of the pastors of Hiss Church will be assigned to work with you in planning your wedding service and officiating at the service. If you wish, you may request a specific pastor on the Hiss Church staff to officiate.

Should you wish to include a guest clergy person in your service, please inform the officiating pastor who may extend the invitation on your behalf. In most cases, one of the pastors of Hiss Church must co-officiate at the service.

Please contact the Church office no later than **six (6) weeks** prior to the date of your wedding to arrange a meeting with the officiating pastor to begin discussing the service. You will then need to receive pre-marital counseling either from the pastor or by registering for a class called "For A Lifetime" through the Pastoral Counseling Services of Maryland (1-800-453-9801, www.pcsmd.org). At this initial meeting, other times will be arranged to discuss not only the wedding service, but also to receive pre-marital counseling (if done with the pastor). It is important to note that flexibility is essential in your ability to schedule these meeting times.

MARRIAGE LICENSE

A Marriage License **must be obtained** at the Baltimore County Courthouse in Towson and should be given to the pastor the night of the rehearsal. The license is valid for six (6) months from date of application. You may receive the License at the time you apply for it, but please note that **two (2) days** must pass before it becomes valid. For courthouse hours and location and other information, call the County Courthouse at 410-887-2607.

ORDER OF WORSHIP

The Service of Christian Marriage of the United Methodist Church is to be used at all weddings at Hiss Church. However, this beautiful service provides flexibility for your input to make it your

own personal wedding service. You may choose the Scriptures to be read and invite family members and friends to read them. Working with the Organist, you choose the music for your wedding. Hymns to be sung by your guests and additional readings and poetry may also be included. The *Sacrament of the Lord's Supper* (also called *Communion* or the *Eucharist*) may be celebrated and the wedding couple is invited to assist in serving the gifts of the bread and cup. Please note that it is the practice of the United Methodist Church to invite all persons attending your wedding to receive the *Lord's Supper*.

POLICIES

Photography/Videography

Preserving memories of your wedding day is as important to us as it is to you. We encourage the use of trained photographers and videographers to the extent you can afford their services. But we also want all attending your wedding to be aware that it is a worship service of the Church and that respect and dignity are expected. You may inform your photographer that “still, natural light” photos may be taken during the entire service **from the balcony**. In addition, allowances will be made for your photographer to take “flash” photos **from the center aisle** only during the processional and recessional. **No exceptions will be made to this policy.** Videos may be taken during the entire service **from a fixed position**, usually in the balcony or behind the Pulpit or the Lectern. **The camera must be on a tripod at all times.** Photographers and videographers should check with the officiating Pastor no later than 15 minutes prior to the Service. **No one else is permitted to take flash photos during the Service.** Following the Service, the Pastor will be available for any “posed” or group photos by your Photographer and your guests. Please share this information with your photographer and/or videographer as you plan your photos/video with them.

Music

Music is a very important feature of the wedding service. The musicians at Hiss Church are all highly trained on the use of a pipe organ. The sanctuary organ is a 22-rank Moeller pipe of high quality. Since the director of music at Hiss Church is hired on a contractual basis, he has the “right of first refusal” on all weddings. Therefore, you must contact the director of music to discuss the music for your service. If he is unable to play for your wedding, he will arrange for a trained substitute. He may also grant permission for any other persons from outside our Church to use the pipe organ. He will discuss with you the appropriateness of the music to be used during the service.

Generally speaking, the use of most secular music will be discouraged during the service, and should be reserved for your Reception. Our Director of Music is Mr. James Shiplet and you may leave a message at 410-686-8395 for him to contact you. All fees associated with the music for your service are paid directly to him and are not included as part of the basic fees.

“Shower” Do’s & Don’ts

Following the service, guests may “shower” the wedding couple on the front steps of the sanctuary with either bird seed or bubbles. **Rice, confetti, or non-biodegradable materials may not be used.** Doves may also be released at this time.

Children

While we recognize the importance of having special family members and friends in your wedding service, you must be aware of the issues regarding younger children in the service. To put it simply, children are children and they behave as such. We ought not expect them to behave as adults in a setting that is as strange to them as a wedding service. Many adults find it difficult to stand for over the 30 to 45 minute length of a wedding service; for most children it is all but impossible. Often, children who are

“coached” in the comfortable setting of a home do not respond well in a sanctuary filled with 100-200 strangers. Therefore, we ask that you have someone appointed to assist and/or remove the children if they do not choose to go down the aisle or become disruptive during the ceremony. We know that this may place a burden on you or cause disappointment; however, it is the goal of the pastors of Hiss Church to insure that your wedding service is as stress-free and memorable as we can possibly make it.

Late Starts

Rehearsals are typically held at 5:00 pm the night before your wedding, but this can be adjusted to accommodate the needs of both you and the pastor. It is important for the rehearsal and wedding to start on time. It needs to be noted that it is not unusual for the Church to have two or more weddings scheduled on a given Saturday. Furthermore, the Church staff have carefully scheduled their time to accommodate each wedding. Except for unusual circumstances, **15 minutes after the scheduled starting time for either the rehearsal or the wedding service will be considered late and the rehearsal or the service will begin at that time.**

Decorations

The sanctuary is a beautiful facility for your wedding and truly requires no additional decoration, however; should you wish to decorate please keep the following rules in mind:

No sanctuary furniture or altar ware may be moved under any circumstance.

We discourage the use of aisle runners. They are prone to catch on high heels and pose a safety hazard.

If you are including a flower girl in your wedding party, be aware that **only silk petals may be dropped on the Carpet.** If natural flower petals are used, please make sure they remain in the basket.

When decorating, **tape is NOT to be used on any surface.** Pew and other decorations must hang or be tied and must leave no marks on the pews or other surfaces.

All decorations must be removed by the wedding party before leaving for the reception. It will be assumed that anything left behind following the wedding service is trash and it will be discarded.

Alcohol & Smoking

Alcoholic Beverages are PROHIBITED on Church premises.

Smoking is PROHIBITED inside all Church facilities.

The FINAL Word

Please understand that the pastor retains complete control of the rehearsal and wedding service, and has final word in all matters.

If you choose to involve a wedding planner, please be sure to share this policy with them well ahead of time.

OTHER RESOURCES

Hiss Church is able to provide you with a place for your **Reception** in our Fellowship Hall or other large room. A group from the Church can cater your reception or you may provide your own caterer. Fee information for these services and the use of the facilities may be obtained from the church office.

A **Dressing Room** for the Bride and her attendants is available upon request. While we will do our best to prevent theft of personal items, we cannot be responsible for personal items left unguarded or unwatched. Please make arrangements to secure your valuables during the ceremony.

Should you wish to offer a **Bulletin or Program** of the wedding service to your guests, the pastors have “sample” bulletins available for your use and can assist you in creating your own

bulletin. If you prefer, the secretary of Hiss Church will type and reproduce your bulletin for a small fee.

FEES

The following is a list of wedding related fees for both members and non-members¹.

- Initial Deposit/Custodial Fee \$60²
- Sanctuary (cap. 500) (non-members) \$210
- Chapel (cap. 65) (non-members) \$160
- Altar Candles (non-members) \$30
- Pastor (non-members) \$250
- Hiss Church Musician (paid directly) \$150 (min)
- Secretary Fees for Producing Bulletins (Flat Fee) \$15.00
- Additional Candles:
 - Unity Candle provided by Hiss Church \$ 50
 - Full Candlelight Service in Sanctuary (includes seat, floor, and altar candles) \$50
 - Seat Candelabra (in Sanctuary only) \$25
 - Two Floor Candelabra (Seven Candles each) \$15
 - Two Altar Candelabra (Seven Candles each) \$15
 - Floor and Altar Candelabras \$25

Thank you for choosing Hiss Church for your wedding. We look forward to working with you to make your day all that you want it to be. Should you have any questions regarding these policies or any other area of concern, please cal. May God bless you as you plan for your Wedding and your new life together.

¹ While we encourage you to live out your marriage covenant as a member of a community of faith, joining a church to circumvent fees is both disingenuous and inconsistent with Christian Stewardship. Therefore, for the purpose of this policy “Member” refers to those who have faithfully participated in the life of the Hiss Church for a minimum of six months.

² Your \$60 deposit will automatically be used to cover the custodial fee.

