

*Your Wedding
at
Foundry Church*



**Foundry United Methodist Church
1500 16th Street, NW
Washington, DC 20036
202-332-4010
www.foundryumc.org**

YOUR WEDDING AT FOUNDRY CHURCH

The Christian wedding ceremony at Foundry United Methodist Church includes two primary commitments. One commitment is the personal covenant that the couple makes with each other:

"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 cherish, until we are parted by death. This is my solemn vow."

The other commitment is the covenant that the couple makes with the church: to understand their life together in relation to the faith community. This second commitment is implicit throughout the marriage ceremony in the language, the symbols, the blessings, the location (in the house of worship), the officiant (the minister) and the expressed intention of those who would be married under the authority of the church. As the Discipline of The United Methodist Church states:

"We affirm the sanctity of the marriage covenant which is expressed in love, mutual support, personal commitment, and shared fidelity between [two persons]. We believe that God's blessing rests upon such a marriage."

The Clergy of Foundry Church fully accept the responsibility of counseling with all persons desiring to be married here, and to determine that it is the sincere expectation of such persons to enter into both of the above commitments. Interfaith weddings are consistent with the United Methodist understanding of marriage.

SETTING THE DATE AND PREMARITAL COUNSELING

Wedding ceremonies will be performed by the Clergy of Foundry Church and usually occur in the Sanctuary. Occasionally, arrangements may be made for other locations in the metropolitan area with the agreement of the officiating clergy. At the request of the couple, other clergy may be invited by the Foundry minister to participate in the wedding ceremony. However, in all cases, the Foundry minister is the legal officiant of the ceremony.

Before you make any plans for a definite date, please contact Bob McDonald, Director of Care and Inclusion Ministries, to discuss the date, the time and the availability of clergy. You may email him at rmcdonald@foundryumc.org or call at 202-332-4010.

Foundry Church offers a **Pre-Cana Weekend** for couples preparing for their ceremonies and their life together. This program is conducted at least twice a year by Foundry staff and covers the following topics: scripture study, planning the ceremony, understanding your partner, dealing with conflict, sexuality, finances, sharing space and other topics. The Weekend is planned for heterosexual, gay and lesbian couples.

Although traditional premarital counseling is also available if circumstances necessitate, it is our hope that those being married through Foundry Church will prepare for their ceremonies, as well as develop friendships with others, by participating in this weekend. Please note that an additional session with the minister will focus on planning the actual wedding ceremony.

The next Pre-Cana is planned for February 10-12, 2012 at Foundry. Please contact Bob McDonald, Director of Care and Inclusion Ministries, to make your reservation for the Pre-Cana.

GENERAL INFORMATION

1. Our sanctuary holds up to 550 people; the chapel holds 100.
2. Use of Foundry Church Clergy and Foundry's Wedding Coordinator is not optional.
3. Foundry Church's Wedding Coordinator is the only person authorized to function in this capacity. Use of an outside Wedding Coordinator is not permitted.
4. The Sanctuary and the Parlor are available 1 hour before the wedding.
5. The production of wedding programs is the responsibility of you and your printer. Programs should be brought to the church at the time of the rehearsal.
6. Smoking and use of alcohol are strictly prohibited on all Foundry premises.

WEDDING COORDINATOR

The Foundry Wedding Coordinator assists in making all arrangements at the church, at the rehearsal and at the ceremony itself. The Wedding Coordinator will also contact the appropriate church personnel as you develop your plans.

MUSIC

Music for the ceremony will be arranged through the organist at Foundry Church. We will be happy to discuss possible selections with you. Only appropriate music may be played for the ceremony. If you wish a vocal soloist or instrumentalist, we will be happy to assist in making these arrangements for you. Music selected for a ceremony at Foundry Church and any performers invited to participate in the service must be approved by Stanley Thurston, Foundry's Director of Music.

SOUND ENGINEERING

A sound technician will be present to provide quality sound services for your wedding ceremony. An audio recording will be made of your ceremony and will be provided to you within 21 days of your ceremony.

COMMUNICATIONS

In all correspondence and emails with the pastors regarding the wedding, please cc Bob McDonald at rmcdonald@foundryumc.org. The exception is anything having to do with personal counseling issues.

PHOTOGRAPHY

These ceremonies are a very important part of the life of those who celebrate them here. We have found, through experience, that there are certain steps photographers can take which will help to preserve the sacred character of the ceremony.

- Photographing the processional and/or recessional is permitted, without flash, at the rear entrance doors of the sanctuary or chapel.
- Photographers are asked not to move around during the ceremony, since all attention should be focused on the wedding party.
- Videotaping is permitted only from the balcony or the back of the sanctuary.
- Photography and videotaping of the wedding party is certainly permissible following the

recessional.

- The ministers are willing to re-pose any part of the ceremony after the wedding.
- Couples have been asked to advise guests that flash photography and videotaping is not permitted during the ceremony.
- Professional photographers may wish to tour the sanctuary or chapel prior to the wedding. To schedule a tour, contact Bob McDonald, Director of Care and Inclusion Ministries.

DECORATION OF THE CHURCH

Arrangements for floral decorations should be made through the florist of your choice, who will supply the flowers and containers. Because of the scale of our sanctuary, we recommend that your florist visit our church so that the florist may make appropriate recommendations to you for your consideration.

Please inform your florist that all floral arrangements must be delivered to the church **at least one hour before the service.**

The use of candles is restricted to the chancel area. Tape on the walls is not permitted, nor is it permissible to put nails or tacks into the woodwork or in the pews. Wires are not allowed for attaching floral arrangements to the pews; floral tape should be used. Please ask your florist to communicate with the Church Wedding Coordinator in advance to make sure that the church will be open at the hour the florist plans to arrive for the decorating.

The use of an aisle runner is not allowed.

Throwing rice, confetti, rose petals, birdseed, etc. is not permitted inside or outside the building. Other celebrative objects such as bubbles are only permitted outside the church building.

PUNCTUALITY

Our staff is engaged to serve you in a competent and professional manner, often beyond their regular working hours. Therefore, we require that both the rehearsal and the wedding start promptly at the times agreed upon.

The church reserves the right to cancel any rehearsal that is more than 15 minutes late and any wedding that is more than 30 minutes late. If a rehearsal is cancelled, the wedding will also be cancelled.

SUMMARY OF CONTACTS FOR INFORMATION

Foundry United Methodist Church
1500 16th Street, NW
Washington, DC 20036
202-332-4010

INFORMATION AND SERVICE	CONTACT
Initial Contact <ul style="list-style-type: none"> • Date, clergy and musician availability • Information Form • Fees • Pre-Cana Weekend program 	Bob McDonald Director of Care and Inclusion Ministries rmcdonald@foundryumc.org 202-332-4010, ext. 251
Counseling Appointments	Bob McDonald will schedule appointments for Dean Snyder. rmcdonald@foundryumc.org 202-332-4010, ext. 251 If other Foundry clergy are officiating, contact them directly for counseling appointments.
Rehearsal, ceremony <ul style="list-style-type: none"> • Personal & professional assistance • Dressing rooms • Ringing church bells • Candelabra 	Foundry Wedding Coordinator Contact: Bob McDonald @ rmcdonald@foundryumc.org
Music	Stanley Thurston Director of Music sthurston@foundryumc.org 202-332-4010, ext. 256

MARRIAGE LICENSE INFORMATION

APPLY TO:

D.C. Marriage License Bureau
 Moultrie Courthouse
 500 Indiana Avenue NW, Room 4485
 Washington, D.C. 20001

Telephone: 202-879-4840

Hours: 8:30 a.m. – 5:00 p.m. Monday through Friday

It is best to confirm the information in advance through the D.C. Marriage License Bureau.

Please note that it takes five (5) working days to apply for and receive the license.

The license must be given to the Foundry officiating minister no later than the beginning of the rehearsal. The rehearsal cannot occur without the license.

FOUNDRY WEDDING FEES

General Fees

Non-members: **\$2,300.00**

Members: **\$1,500.00**

This fee includes all of the following: wedding ceremony in the sanctuary with use of the sanctuary for up to 3 hours; pre-marriage counseling / Pre-Cana Weekend, minister, organist (including music planning), wedding coordinator (up to 5 hours of service), rehearsal, sound technician for wedding ceremony, audio CD recording of ceremony, front desk and custodial services.

Off-site Wedding Fee

Non-members: **\$800.00**

Members: **\$500.00**

This fee includes the following: off-site ceremony, pre-marriage counseling / Pre-Cana Weekend, minister.

Additional Fees

Candelabra use during ceremony: **\$50.00**

(2 candelabra with total of 14 candles)

Additional Hours: **\$100.00 per hour**

(must be pre-arranged)

Deposit

A \$300.00 deposit is required to hold the date for the wedding. The remaining amount is due at least 14 days before the wedding. If the wedding is cancelled, this amount will be refunded, less a \$50.00 administrative fee.

Your Fees

(please return this page along with the following page)

Name:	Name:		
Signature:	Signature:		
Date / Time of Wedding:	Today's Date:		
<i>Please make all checks payable to: Foundry UMC</i>			
Please check ✓	Description	Cost	Enter Your Cost
	Non-member Wedding Fee	\$ 2,300.00	
	Member Wedding Fee	\$1,500.00	
	Two candelabra with total of 14 candles (optional)	\$ 50.00	
	Off-site ceremony, including pre-marriage counseling and minister.	\$800.00 (non-members) \$500.00 (members)	
	TOTAL AMOUNT FOR FOUNDRY UMC		\$

FOUNDRY UNITED METHODIST CHURCH – INFORMATION

Please fill out this sheet as soon as possible and return it to Bob McDonald, Director of Care and Inclusion Ministries. Thank you.

Ceremony Date: _____ Time: _____

Rehearsal Date: _____ Time: _____

Ceremony to be held in ___ Sanctuary ___ Chapel ___ Off-site (location): _____

First Person's Name: _____

Address _____

Home Phone _____ Office Phone _____ Cell Phone _____

E-Mail Address _____ Employer _____ Occupation _____

Member of Foundry? ___ Yes ___ No Baptized? ___ Yes ___ No

Church Affiliation or Religious Preference _____

___ First Marriage ___ Divorced ___ Widowed

Gender _____ Date of Birth _____ Place of Birth _____

Second Person's Name: _____

Address _____

Home Phone _____ Office Phone _____ Cell Phone _____

E-Mail Address _____ Employer _____ Occupation _____

Member of Foundry? ___ Yes ___ No Baptized? ___ Yes ___ No

Church Affiliation or Religious Preference _____

___ First Marriage ___ Divorced ___ Widowed

Gender _____ Date of Birth _____ Place of Birth _____

If known, please give the following contact information for after your marriage:

Home Address _____

Home Phone _____

Will either or both of you change your last name(s) after the wedding? ___ Yes ___ No

Explain: _____

Please indicate if you wish other clergy to assist in the ceremony:

Name _____ Phone _____

Number in the party (excluding couple) _____

Will altar flowers be provided? ___ Yes ___ No

If so, do you want the flowers to remain after the wedding? ___ Yes ___ No

Florist _____ Phone _____

Will you be using the church facilities to dress prior to the ceremony? ___ Yes ___ No

If yes, who in the wedding party will require facilities for dressing?

Bells? Do you wish to have Foundry's bells rung after the ceremony? ___ Yes ___ No

Do you wish to have the pastor attend the reception? ___ Yes ___ No

Do you wish to have the pastor say grace at the reception? ___ Yes ___ No

Please Note: All wedding invitations should be sent to the pastor c/o Bob McDonald at Foundry.