

# Your Wedding at Pasadena Community Church

Anita Marshall, Wedding Coordinator  
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A wedding service is an act of worship in which we celebrate God's gift of human love and affirm the covenant between a man and a woman in holy matrimony. All that takes place in the ceremony should contribute to the sense of worship for all who are participating and attending this sacred occasion.

## Scheduling

### Initial Meeting

Your first step to schedule a wedding at Pasadena Community Church is an initial meeting with our Wedding Coordinator. This meeting provides the opportunity to discuss the availability of your chosen date and wedding procedures. Contact Anita Marshall, Wedding Coordinator at 381-2499 ext 220.

### Pastors

Our Pastor will use the United Methodist Order of Worship for the Service of Christian Marriage. Changes or additions to the service must be made in consultation with the pastor and must be consistent with the theology and tradition of the church. Guest pastors or other religious leaders not affiliated with Pasadena Community Church may assist with the Senior Pastor's approval.

### Location

We have three venues available for weddings. Our sanctuary, chapel and rose garden. You may discuss your preference in your initial meeting with our Wedding Coordinator and tour all three locations.

## Wedding Guidelines

We are pleased you have chosen Pasadena Community Church for your special day! Your wedding is one the most important events in your life and in order to facilitate the wedding ceremony itself, the following guidelines have been established.

### Rehearsal

Rehearsals begin promptly at the scheduled time. All participants in the wedding must be present. Give your marriage license to the pastor at the rehearsal, as by law, the pastors cannot perform a wedding ceremony without the license in hand.

### Church Equipment

Church equipment is available at no extra charge: one pair brass 7-tier candelabras (church provides candles); unity candle holder (you provide candles) and kneeler.

### Decorations

Arches, columns or other artificial settings are not allowed. Nothing may be taped or tacked onto walls or furnishings, and pew-end clips must be plastic or plastic-coated. Aisle runners are also not allowed.

### Flowers

You may use fresh or artificial flowers for attendants. Rose petals dropped in the aisle must be artificial (silk). Flowers or greenery may be attached to the candelabra or altar rail using plastic or ribbon ~ no tape or tacks.

### Deliveries and Decorating

Church facilities are opened two hours before the wedding. If decorators would like to come earlier, we will attempt to accommodate them, provided there are no conflicting events at the church. Please Note: the rooms may not have hot/cold air turned on sooner than 2 hours before event time.

### Cleanup and Removal of Equipment

Our custodian does routine cleanup after weddings. Costs for extra cleaning/removal and storage of personal items left on premises when wedding is over may be deducted from the wedding deposit.

### Photographers

We encourage couples to use a professional photographer. Once the wedding party is in place for the ceremony NO flash photography is permitted until the recessional. We also discourage photography by the wedding guests. Video cameras can be set up with natural lighting. All photographers are asked to stay behind the main aisle and audience during the ceremony. After the ceremony, formal and re-created scenes are welcome up to one hour. It is the responsibility of the bride/groom to assure that the photographers and guests understand the expectations of the church .

## Wedding Party

At all times on church property members of the wedding party should conduct themselves in a manner befitting the atmosphere of a place of worship.

Your wedding party is a reflection of your individual lives. The number of attendants is your personal choice but the venue you have selected must be considered when choosing attendants. Children used in the ceremony should be mature enough to participate effectively and must be at least 4 years of age. Dressing room accommodations are provided for both the bride and groom and their attendants so that they may dress at the church if desired. It is the responsibility of the wedding party to remove all items of clothing, food, flowers, and other items from the Church within 1 hour after the ceremony.

No alcoholic beverages may be served on church property at any time. It is expected that members of the wedding party will refrain from the use of alcohol beverages. No rehearsal or wedding will be performed if any member of the wedding party is under the influence of alcohol. There is also no smoking inside Church buildings or near entrances in accordance with Florida Laws.

It is the obligation of the bride/groom to make certain that these policies are made known to and followed by all the members of the wedding party.

## Fees

A deposit of \$300 is due to reserve the wedding ceremony. The deposit will be returned within 10 working days after review by the Wedding Coordinator. In case of cancellation the deposit is not refundable. Reserved time includes the rehearsal, 2 hours prior wedding start, ceremony, 1 hour after the ceremony and bride and groom dressing rooms.

**Sanctuary** (seats 1,700) \$640 for PCC members, \$800 for non-members

**Chapel** (seats 100) \$300 for PCC members, \$375 for non-members

**Rose Garden** (seats 100) Same as Chapel fees. Additional fees for chair setup

**Personnel Fees - \$700 (Includes the following)**

- Pastor

- Wedding Coordinator

- Organist

- Sound Technician

- Custodial Fee

## Wedding Staff

### Pastors

All weddings are performed by a United Methodist pastor using a Methodist service. We have two pastors at Pasadena Community Church - Dr. Charley Reeb and Rev. Sidney Tompkins. Call Julie Miano, Pastor Assistant at least two months before the wedding to schedule a meeting. The pastor will meet with both of you to talk about Christian marriage, details of the ceremony and premarital counseling.

### Wedding Coordinator

The PCC Wedding Coordinator, Anita Marshall, under the direction of the pastor, is responsible for weddings held on church property. She is the point of contact (the day of the rehearsal and wedding) for everyone participating in the ceremony. Her role is to facilitate communications with employees and volunteers at the church insuring that the wedding, church employees, and facilities of the church are available and scheduled properly. The PCC Wedding Coordinator will help with church procedures and coordinate activities during the rehearsal and wedding ceremonies at the church through the direction of the pastor. She will schedule the minister, music, organist, soloist and custodial staff.

### Organist

Music selection for the wedding needs to reflect the Christian nature of the service, and must be approved by the church organist. The organist will meet with the couple prior to the wedding to select the music. The pastor and organist have final authority regarding music selection. Arrangements are done directly with the organist once scheduled by the wedding coordinator. Judy Ocame is the PCC organist and can be reached at 727-560-2853.

### Pastor Assistant

To schedule your appointment with the pastor, contact Julie Miano at [juliem@pccumc.org](mailto:juliem@pccumc.org) or 727-381-2499 ext 210.

### Custodian

A member of our service staff will open and close the facilities, set up and take down church equipment and do normal cleanup after the wedding.

### Sound Technician

One of our sound technicians will run the audio for your wedding. Please discuss any special needs you may have with the Wedding Coordinator.

## Notes

## Dates to Remember

- \_\_\_\_\_ **Three months (or more):** Contact Anita Marshall to schedule initial meeting
- \_\_\_\_\_ **Wedding is scheduled:** Contact Judy Ocame (organist) to plan music  
727-560-2853
- \_\_\_\_\_ **Two months:** Contact Julie Miano, Assistant to Pastors to schedule meeting with the pastor that will be performing your ceremony
- \_\_\_\_\_ **One - two months:** Obtain marriage license from county clerk's office
- \_\_\_\_\_ **One month:** Contact Wedding Coordinator to finalize wedding details
- \_\_\_\_\_ **Two weeks:** Balance of fees due to Pasadena Community Church
- \_\_\_\_\_ **Day before the wedding:** Take marriage license to rehearsal
- \_\_\_\_\_ **Day of wedding:** The building will be open 2 hours in advance unless other arrangements have been made with the Wedding Coordinator



## Pasadena Community Church

227 70th Street South  
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[www.pasadenacommunitychurch.org](http://www.pasadenacommunitychurch.org)