

FIRST PALO ALTO
UNITED METHODIST CHURCH

Lollie Gilbert

Wedding & Events
Coordinator

625 Hamilton Avenue
Palo Alto, CA 94301

Cell: (650) 274 6787

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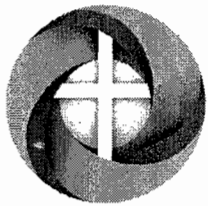
Lollie@firstpaloalto.com

www.FirstPaloAlto.com

WEDDING FEE

A fee of \$1770 provides services for your wedding. This amount includes honoraria for the pastor, organist, wedding coordinator, custodian and sound technician.

A non-refundable deposit of \$400 is required at the time of scheduling to reserve the date and time. The balance is due at the rehearsal. Please make the check payable to: First United Methodist Church.



FIRST PALO ALTO
UNITED METHODIST CHURCH

Greetings,

Thank you for contacting us and expressing your interest to celebrate your wedding at The First United Methodist Church of Palo Alto! We would be happy for you to have this worship service in our sanctuary.

As Wedding & Events Coordinator of FUMCPA, I (or a hostess that I would designate) ultimately am in charge of both the rehearsal and wedding. I ask that you respect my wishes and follow my directions. One of our clergy would be happy to officiate at your wedding or you may want to have your own pastor at your wedding.

We have so much to offer you! With a highly skilled organist to enhance any service that you are planning, along with our professional and pastoral staff and a beautiful sanctuary, this is the perfect place for a wedding. We hope that you will make use of, not only this superb facility, but our excellent staff, as you consider a place to hold your wedding.

Please contact me at 650-274-6787 or via email at Lollie@firstpaloalto.com or any further information.

Sincerely yours,

Lollie Gilbert
Wedding & Events Coordinator
First United Methodist Church of Palo Alto

Michael Love
Senior Pastor

Laurie McHugh
Associate Pastor

Keri Onan-Levy
Director of Children &
Youth Ministries

Mark Shaull
Director of Music

David Huff
Director of Children &
Youth Music

Sarah Wannamaker
Organist

Deb Yowell
Director of Handbells

Angela Mosqueda
Administrative Assistant

Lollie Gilbert
Wedding & Events
Coordinator

Jerry Johnson
Concert Coordinator

Michelle Noke
Director of First School

Wedding Information Form

First United Methodist Church of Palo Alto
625 Hamilton Avenue, Palo Alto, CA 94301-2016
650-323-6167 Fax: 650-323-3923 www.FirstPaloAlto.com

Wedding Date & Time: _____ Rehearsal Date & Time: _____
Minister: _____ Approx. Number of Guests: _____
Location of Ceremony (circle one): Sanctuary OR Chapel

Groom: _____
 First Last Age

Address: _____

Phones: Home: _____

Work: _____

Cell: _____

Email: _____

Church Membership: _____

Location: _____

Bride: _____
 First Last Age

Address: _____

Phones: Home: _____

Work: _____

Cell: _____

Email: _____

Church Membership: _____

Location: _____

Bridal Party

Parent(s): _____

Grandparents attending? yes ___ no ___

Best Man: _____

#Groomsmen _____

#additional ushers _____

Ring Bearer: _____

Special Requests: _____

Parent(s): _____

Grandparents attending? yes ___ no ___

Maid/Matron of honor: _____

#Bridesmaids _____

Bride's Escort: _____

Flower Girl: _____

Music, Reception, & Photography

(Please select processional & recessional with the church organist)

Special Music: _____

Soloist/Ensemble: _____

Florist: _____ Leave flowers for church? _____

Reception Location: _____ Photographer: _____

Videographer: _____ Other: _____

Office Use Only

Minister contacted: _____ Date: _____

Total fee: \$ _____ Deposit: \$ _____ Date received: _____

Special Requests: _____ Fee: \$ _____

Balance Due (by rehearsal): \$ _____ Paid in Full: _____

Date received: _____ Date reserved on church calendar: _____

Copies to: Minister: _____ Organist: _____

Completing the Wedding Information Sheet

1	Wedding Date	Date of Wedding (all dates are tentative until confirmed and coordinated on master calendar by Wedding Coordinator).
2	Time	Exact time of wedding.
3	Rehearsal	To be decided by the couple in conjunction with the Wedding Coordinator and master calendar.
4	Minister's Name	Leave blank unless a guest minister.
5	Location of Ceremony	The exact site of the wedding ceremony (please indicate Sanctuary or Chapel).
6	Bride's Name	First and last name and age.
7	Address	Mailing address and zip code.
8	Phone Number	Give your home, cell, and work numbers.
9	Church Membership	The church you belong to and its location.
10	Groom	Fill in all information as you did for bride.
11	Bridal Party	Please print the names of the Parents, Best Man, Maid/Matron of Honor, Bride's Escort, Flower Girl, and Ring Bearer. Fill in all other information asked for.
12	Special Requests	Please indicate any special additions to your service in this space. You can continue on the back or attach another sheet of paper if necessary.
13	Music, Reception & Photography	Please fill in the appropriate information.

PLEASE NOTE: THE FINAL PAYMENT OF THE WEDDING FEE MUST BE PAID AT THE REHEARSAL.

If you have any questions, please contact the Wedding and Events Coordinator, Jessie Ngai, by calling 650-575-6539.

VOCAL SOLOS

Alleluia
W.A. Mozart
Brother James' Air (Ps. 23)
Gordon Jacob
My heart ever faithful
Johann Sebastian Bach
The Lord's Prayer
William Malotte
On eagle's wings
Michael Joncos
Wedding Song
Flo Peeters
I will sing new songs
Antonín Dvořák
Panis angelicus
César Franck

FLOWERS

Flowers for the sanctuary should be arranged in containers provided by the florist and placed on the stand behind the Communion Table. Flowers may be placed in the Chancel area in standing containers supplied by the florist.

You are invited to share the floral arrangement with the Sunday worship service. An announcement of your wedding will be made in the bulletin.

AISLE RUNNERS, CANDLES AND DECORATIONS

Experience in our sanctuary with its long, carpeted aisle and marble steps have indicated that it is unwise to use an aisle runner. Such runners invariably wrinkle and slip, becoming both unattractive and dangerous to persons walking on them. Therefore, aisle runners are not used in our sanctuary.

The church supplies the candles in the major candelabra in the sanctuary.

If you wish to have a Unity Candle you will need to supply your own, together with the candle holders for the Unity and taper candles.

At various seasons of the year, (for example, Advent, Christmas, and Lent) the sanctuary will be especially adorned for Sunday morning. Such decorations are not removed for weddings.

PHOTOGRAPHS

Photos may be taken before the service, after the service, or both. Flash pictures may be taken of the processional and recessional. Photos may not be taken during the service unless the photographer remains in the Narthex or balcony and uses non-flash equipment. Please submit the name of the photographer to the Wedding Coordinator for approval beforehand.

VIDEOTAPING

Videotaping of your wedding service is permissible. Please make your own arrangements with a technician and submit his name to the Wedding Coordinator for approval beforehand. The Videographer must remain in the choir loft area or the balcony during the service.

RICE, BIRD SEED OR ROSE PETALS

Rice, confetti, bird seed or rose petals, whether real, silk or otherwise, may not be thrown on the church premises. It becomes slippery and dangerous underfoot and is almost impossible to clean up. Similarly, blowing bubbles is not allowed.

FOOD

Food and beverages are not allowed in the Sanctuary, Narthex or Chapel.

BRIDE'S ROOM / GROOM'S ROOM

The bridal party may dress at the church. Rooms near the sanctuary are available and will be opened ninety minutes before the wedding.

WEDDING RECEPTION

Several rooms are available for receptions: The Patio Room will accommodate up to 50 guests; Kohlstedt Hall, up to 125 guests; and Fellowship Hall, up to 210 guests. Please consult with the Wedding Coordinator on availability and fees. The wedding fee does not include a reception.

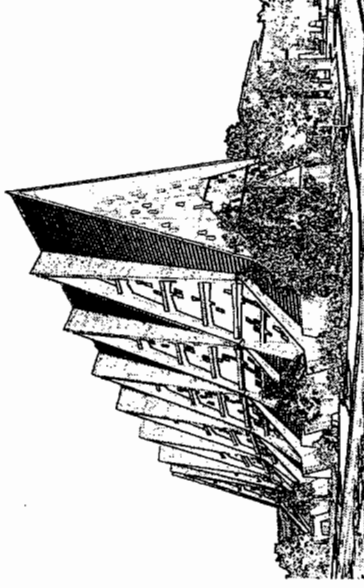
Consistent with United Methodist tradition, alcoholic beverages are not permitted on the church premises, and smoking is not permitted in the buildings.

PLANNING A WEDDING

WITH THE

FIRST UNITED METHODIST CHURCH
OF PALO ALTO

625 HAMILTON AVENUE, PALO ALTO, CA 94301
(650) 323-6167 FAX: (650) 323-3923
WWW.FIRSTPALOALTO.COM



WELCOME

The wedding ceremony in the First United Methodist Church is a time of worship in which a woman and a man are united in Christian marriage. We do everything possible to assure that it is a time of reverence and dignity. No other vows are more sacred, no other commitments more personal than the ones you share at the altar of our church. We will help you understand the meaning of your vows in discussion with the minister.

THE FIRST STEP IN WEDDING ARRANGEMENTS

Please phone or email the Wedding Coordinator to make the arrangements for your wedding. Since there is often more than one wedding scheduled on a given day, your reservation gives you three hours for your wedding preparation, the service and pictures. The building will be opened for dressing, pictures, and decorating 90 minutes before the wedding.

A non-refundable deposit of \$400 is required in order to hold the date and time on the calendar. Send or bring the check to the church, care of the Wedding Coordinator.

THE MINISTER

Weddings are part of the ministry of our church. A minister from our church or a guest minister who is a relative, a friend or from your church may perform the wedding ceremony.

The Wedding Coordinator will tell you which of our ministers will be performing your wedding service. You should then contact the minister directly to set the time and date for your first pre-wedding conference. In that conference there will be an opportunity to get acquainted and to discuss the plans for your wedding.

THE WEDDING COORDINATOR

The Wedding Coordinator will direct the wedding rehearsal and see that everything goes smoothly on your wedding day. You may consult the Wedding Coordinator on any of the various details of planning your wedding.

THE WEDDING REHEARSAL

The date and time of the wedding rehearsal can be scheduled when you make arrangements for the wedding.

The rehearsal is directed by the Wedding Coordinator and provides the entire bridal party (bride, groom, parents, ushers, attendants) with the opportunity to rehearse the ceremony.

The organist and the sound technician do not attend the rehearsal.

Please give the marriage license and the balance of your fee to the Wedding Coordinator at the rehearsal.

MUSIC

The church organist plays for all weddings at the church and will be glad to discuss music for your wedding. Vocal soloists or instrumentalists may also be part of your service. The organist or Wedding Coordinator will be glad to suggest soloists or instrumentalists. You will need to contact the soloists or instrumentalists personally to determine the music they will perform and their fees. All music requested is subject to the approval of the organist or the minister.

The wedding ceremony is a service of Christian worship celebrating the God who calls two persons together in marriage. Recognizing this will give a clear vision of music which is appropriate to reflect the solemnity and joy of this spiritual occasion.

PRELUDES

While family members and friends are arriving at the wedding, it is helpful for them to hear music which is appropriate to encourage both a sense of worship and a ceremonial atmosphere befitting the occasion. Some of the pieces have proven their worth over many years:

Air on the G String	Johann Sebastian Bach
Jesu, joy of man's desiring	Johann Sebastian Bach
Concerto in A major	George Frideric Handel
Canon in D major	Johann Pachelbel
Bell Symphony	Henry Purcell
Andante in G major	George Frideric Handel
Concerto in G major	Prince Johann Ernst/Bach
Concerto in B flat major	George Frideric Handel
Prelude on 'Rhosymedre'	Ralph Vaughan Williams

PROCESSIONALS

Because of the secular nature of Wagner's "Bridal Chorus" and Mendelssohn's "Wedding March", the use of these pieces as processional is discouraged, though not forbidden. The bride and groom are encouraged to examine these alternatives:

Trumpet Tune	Henry Purcell
Musique Royale	Michel-Richard Delalande
Fireworks Music	George Frideric Handel
Entrance of the Queen of Sheba	George Frideric Handel
Trumpet Tune	George Frideric Handel
The Prince of Denmark's March	Jeremiah Clarke
Trumpet Tune	John Stanley
Psalm 19	Benedetto Marcello
Rigaudon	Andre' Campra
Largo in D	Henry Purcell

RECESSIONALS/POSTLUDES

It is possible to include either two pieces for leaving the church: one for the wedding party and another for the guests, or else one piece could be used for all.

Tocatta (Symphonie No. 5)	Charles Marie Widor
Trumpet Tune	Michael McCabe
Tuba Tune	C.S. Lang
La Réjouissance (The Rejoicing)	George Frideric Handel
In Thee is gladness	Johann Sebastian Bach
Allegro Maestoso (Water Music)	George Frideric Handel
Toccata in C major	Johann Sebastian Bach
Now thank we all our God	Johann Sebastian Bach
Sinfonia to Cantata 29	Johann Sebastian Bach
Hallelujah Chorus (Messiah)	George Frideric Handel

HYMNS

Many couples enjoy making the music for their ceremony inclusive of all the guests by singing hymns familiar to all.

Praise my soul, the King of heaven; For the beauty of the earth; Joyful, joyful, we adore thee; Love divine, all loves excelling; Now thank we all our God; O perfect love; Praise to the Lord, the Almighty; The Lord's my Shepherd

Terms and Conditions Covering Facility Use for Weddings & Events of First UM Church of Palo Alto

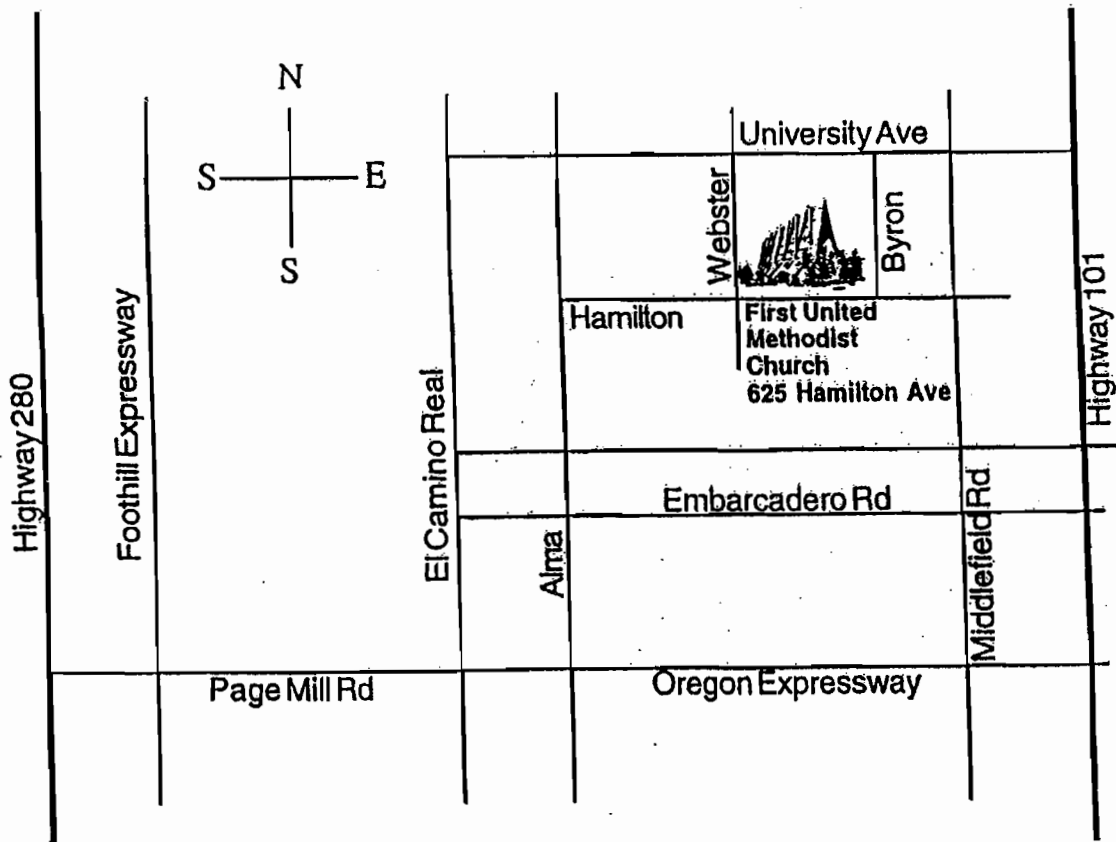
1. Decorations shall not damage or mar the premises. The use of nails, tacks, screws, adhesive tape, or flammable material is prohibited. No electrical appliance consuming more than 1,500 watts shall be connected to any outlet without specific approval of the Board of Trustees. Decorating may be done with the approval of the Church Administrator, acting on behalf of the Board of Trustees, but not in such a manner as will deface surfaces or obstruct exits. All decorating material must be removed at the conclusion of the event. **Church decorations will not be removed or changed under any circumstances.**
2. Food and/or beverages are **not** permitted in the Narthex, Sanctuary or Chapel.
3. **The use of alcoholic beverages on the church premises is not permitted.** Smoking is not permitted inside the building or within 50 feet of any entrance to the building.
4. Use of church equipment must be arranged with the Church Administrator prior to the event.
5. Special setups (i.e., tables, chairs) require prior arrangement with the Church Administrator, as well as risers and/or stage.
6. Arrangements to use the kitchens shall be made in advance. When kitchens are used, supervisory service is required and shall be an additional fee.
7. The user shall reimburse the church in full for any damage to church property arising from the use of the facilities. The user shall notify immediately the Church Administrator or the on site church staff.
8. The church facilities must be left acceptably clean and in good order.
9. Any financial contribution to the church to assist in defraying the cost of making the facilities available to the user should be paid no later than the day of your event.
10. Members & staff of the church may be in the church building during the event.
11. Permission for use of the church organ must be obtained from the church organist with prior arrangement with the Church Administrator. The use of other church musical instruments shall be by permission only.
12. Users shall exercise reasonable care in protecting the facility and its contents from damage. All tables, chairs, etc. shall remain in their respective rooms. Thermostats shall not be tampered with.
13. Prior to vacating the facility, users shall return tables and chairs to their original place in the room, clean all areas used, remove all trash and leftover food from the facilities, close and lock all windows and doors, and turn off all lights.
14. The only sales permitted on church property are those whose proceeds go to a nonprofit group or agency.
15. The church reserves the right to cancel for cause any reservation or agreement regarding use of its facility.
16. The church reserves the right to "bump" any non-church group scheduled at our facility in an emergency or with a reasonable notice.
17. Children/Youth under age 18 or not yet graduated from high school shall be supervised at all times.

BY SIGNING BELOW YOU ACKNOWLEDGE THAT YOU HAVE RECEIVED THE TERMS AND CONDITIONS AND AGREE TO ABIDE BY THEM.

Print User Name, Address, and phone number

Signature of Authorized User Representative

Date



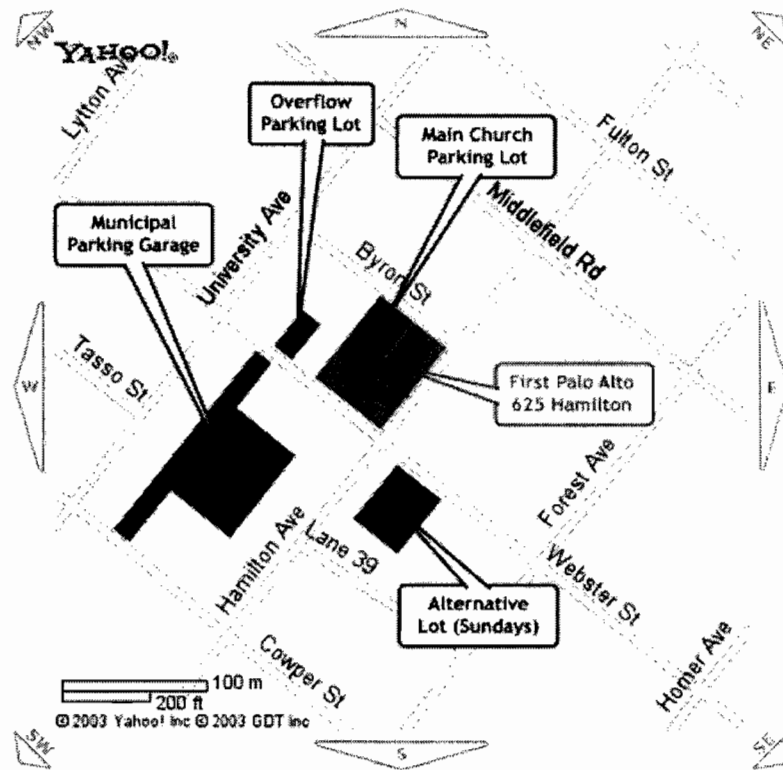
To the First United Methodist Church of Palo Alto

From Highway 101: Take the University Avenue exit and head West on University Avenue toward Palo Alto. Turn left onto Middlefield Rd. Take the first right onto Hamilton Avenue. The church is located on the right side, 625 Hamilton Avenue, between Byron and Webster. Parking is available at the rear of the church on Byron Street or in the municipal Parking Garage on Webster.

From Highway 280: Take the Page Mill Road exit and head East on Page Mill Road toward Palo Alto. Cross over Foothill Expressway and El Camino Real. Page Mill Road has now turned into Oregon Expressway. Turn left on Middlefield Road and continue for approximately 1.5 miles to Hamilton Avenue. Turn left onto Hamilton Avenue. The church is located on the right side, 625 Hamilton Avenue, between Byron and Webster. Parking is available at the rear of the church on Byron Street or in the municipal Parking Garage on Webster.

Parking

Parking is available on city streets or in the municipal Parking Garage on Webster. There is limited parking in the church parking lots on Byron and Webster streets as well as unofficial alternative parking on Webster for Sunday services.



Wedding Ceremony
 First United Methodist Church | Palo Alto, CA
 Updated as of October 31, 2011

Description	Time	Music Type	Music Selection
First guests to arrive	2:30pm	N/A	N/A
Officiant, Groom and Groomsmen line up	2:45pm	Prelude	Jesu, Joy of Man's Dressing by Bach and similar
Ceremony starts with seating of grandparents	3:00pm	Seating of Family	Canon in D by Pachelbel
Mothers light separate candles and are seated	3:05pm	Seating of Family	Canon in D by Pachelbel
Bridesmaids walk down the aisle	3:10pm	Bridesmaids' Processional	Trumpet Tune by David German
Bride walks down the aisle, then hand-off from dad	3:15pm	Bridal Processional	Bridal March from Lohengrin by Richard Wagner
Welcome and opening hymn	3:20pm	Hymn	Amazing Grace
Scripture reading	3:25pm	N/A	N/A
Message/sermon	3:30pm	N/A	N/A
Exchange of vows and rings	3:40pm	N/A	N/A
Lighting of the unity candle	3:45pm	Hymn	Air from Suite in D by Bach
Gift to parents	3:50pm	Hymn	Same as above OR Sheep May Safely Graze by J.S. Bach
Prayer of Blessing	3:55pm	N/A	N/A
Pronouncement of Marriage	4:00pm	N/A	N/A
Recessional: Bridal party exits, family exits and finally pastor exits	4:05pm	Recessional	Wedding March from a Midsummer Night's Dream by Mendelssohn