

# Wedding Use Policy

## Wedding Contact Information

### St. Luke United Methodist Church

2351 Alumni Drive, Lexington KY 40517

Office hours : 9:00 am – 5:00 pm, Monday – Friday 859-269-4687

**Sr. Pastor Debbie Wallace-Padgett**, 859-269-4687, ext. 224

**Victoria Browning**, wedding liaison – 859-396-3216, [canuck415@aol.com](mailto:canuck415@aol.com)

**Brooke Harris**, administrative assistant – 859-269-4687, ext. 234, [bharris@stlukeumc.org](mailto:bharris@stlukeumc.org)

**Sue Lord**, worship coordinator – 859-269-4687, ext. 226, [slord@stlukeumc.org](mailto:slord@stlukeumc.org)

**Carey and Carol Montgomery**, custodians

The Church looks upon your wedding as a sacred union, performed within the Church, between people who are blessed of God. Marriage at St. Luke is defined as a lifetime union and Christian commitment between one man and one woman. It is therefore considered an act of worship and is approached as such. The music, the ceremony itself, and all other aspects should fit into this lofty concept of marriage. The altar is the fitting place for the speaking of the vows of those whom God has joined together.

### RESERVATIONS FOR THE SANCTUARY

St. Luke UMC is available for weddings for members and active constituents and their families who comply with the St. Luke wedding and building use policy. Please note the fee chart on the last page of this document. Building use requests shall be approved on a case-by-case basis.

Those requesting to use St. Luke UMC for a wedding should note:

1. A Request for Use Form must be filed with the St. Luke administrative assistant through the church office to request the space and the date.
2. The administrative assistant will check the availability of the building and the wedding liaison.
3. If both the building and the wedding liaison are available for the requested date, the wedding liaison will arrange a meeting with the bride or bridal representative to discuss basic wedding details/requests and St. Luke wedding policy.
4. Remember, your date is not set until your request has been approved and all church fees (including the damage deposit) have been paid according to the fee schedule attached to this document.
5. Fees cover building use, custodial, sound technician, and wedding liaison services. The use of these services are not optional unless authorized by the Senior Pastor .
6. After the date has been approved the St. Luke worship coordinator will contact the bride/bridal representative to discuss ceremony sound needs, and she will then secure the sound technician for the wedding date. Audio CD recordings of the wedding ceremony may be made upon request.
7. Use of projection during the wedding ceremony may be arranged for an extra fee, dependent on the availability of a trained projectionist (arranged through the worship coordinator).
8. Video taping of the service with the church sound board camera is not an option, though a bride may arrange for a private videographer.

## **RESERVATIONS FOR FELLOWSHIP HALL**

Requests to use the Fellowship Hall for a wedding reception should be made at the time the sanctuary is requested. Please note that if you are using the Fellowship Hall for a reception on a Saturday, the hall must be cleared by 8:30 p.m. Sound equipment is not provided in Fellowship Hall.

The Fellowship Hall may not be reserved for rehearsal dinners.

## **BUILDING USE SCHEDULE RESTRICTIONS**

Weddings on Sundays are discouraged because of the wide use of all facilities and demands upon the church staff.

No formal weddings shall be scheduled during Holy Week (Palm Sunday through Easter) and special days such as New Year's Day, Independence Day, Thanksgiving, and Christmas.

## **MUSICIANS**

The hiring of and communication with musicians for the wedding is the obligation of the bride/bridal representative.

The St. Luke worship coordinator is happy to assist with music planning and recommendations for musicians.

## **SELECTION OF OFFICIATING PASTOR AND PRE-MARITAL COUNSELING**

It is required that couples being married by a St. Luke pastor have premarital counseling with the presiding pastor or by a counselor arranged by the pastor.

When the bride requests an outside officiating minister, she will give his/her contact information to the St. Luke administrative assistant.

The St. Luke Senior Pastor will then contact the requested minister to invite him/her to perform the ceremony. In this case premarital counseling will be overseen by the officiating pastor.

The officiating minister will establish the number of sessions required before a final decision is made about performing the marriage ceremony

## **RECEPTION AND USE OF CATERER**

If you are using the Fellowship Hall for a reception on a Saturday, the hall must be cleared by 8:30 p.m. so that the custodian can get it ready for Sunday.

**CATERER:** If a caterer is employed for the reception, the party making reservations will be responsible for all the equipment used and for the complete cleaning and rearranging of the kitchen and Fellowship Hall following the reception.

Any damage or loss of equipment will be billed to the party making the reservation. The caterer will work within the policies and regulations for the use of church facilities as described in this document.

## **BUILDING REGULATIONS**

There shall be no alcoholic beverages permitted on the premises and there shall be no smoking within the building in any place. It is the responsibility of the bride and the groom to so inform all members of the wedding party and guests of these regulations.

1. Arrangements must be made with the wedding liaison as to:
  - when the custodian is needed
  - when the sanctuary and fellowship hall is available to decorate
  - when florists and caterers need access to the building.
2. No nail, tacks, etc., shall be used to secure decorations.
3. The throwing of rice on the premises (inside and outside) is prohibited because it causes unsafe walking conditions on floors and walkways, damages carpeting and harms birds if eaten. Birdseed may be used outside the building.

## **ST. LUKE WEDDING LIAISON AND COMMUNICATION ABOUT YOUR WEDDING DETAILS**

The wedding ceremony itself is completely under the supervision of the officiating minister. The bride may arrange for a private wedding planner/coordinator.

The St. Luke wedding liaison acts as an on-site “communication bridge” between the bride and St. Luke during the wedding rehearsal and during the day of the wedding ceremony (and reception if on-site), coordinating the use of the building.

Set up instructions for the wedding ceremony and for the reception should be communicated to the wedding liaison, who will give instructions to the custodian and also inform the administrative assistant.

If the wedding liaison cannot be reached for last minute questions, please call the administrative assistant during office hours.

Please note the guidelines found in this document concerning flower and candle use in the sanctuary.

The wedding liaison will:

1. Meet with the bride/family for an initial visit at the church
2. Be available by email to answer questions, etc.
3. Attend rehearsal and wedding and help where needed
4. Be at church one to two hours prior to the wedding ceremony, depending on needs
5. Coordinate getting family, wedding party, etc. down the aisle at the appropriate times
6. Make sure the room where bride and bridesmaids dress is locked during the ceremony and opened after ceremony.
7. Help custodian do initial clean-up in sanctuary, lobby.

## **WEDDING REHEARSAL**

The rehearsal time is scheduled through the wedding liaison and will be under the supervision of the presiding minister and the St. Luke wedding liaison.

Both the wedding rehearsal and the wedding ceremony are considered services of the church and should be regarded as such with respect to liturgy chosen, song lyrics and dress. The content of the rehearsal and ceremony rests with the officiating minister, and the wedding liaison will assist where needed.

The rehearsal shall last no more than an hour and a half.

Often wedding musicians do not attend the rehearsal unless rehearsal time with soloist and accompanist is needed. All communication with the musicians is the responsibility of the bride.

## **WEDDING SOUND**

The St. Luke worship coordinator should be informed well ahead of time of the basic sound needs for the ceremony, and she will communicate these to the assigned sound technician.

Any recordings to be used during the ceremony must be delivered to her no later than three days in advance of the wedding ceremony.

The sound technician will attend 30 minutes of the rehearsal so that details/exact set up can be worked out with the presiding minister and with the bride. Generally it is wisest for the sound technician to meet with the minister and bride 30 minutes before the rehearsal starts, going over the sound needs in coordination with printed worship order provided by the bride.

The sound technician will:

1. attend 30 minutes of the rehearsal
2. set up all sound equipment needed for the wedding.
3. be at sound booth, ready to serve for prelude 30 minutes before service starts, through ceremony, plus postlude time.
4. take down wedding sound equipment and set up for Sunday morning service.
5. make audio CD recording of service upon request

## **FLORISTS AND DECORATION OF THE SANCTUARY**

The time needed to decorate the sanctuary and the expected arrival of florist and rental deliveries should be scheduled through the wedding liaison or if needed, the administrative assistant.

Decorations should be planned in accordance with the church furnishings and equipment.

Please note that a limited amount of chancel furniture and chancel sound equipment may be moved for wedding ceremonies.

Decorations which harmonize with the symbolism of the chancel area are most appropriate. Use of elaborate archways and decorations are discouraged due to the effect they may have upon the other furnishings within the chancel area. The use of large candle arrangement using wax candles is prohibited because of damage from the wax (wax dispersed because of overhead fans).

The two St. Luke brass candelabrum (oil) may be used by the bridal party at no cost, but the request to use these must be made ahead of time through the wedding liaison so that oil is added, etc. Please note: the candelabrum candle wicks must NOT be trimmed!

Tacks, nails, pins, screws, tape, gum or any other devices that harm furnishings are not to be used to fasten decorations to the floors, chairs/pews, or any other furnishings within the church.

No decorations are allowed on the piano.

Care must be taken to see that the floors and furniture are not disfigured and that dampness does not seep through. Candlesticks and candles must have proper protection from dripping and other damage.

The repair of any damage done to church furnishings shall be paid for by the person making arrangements and must be done to the satisfaction of the Chairman of the Board of Trustees.