

FIRST UNITED METHODIST  
CHURCH



Wedding Policy

## WEDDINGS AND RECEPTIONS

### Statement of Policy

The family at First United Methodist Church believes that a wedding ceremony should be Christ-centered. A wedding is a celebration of a man and a woman God has brought together. The wedding and its preparation should be done in a way that will bring honor and glory to God.

First United Methodist Church looks upon your wedding as a sacred union, performed within the church, between people who are blessed of God. It is, therefore, considered an act of worship and is approached as such. The altar is the appropriate place for the exchange of the vows of “those whom God has joined together.”

The Administrative Council and members of First United Methodist Church are happy to provide the church facilities to all church members, and to nonmembers, in accordance with the church guidelines. Your wedding is important to us. We will endeavor to help you make it the special event that it should be.

Please note that as a United Methodist Church, we must abide by the current position of the United Methodist Book of Discipline in ¶ 341.6: *Ceremonies that celebrate homosexual unions shall not be conducted by our ministers and shall not be conducted in our churches.* Thank you for understanding.

**TO SCHEDULE AN APPOINTMENT TO LOOK AT OUR FACILITIES BEFORE YOU BOOK YOUR WEDDING, CALL Hannah Helsby, OUR WEDDING COORDINATOR, AT 859-338-8738 FOR AN APPOINTMENT.** Hannah will set aside time to open the building so you can see our facility and ask questions.

In the event that Hannah cannot meet you at a time that works with your schedule, you still **MUST SCHEDULE AN APPOINTMENT** with Chelsie in the church office to stop by and look at the facilities during church office hours. We hope you understand that **unannounced visits to view and tour the facility cannot be accommodated** due to staff schedules that require their attention relating to other duties.

Our church wedding coordinator's name, address and telephone number are listed below if you have questions after the wedding is booked:

Hannah Helsby

Cell Phone: 859-338-8738

[hannah.ockerman@gmail.com](mailto:hannah.ockerman@gmail.com)

All checks are to be made out to: First United Methodist Church

*Please note that the information in this booklet applies to weddings at our downtown campus only. Weddings at First United Methodist Church's Andover campus are booked separately. If you wish to have your wedding at the Andover campus, please call Vicki Lanham at 859-263-3602.*

## PROCEDURES

### I. COUNSELING

The pastors of First United Methodist Church are happy to officiate at couples' weddings. The church believes that counseling is essential to providing a Christ-centered wedding. Each couple is required to take a Prepare/Enrich Assessment that aids the pastor in his initial meeting with the couple. (See Section II. Below) If the couple chooses to have a pastor outside of First Church to officiate their wedding, counseling sessions will be done with that pastor. Assessment results from the Prepare/Enrich program will be shared with the officiating minister. **It is the couple's responsibility to complete the sessions and to have their officiating minister to notify the pastor of First Church in writing that their counseling has been completed prior to their wedding. If the couple fails to do this, the wedding will be canceled.** (In lieu of scheduling multiple counseling sessions, First Church offers Great Start, an Engaged Couples Weekend that takes the place of individual couple counseling. (See Section III. below)

### II. PREPARE/ENRICH--EMPOWERING COUPLES PROGRAM.

This group program, developed by Dr. David H. Olson, is for couples. Based on the book, *Empowering Couples: Building on your Strengths*, this program helps couples identify and build their couple strengths, teaches couples communication and conflict resolution skills, identifies their stumbling blocks (problematic issues), turns their stumbling blocks into stepping stones (strengths) and empowers the couple to build a stronger and happier marriage. ***First Church requires every couple participating in Great Start to take a Prepare/Enrich assessment.*** It is a tool that will be used in counseling the couple, or during the recommended Great Start Retreat.

### III. GREAT START ENGAGED COUPLES WEEKEND

*Great Start: Turning Beautiful Weddings into Great Marriages!*

Great Start is a weekend retreat designed for engaged couples to help them begin to put into perspective the realistic expectations of marriage. In a relaxed workshop setting, couples will focus together on the foundations for marriage and study the ways that each feels loved in the marriage relationship. Time is also set aside for sharing growth and strength areas, learning how to resolve conflict, and ways your marriage can honor God. The weekend includes time alone for couples to reflect, as well as time to meet other couples just starting out. *Great Start* kicks off with a romantic dinner and a focus on the marriage vows. Each engaged couple will review their individual *Prepare/Enrich* assessment with a mentor couple. This resource can be a springboard for discussion to start out their new life together with a solid foundation. While this weekend is an option, First Church strongly encourages you to take advantage of this opportunity to build a solid start for your relationship as husband and wife. Together, you can turn your beautiful wedding into a great marriage. What a great start!

***Couples will be reimbursed \$200 for using our sanctuary or \$175 for using any of our chapels if they participate in Great Start. Reimbursement will be sent AFTER the wedding. Couples have an option to attend one of the two weekends offered each year. If attendance is not possible, they will NOT receive a reimbursement.***

#### IV. MAKING RESERVATIONS

A. Applications for use of First Church facilities will initially be made by the First United Methodist Church Office Staff. They will clear dates with the church calendar, wedding coordinator, and pastor. The wedding coordinator meets with the couple and completes pages 3 and 4 of the Wedding Reservation form.

B. Facilities are available for a fee to applicants. Applicants may schedule a wedding up to one year in advance of the wedding date. Weddings will be confirmed upon and internal processing of the **security deposit check**.

C. A security deposit of \$100 is due when the application is turned in. This amount will be applied toward the total wedding fee. If

at a later date you decide not to have the wedding at FUMC, **you lose the entire security deposit.** WEDDING DATES FOR COUPLES WILL NOT BE PLACED ON THE CHURCH CALENDAR UNTIL PAPERWORK IS RECEIVED, FUMC INTERNAL PROCESSING COMPLETED AND THE \$100 SECURITY DEPOSIT CHECK HAS CLEARED. The staff will notify you as soon as your date is confirmed. **A \$250 damage deposit** will be required at the first meeting with the wedding coordinator. The deposit will be returned if there is no damage to the facilities by the caterer, florist, photographer, videographer or guests. If FUMC finds it necessary to change the wedding date, and a new date cannot be agreed upon, the \$100 security deposit will be returned.

D. If you wish for a First United Methodist Church pastor to officiate at your wedding service, you must contact that pastor directly to check his availability. You may request a particular pastor if you choose. Contact the church office at (859)-233-0545 to request contact information for the pastor of your choice. A minister from another church may be also be requested, **but would need to make contact with the Senior Pastor of FUMC for approval. Your wedding will be cancelled if your pastor has not spoken to and been approved by our Senior Pastor in advance. They can be reached by calling the church office number listed above.**

E. **To assure that your wedding is as perfect as possible and that there is communication between the wedding party and the church staff, we use the services of a wedding consultant.**

Our wedding coordinator, is experienced, knowledgeable and certified in wedding etiquette. She will assist you with the details necessary for a beautiful and meaningful wedding. She will contact the bride and schedule a meeting to review wedding guidelines, reservation forms, and fee schedules, concluding with a tour of the building. She will assist in planning the processional, recessional, special seating, ushering and ceremonial details. She will answer all questions concerning facilities, procedures, rehearsals, decorations, custodial services, and church policy, as well work with the staff to schedule the sound technician and custodial staff. She will be present at the rehearsal and wedding to assist the pastor and direct the wedding party. ALL wedding parties using our church facilities MUST use our wedding coordinator. In the event that she is not

available, we have other qualified persons to fill in. If you would like to use your own wedding coordinator IN ADDITION to ours, you may do so, but our wedding coordinator must be present as well and her fee must be paid. **NOTE: After the FUMC has collected your signed and dated form and the \$100 security deposit, the wedding coordinator will coordinate all arrangements for your wedding at FUMC.**

F. The church **will not** schedule sanctuary weddings or rehearsals during the month of December or on weekends that include Palm Sunday, Easter, Vacation Bible School or any weekend during which a musical or dramatic program may be scheduled in the sanctuary.

**G. Please be prepared to pay all deposits at the first meeting with the wedding coordinator. All final payments are due 30 days following consultation. If consultation is within 30 days of wedding, fees are due on that day. If fees are not postmarked by the designated due date, your wedding will be cancelled. ALL CHECKS ARE TO BE MADE OUT TO FIRST UNITED METHODIST CHURCH AND MAILED TO THE WEDDING COORDINATOR'S HOME ADDRESS.**

## V. REHEARSAL

The rehearsal time will be scheduled through the wedding coordinator and must begin promptly, since a large number of people are involved and delays consume every person's time. **We ask that all members of the wedding party arrive 30 minutes prior to the rehearsal.** Both sets of parents, grandparents and all ushers and bridesmaids, musicians and vocalists should be present for the rehearsal.

## VI. FACILITIES

**A. Parking Lot:** There are 120 parking spaces available located to the west and the south of the church building. The wedding party may make arrangements to use the parking lot (also containing approximately 120 parking spaces) located across the street from the front of the church by calling Central Parking System at 255-8808, extension 1003. No fees are charged for using the parking lot across the street.

As a downtown church, our lot is frequently parked in by individuals attending events at Rupp Arena, Lexington Opera House etc. If there are large events downtown on the day of your wedding, to ensure that the lot is not filled up at the time of your wedding, you may either

- 1-Hire one of our youth, at \$50 per two hours to work as a parking attendant
- 2-Have a friend or family member serve as a parking attendant.

Should you not elect either of these options, there is always a chance that there will be limited parking at the time of your ceremony. For your peace of mind, we strongly urge you to consider arranging coverage of the parking lot.

We do not allow overnight parking after the wedding and expect the lot to be free within 1 hour of the end of the wedding/reception.

#### **B. Chapel Weddings (downtown):**

**West Chapel** is also available with a seating capacity of approximately 80 persons. It is equipped with a sound system. *ONLY ribbon and chenille strips are allowed to attach flowers and decorations to the seats, pews, or chapel furnishings.* Any damage must be corrected at the expense of those decorating to the satisfaction of the proper representative of the church. If there are any questions regarding the use of our chapels, the wedding coordinator should be consulted.

**C. Sanctuary (downtown):** The sanctuary, with a seating capacity of approximately 450, is available for larger weddings. The bride or her representative must make arrangements for the decoration of the sanctuary. In making plans, please remember that decorations should be in accordance with the church furnishings and equipment. *ONLY ribbon and chenille strips are allowed to attach flowers and decorations to the pews or sanctuary furnishings.* Simplified decorations, which harmonize with the symbolism of the chancel area, are most appropriate. Use of elaborate archways and deco-

rations are not allowed because of the effect they may have upon other furnishings in the chancel area. There are 54 pews in the sanctuary, not including the balcony, with 12 pews on each side of the center aisle. Eating and drinking are prohibited in the sanctuary. No exceptions. *NOTE: ALL platform furniture must remain in place. ONLY Ribbons and chenille strips may be used to fasten decorations to pews, choir screen or any other furnishings.* Care must be taken to assure that the floors and rugs are not disfigured and that dampness does not seep through. Any damage must be corrected at the expense of those decorating the sanctuary to the satisfaction of the proper representative of the church. If there are any questions in regard to the use of the sanctuary, the wedding coordinator should be consulted.

## VII. FEE SCHEDULE

A. First United Methodist Church charges its wedding couples a nominal fee for the use of the building. A portion can be reimbursed to the couple through participation in the Great Start Weekend. It is also necessary to charge for personnel providing services.

### 1. Downtown Sanctuary Weddings

The fee is \$650.00 and includes sanctuary usage in the Downtown facility. Our church members may use the sanctuary at a discounted rate of \$200.

### 2. Chapel Weddings

The Fee for use of either the West Chapel or Slaton Chapel is \$175.00.

## B. Additional Fees:

### 1. Sound Technicians.

a. The \$200 fee for a Sound Technician includes a DVD in the sanctuary; audio only is available in West Chapel. Slaton Chapel does not have recording capabilities.

b. The Sound Technician will provide microphones for musicians and those with speaking roles in the ceremony and will make 3 copies of a DVD of the service in the sanctuary using

the church's equipment. All wedding parties **must** use our technician.

## VIII. MUSIC

A. Since a wedding is a worship service, the music must promote worship. All music must be either sacred, contemporary Christian or classical. **The Director of Music must approve all music to be used in the ceremony.** Any exceptions to this procedure will be reviewed and approved by the Director of Music. The decision of the Director will be based on the word content of the song. **All music must be submitted to the wedding coordinator at least 30 days prior to the wedding** in order to allow the necessary approval by the Director of Music at least two weeks before the wedding. You may contact First United Methodist Church to schedule an appointment at 859 233-0545. **Pre-recorded music is prohibited.**

B. **It is the responsibility of the bride to contact the Director of Music regarding an organist as early as possible,** (we recommend within 2 weeks after wedding has been scheduled). It is normal procedure for the organist to have one consultation with the bride. **The congregation's organist has the first right of refusal for all weddings held in the church.** If a guest organist or other musician(s) is desired, please speak with the Director of Music as soon as possible. A guest soloist is permitted, but must speak with the organist ahead of time.

## IX. COMMUNION

A. If you desire to serve communion at your wedding, the chalice and elements must be provided by the wedding party and served by intinction. **White juice must be used in order to prevent stains, and alcohol is NOT permitted.** If communion is served, **it must be made available to all guests.**

## X. DECORATIONS

A. The following accessories are available for your usage and are optional.

1. Aisle Candles/Globes: There are a total of 12 brass candle holders with glass globes that are available for your use.

2. Unity Candelabrum: A free-standing brass unity candelabrum is available for your use. The custodian is responsible for setting up, taking down and cleaning the candelabrum.

3. Hurricane Globes: Six individual globes are available for your use in the windows. Globes may only be used in the church. The custodian is responsible for setting up, taking down and cleaning the globes.

4. Seven Branch Floor Candelabra: Two freestanding brass candelabras are available for your use. The custodian is responsible for setting up, taking down and cleaning the candelabras.

5. Lightaliers: Two brass lightaliers are available for your use in lighting any candles used in the wedding and may only be used in the church.

6. Altar Candles (pair):

7. Aisle Cloth

8. Bows - (6 ivory or white) for outside hand railings:

B. No furnishings may be moved from other parts of the building.

C. Only ribbon and chenille strips may be used to affix flowers and decorations to pews. **NO exceptions.**

D. Clear plastic must be used under all other rented candelabra not belonging to the church in order to protect the carpet and/or flooring (the candelabra owned by the church do not drip).

E. The florist is expected to remove all decorations and equipment promptly following the ceremony. The florist will be held responsible for cleaning any wax from carpet or furniture that may have resulted from wedding decorations that do not belong to the church. The florist must contact the wedding coordinator at least six weeks before the wedding.

F. No equipment, candelabra, etc. may be left at the church until Monday morning. It is the family's responsibility to take them home with them if the florist/caterer is unable to pick them up on Saturday.

G. Candles must be in metal candle holders and must be in a metal candelabra that will catch and contain drippings. The floor must be thoroughly protected with plastic if candles other than the church's are used.

H. The church properties must be left in the condition in which they were found; otherwise the damage deposit will not be refunded.

I. Facilities staff is not required to load or off-load equipment or decorations to be used in the wedding that do not belong to the church.

## XI. DRESSES AND VALUABLES

**Personal property: FUMC cannot be responsible for the protection of personal property.** The bride cannot leave her wedding dress or bridesmaids' dresses in the bride's room on Friday night. The church will in no way be responsible or liable for personal items such as gifts, dresses, wraps, purses, silver, glassware, cameras, etc., brought to the church for use in a wedding or reception.

## XII. PHOTOGRAPHY

No pictures, except for time exposures, may be taken in the sanctuary or chapel during the ceremony. The photographer may take a picture of the wedding party as it proceeds down the aisle, and as it leaves. Guests should not take pictures during the wedding ceremony. Photographers/camera persons are not allowed to stand on chairs or pews, and no photographer/videographer is to be physically stationed in the chancel or the forward part of the sanctuary. The wedding is a worship service, and the taking of pictures or videotaping (in the forward part of the sanctuary) is distracting and takes away from the ceremony. No furniture or furnishings may be moved during any phase of the photography session. Photogra-

phy sessions with the wedding party must be completed one hour prior to the wedding ceremony and within thirty minutes after the wedding ceremony.

### XIII. VIDEOGRAPHERS

A. Any videographers or film crews employed by the wedding party who plan to use wireless microphones must contact the Technology Servants Coordinator, at 233-0545, at least one week prior to the wedding. To avoid interference, a list of planned frequencies must be provided. If there is a conflict with a frequency used by First Church or other interference with the First Church sound system, they will not be permitted to use that frequency.

B. First Church will provide either a monophonic or stereophonic audio feed from their mixing console to the videographer if requested at least 24 hours in advance. Standard XLR connectors will be provided at the sound booth in the balcony.

### XIV. FLORIST

Elaborate decorations are unnecessary in the chapel and sanctuary. Both have been furnished with symbols of our Christian faith so that they may be places of reverent worship with a minimum of decoration. It is the responsibility of the bride's family to arrange with the florist for decorations and to see that all guidelines of the church are followed. The church will be open 9 AM to 4 PM, Monday through Friday, and **Saturday two hours before the ceremony for the florist to deliver flowers.** If another time is needed to make deliveries, it must be arranged with the wedding coordinator. **A fee of \$50 for each additional hour over two hours will be charged.** The florist must contact the church office ahead of time to arrange for access to the areas to be decorated. Some florists request additional time. **Please be sure to explain this additional charge to your florist.** *ONLY ribbon and chenille strips are allowed to attach flowers and decorations to the pews or sanctuary/chapel furnishings.* Florists must pick up their equipment within one hour after the wedding.

### XV. PETS

No pets of any kind will be permitted within the church building, with the exception of service animals.

## XVI. AUDIO/VISUALS

The Sound Technician will provide microphones for musicians and those with speaking roles in the ceremony and will make 3 DVDs of the service in the sanctuary using the church's equipment. All wedding parties must use our technician in the sanctuaries.

## XVII. OTHER IMPORTANT INSTRUCTIONS

**We expect you to honor the guidelines listed below:**

A. **No alcoholic beverages** may be served or allowed on church premises.

B. **No smoking** is allowed in any of the church facilities or near entrances. Please advise your guests to honor this request. There will be an additional charge if clean-up of cigarette butts is needed.

C. **No unsightly or inappropriate materials** shall be used to decorate the wedding car.

D. **No rice, confetti, birdseed, or flower petals** may be thrown for safety and cleanup reasons. For any questions consult the wedding coordinator.

E. A fee of **\$50.00 per hour** will be charged if the wedding party requests arrival time more than 2 hours prior to the wedding ceremony. This must be arranged through the wedding coordinator.

F. If the buildings are not closed and locked two hours **after** the time the wedding began, a fee of \$50.00 per hour will be deducted from the damage deposit.

G. All members of the wedding party and all musicians and vocalists must attend the rehearsal.

H. If a flower girl and/or ring bearer is to be used, it is best if the children are over five years of age (silk petals must be used).

I. The number of ushers should be in keeping with the anticipated attendance. One usher per 50 guests is customary.

J. Eating and drinking is allowed in room 111 only if prearranged with wedding coordinator. If food and drinks are taken outside room 111, there will be an additional custodial fee for each room affected.

K. All members of the wedding party are to arrive at the church no less than **1 1/2 hours prior to the ceremony** unless otherwise arranged with the wedding coordinator. The gathering hall door will be locked approximately 20 minutes before the ceremony.

## XVIII. WEDDING LICENSE

The wedding license must be obtained by the bride and groom from a county clerk within the state of Kentucky, and as early as 30 days prior to the wedding date. The license must be in the hands of the minister by the time of the wedding rehearsal so that it can be properly completed and executed by the minister before the wedding. **The minister shall refuse to perform the wedding if the license is not obtained.** In Fayette County contact the County Clerk's Office; 162 East Main Street, (859) 253-3344.

## XIX. CANCELLATION

In the unfortunate event of a cancellation, fee consideration will be given on an individual basis. Wedding Coordinator fees are payable and final.

## XX. PLEASE NOTE:

There will be no flash photography during the ceremony. In addition, First United Methodist Church requires that all cellular telephones and pagers be turned off or set to vibrate while in the sanctuary. Anyone arriving after the ceremony has already begun will be seated in the balcony. Thank you for your cooperation.



For this reason a man will leave his father  
and mother and be united to his wife,  
and the two will become one flesh.  
Ephesians 5:31

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