



Policies Pertaining to Christian Weddings

2000 Douglass Blvd
Louisville, KY 40205-1928
Church office: 459-1595
<http://www.stpumc.com/>

INTRODUCTION

A Christian wedding ceremony is a celebration of high and lasting significance for the bride and groom, their families and friends. St. Paul Church welcomes those who sincerely come seeking God's blessing, and who wish to have a wedding in keeping with the faith and practices of our church.

United Methodists consider the wedding a sacred and important service of worship for both participants and guests.

EARLY ARRANGEMENTS

Up to twelve months in advance of the wedding, please take the following steps:

1. Tentative Dates

Consult with the church secretary for available dates.

Rehearsals will be scheduled no later than 5PM.

Please note that receptions are not held at the church for non- members.

2. Tentative Approval

After reading these guidelines thoroughly, please contact the church secretary to place a tentative date on the calendar. After the date, pastor, and organist are confirmed by the church, the application may be downloaded and printed from the church website and submitted with the deposit.

It is expected that a St. Paul pastor will officiate. Pre-marital conferences with the pastor will be necessary prior to the wedding. Appointments for the conferences must be scheduled three months prior to the wedding with the pastor. These conferences will include general pre-marital counseling as well as determination of the wedding liturgy to be used.

With regard to wedding music, contact must be made with the church Director of Music Ministries/organist, regardless of your musical plans. The organist for the wedding day will be the church organist or an organist appointed by him.

3. Final Approval

Regarding the securing of a wedding date, please note that the deposit and signed Application and Wedding Policy Agreement are due back in the church office within two weeks from the date the form was mailed from the church. Receipt of the check and completed forms will secure your date on the calendar. **A date will not be held longer than two weeks without receipt of this payment.**

All other fees pertaining to the wedding (for services provided by St. Paul staff and Church use) must be paid no later than two (2) weeks prior to the wedding date, in one check, made out to the church. However, after the date is set, a cancellation that occurs six months prior to the wedding will result in a return of the full deposit. If the wedding is canceled within six months of the date, \$200 of the deposit will be retained by the church.

WEDDING COORDINATOR

St. Paul Church requires and provides a wedding coordinator as a part of the fee package for your wedding. This person will be involved with your wedding rehearsal and wedding, helping with issues that relate directly to the church. She will direct the rehearsal and the wedding, assisting with the procession and similar items. The coordinator is a representative of the church and will be glad to work with any wedding planner you may happen to hire for your wedding. It should be noted that the St. Paul wedding coordinator is not available for the many duties with which personal planners often deal. The St. Paul coordinator's interpretation of church policy is to be considered final.

The coordinator will arrive 15 - 30 minutes before the rehearsal. The coordinator will arrive two hours before the wedding service. It is required that you contact the coordinator a minimum of two months prior to the wedding unless the coordinator contacts you sooner.

COMMUNION

If Communion is served, all in attendance will be invited to participate in accordance with United Methodist tradition.

MUSIC

Since your wedding is a worship service, wedding music should be suitable and act as an aid to that worship. St. Paul Church believes that music and its performance at all worship services must be of the highest caliber. It is our hope that such music will contribute meaningfully to your wedding. These general guidelines apply:

- The church organist, or someone appointed by him will play the organ for weddings. If the church organist will not be participating, notification must be made at the time your wedding is scheduled. All guest musicians must be approved by the Director of Music Minister/church organist.
- **The organist will meet with all couples regarding the music for their wedding.** Final decisions need not be made prior to that meeting, as the organist will have many suggestions and options available for discussion. Couples are required to talk with the organist even if they are not planning to use the organ.
- It is expected that sacred music be used for a wedding service. The word *sacred* is defined by the text, and does not limit musical style in any way. With few exceptions, the text must mention God or Christ. Instrumental pieces inextricably tied to a secular text should not be used. Consideration of any exceptions must be made in consultation with the Director of Music Ministry who will make the final decision as to what is appropriate for the service.
- The use of recorded music of any kind is not permitted.
- Unless the situation is unusual, the organist will not attend the wedding rehearsal. This determination will be made by the organist, in consultation with the pastor. An additional fee of \$40 is required when this occurs. The fee for any rehearsal time needed with additional musicians and/or vocalists is also \$40 per rehearsal.

VENDOR LETTERS

It is the responsibility of the bride and/or groom to download and print, from the church website, vendor policy letters for the florist, photographer and videographer providing services for the wedding. **These forms must be signed by the vendor and returned to the church not later than two (2) weeks before the wedding.**

DECORATIONS

The beauty of the church lies in its simplicity, and even weddings with minimal floral display provide lovely settings.

Flowers and Greenery - please be certain that all potted flowers or greenery have protective coverings underneath.

Church Vases - the two sanctuary brass vases may be used for the wedding; however, the vases are **never** to leave the sanctuary. A paper mache 4K liner will fit the vases, which measure 15 ½ inches tall.

Pews - do not use tacks or tape of any kind on the ends of the pews or on any other woodwork in the room. There are 20 pews on each side of the sanctuary.

Church furniture –The pulpit will be moved by church staff for weddings performed at the upper level of the chancel area. It is not permitted to move or obscure the pulpit, communion table, candlesticks, and cross (brass cross on the table) in any other way. No floral arrangements are permitted on the communion table. A single rose in honor/memory of someone is acceptable.

Aisle runner – You must supply the runner. Your coordinator can assist with laying the aisle runner after photography is completed if necessary. The aisle of the sanctuary is 25 yards (75 feet) long. Since the aisle is so narrow, the use of candles attached to the ends of the pews is dangerous and **prohibited**. Also, bow and/or flower decorations should be kept very simple.

Unity candelabrum - is provided by the church. If you choose to use the candelabrum, you will need to provide the bride and groom candles (regular size tapers) and the large unity candle (3 or 4 inch diameter pillar).

Candles - the church provides two 7-branch floor candelabra and two candlesticks on the communion table which may be used. These candles use oil provided by the church. Candles used in the windows must be enclosed in hurricane globes.

Doors - there are three sets of doors in the front of the church. Any wreaths/decorations should be attached to the screws/nails over the doors, not on the doors themselves.

Building hours - the church is open two hours before the wedding. Floral decorations should be put in place during this time. Other arrangements may be made by calling the church office. Each additional hour is \$15 per hour. **Please consult with the ministry secretary regarding other services (weddings or funerals) which may be held on your wedding day.** Flowers delivered must be labeled with the church name and the wedding party name, so that they can be kept separate from flowers for other events.

After the wedding – all personal items and anything provided by the florist must be retrieved immediately following the wedding. The church cannot be responsible for items left in the sanctuary after the wedding. This information will also be sent to the florist.

It is the responsibility of the bride and/or groom to convey this information to the florist and obtain their signed agreement (see vendor letters on the church website).

PHOTOGRAPHY/VIDEOGRAPHY

These guidelines apply not only to any official/professional photographers or camera operators, but to all those who may be taking pictures. It is the responsibility of the bride and groom to make certain that all parties are made aware of these policies.

With regard to PHOTOGRAPHY, the following guidelines apply.

- * Before the prelude music and after the ceremony, unlimited pictures of any kind may be taken from any location. Pre-service photography in the sanctuary should be finished 40 minutes before the service. A reasonable amount of time will be allowed for post-service pictures. Please do not move any pieces of furniture or candelabra nor anything on the Communion table.
- * Once the pre-service music has begun, we request that no flash pictures be taken of the musicians. A discreet number of flash pictures may be taken during the prelude, as guests are being seated, but **ONLY** from the back of the sanctuary.
- * Once the PROCESSION has begun (from the time the pastor enters) and throughout the remainder of the ceremony, there are to be no flash pictures taken, with one exception: Flash pictures may be taken of the bridesmaids, the bride and her escort at the back of the sanctuary as they start down the aisle. Other than for these pictures, the photographer should not be in ANY of the side or center aisles, or pews during the ceremony. It is permissible to be in the back of the church or in the balcony. ***No cameras are allowed in the Chancel area at any time.*** A reasonable number of non-flash pictures may be taken from the back or the balcony during the ceremony.

With regard to VIDEOGRAPHY, the following guidelines apply:

- * Before the prelude music and after the ceremony, unlimited video of any kind may be taken from any location. Please do not move any pieces of furniture or candelabra.
- * Once the pre-service music has begun, cameras are to be located in the balcony or transepts until the wedding party has exited at the end of the ceremony. In addition one stationary camera either controlled remotely or by a camera person who does not move, is allowed in the choir loft. During the service, cameras and operators are to remain stationary. ***No cameras are allowed in the Chancel area at any time.***
- * No extra lighting, other than that supplied by the church, is to be used for videography. **The sanctuary sound system is not to be used under any circumstances.**
- * The building will be open no earlier than 2 hours prior to the wedding unless other financial arrangements are made. This information will be sent to photographers and video companies.

It is the responsibility of the bride and/or groom to convey this information to these vendors and obtain their signed agreements (see vendor letters on the church website).

FACILITIES AND OTHER CONSIDERATIONS

The wedding rehearsal is ordinarily held the evening before the wedding. A rehearsal is required for all weddings in the Sanctuary. The wedding party is expected to be prompt and prepared for the rehearsal. It is the obligation of the couple to make certain the others in the wedding party are aware of the rules and guidelines of the church.

When a St Paul minister is the officiant, rehearsals must be scheduled not later than 5pm.

Dressing areas are Room 113 (bride and attendants), Room 110 (groom and attendants) and the Social Hall for pictures. The Mary-Martha Room is to be used as a waiting room rather than a dressing room.

Valuable items should not be left in any of the rooms. The church is not responsible for the loss of any such items.

The sanctuary sound system is not to be used by the wedding party under any circumstances.

Rice, confetti, rose petals and bird seed are not to be thrown outside. In all cases, each area of church property is to be treated with respect and left in the same condition as it was found. Inside the church, scattering rose petals is permitted during the processional **only if an aisle runner is also used**. If no aisle runner is used, only artificial petals may be used.

IMPORTANT: alcoholic beverages are not permitted on church property (inside or outside) prior to, during or after the wedding. Smoking is not permitted in any area of the building.

SANCTUARY: Seating capacity.....600
 Aisle length.....75 feet

CHAPEL: Seating capacity.....75

Weddings will not be scheduled closer than four hours apart.

Building hours and custodial service – The building will be open no earlier than 2 hours prior to the wedding unless previous arrangements and payments are made. **Each additional hour is \$25 per hour.**

Potential damage to facility or furnishings – The couple will ultimately be held liable for any damage to the facility and/or furnishings.

FEE INCLUSIONS

Cost is a flat fee of \$1500 for non-members, \$500 for members

1. Wedding to be performed by one of St. Paul's pastors.
2. Wedding rehearsal (generally held the night before wedding). Pastor and wedding coordinator direct the rehearsal. Church organist does not attend rehearsal.
3. Wedding coordinator. (Coordinator also attends the wedding to make sure everything goes as scheduled.)
4. Pre-marital counseling with church pastor. (Approximately two sessions.)
5. Custodian. (Church is opened two hours before the wedding at no charge but may be opened earlier for an additional hourly fee.)
6. Church staff organist. (Additional charges for rehearsals with singers and/or other musicians.)
7. Use of two rooms in the church; one for bride and attendants in which to dress and the same for the groom. Rooms are at the opposite end of the church for privacy.

CONTACT INFORMATION

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 Will Simpson, Organist, wsimpson@stpaulchurch.net