

WEDDING POLICIES AND PROCEDURES



BARDSTOWN UNITED METHODIST CHURCH

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POLICY PERTAINING TO WEDDINGS

As a congregation of the United Methodist Church, Bardstown UMC provides Christian weddings for couples wishing to solemnize their marriage in a service of Christian worship.

Christian marriage is a holy vocation from God. It is also a sacred covenant between a husband and wife, and between the couple and God, which reflects the covenant of Holy Baptism. The wedding service is designed to witness that this is a Christian marriage.

Both the words and actions of the Christian wedding consistently bespeak our belief that husband and wife are equal partners in Christian marriage and that they are entering into the marriage of their own volition. Those present are understood to be an active congregation rather than passive witnesses. They give their blessing to the couple and to the marriage, and they join in prayer and praise. (*From The United Methodist Book of Worship, Copyright 1992, The United Methodist Publishing House, p. 1150*)

Because the wedding ceremony is a time of worship as well as a celebration, we have prepared this guide to assist you as you plan this special moment in your lives. In it, we have detailed our policy pertaining to weddings so that you will have the information you need to plan a joyous and worshipful ceremony.

For the purpose of definition, a ***member wedding*** shall be a ceremony in which the bride or groom (or the parents or grandparents of the bride or groom) are members of Bardstown United Methodist Church.

All other ceremonies shall be termed ***non-member weddings***.

May God bless you both!

SCHEDULING

Wedding scheduling may be started by completing the Initial Contact Wedding Form found in the church secretary's office or printed off from our website, www.bardstownmethodist.org. This should be done as soon as possible.

You will need to meet with the Church Liaison to finalize the date and time for the ceremony, rehearsal, reception, etc. by providing the signed Wedding Reservation Agreement Form, a Facility Use Application if necessary, along with a refundable Security Deposit within a week of getting your wedding date confirmed. All remaining fees must be paid 30 days prior to the wedding. Weddings will not be considered finalized unless these fees have been paid.

The Sanctuary has a maximum seating capacity of 250 persons.

Wedding receptions shall not be scheduled after 5:00 pm on Saturdays without approval from the church office. No weddings shall be scheduled during Holy Week (including Friday and Saturday prior to Palm Sunday, unless approved by the pastor), Memorial Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, or New Year's Day.

CHURCH LIAISON

Our Church Liaison will be your contact person with the church, and should be contacted with any and all questions you may have about the usage of the church. She will, in cooperation with the officiating minister, assist in the use of our facility and may coordinate the rehearsal. She may assist the minister and the wedding party in the process of the ceremony. The liaison is not a "wedding planner", but will be glad to work with yours, as long as church policy is followed.

She will see to the placing of paraments and banners used for weddings in our church, and will replace them after the wedding is finished. She will notify the Audio Technician and Custodian of the dates and times of your rehearsal and wedding. She will coordinate the services of additional assistants, as needed, in order to ensure the logistics of the wedding and the flow of the actual ceremony. 1 assistant will be required for up to 125 invited guests. 2 assistants will be required for more than 125 invited guests.

**The liaison will require you to meet with her at least 30-60 days prior to the wedding to discuss specific details.

OFFICIATING MINISTER

The decision to conduct the wedding is the right and responsibility of the pastor in accordance with the laws of the Commonwealth of Kentucky and the United Methodist Church. Premarital counseling is required of all couples wishing to be married at Bardstown UMC. Upon recommendation of the pastor, other premarital counseling resources may be required, or used, as needed.

Other clergy will be allowed to conduct weddings or assume any other leadership roles in weddings at Bardstown UMC ONLY with the consent of the pastor.

WEDDING MUSICIANS /AUDIO TECHNICIAN

Your wedding is first and foremost a service of worship that celebrates God's role in your life and asks Him to bless and sanctify your wedding and marriage. Therefore, careful consideration should be given to the selection of all music to be used in your wedding so that it is appropriate for a Christian worship service. All music must be approved by our Wedding Coordinator three weeks prior to the rehearsal. This includes all vocal lyrics which will be sung during your ceremony. The church staff pianist and/or organist (if available) will play for weddings at Bardstown UMC.

If a guest pianist/organist, instrumentalist(s) or soloist is requested or needed to accompany a Bardstown UMC wedding in place of the regular staff musicians, permission must be obtained from the BUMC liaison to ensure availability times for rehearsal and/or the ceremony.

The audio/video system will be activated only by trained church personnel scheduled through the Church Liaison. A technician will be present for the rehearsal and the wedding ceremony. If you need to meet with the technician at any other time, the Church Liaison will set up a time with the technician, and extra fees may apply.

Fees for musicians and audio/video personnel are the sole responsibility of the couple and are to be paid to the Church Liaison, as previously mentioned. She will distribute these fees to the appropriate individuals.

THE REHEARSAL

The rehearsal, normally held the evening before the wedding, will be coordinated by our Church Liaison in cooperation with the officiating Minister.

Members of the wedding party are reminded that throughout the entire rehearsal they are in a holy place dedicated to the worship of God. Wedding parties and guests are expected to dress and act accordingly. ***Absolutely no food or drink are to be brought into the sanctuary at any time. The use of tobacco and alcohol products anywhere on church premises is always prohibited (this includes inside and outside).***

Rehearsals must begin promptly and proceed in a dignified manner.

PHOTOGRAPHY AND VIDEOGRAPHY

The wedding ceremony is a service of worship. No photography or videography must interfere with the worship experience. The professional photographer may take flash pictures of the wedding party during the processional and recessional. No flash equipment or photographic lighting may be used during the ceremony. Guests with cameras are to be instructed that no flash pictures may be taken during the ceremony. The photographer, videographer and any assistants may NOT move around the church or enter the altar area once the wedding ceremony has begun. Videographers should stand in designated areas during the ceremony. Any deviation should be cleared with the minister and be rehearsed at the Rehearsal. All pre-wedding photography should be completed 1 hour prior to the ceremony.

SANCTUARY USAGE AND DECORATIONS

The bride and groom are responsible for informing the florist or any others involved in decorating for their wedding about the following policies:

1. The time you choose to decorate the Sanctuary or Life Center must be cleared with the Church Liaison to avoid conflict with church functions.
2. The white paraments are to be used for weddings. The Church Liaison will arrange for them to be put in place and removed after the wedding. The church has banners that you may use – discuss this with your liaison if you are interested.
3. Candles may only be placed on the altar table, in candelabras in the chancel area, and on window sills. Any candles used in the altar areas must be purchased from the church (with the exception of the Unity candle, which must be purchased by the couple). Only white candles are available. Candles in the windows areas must be under hurricane cover.
4. While lighting any candles, candle lighters provided by the Church Liaison must be used. Candles may not be used to light other candles, with the exception of the Unity Candle. If altar candles belonging to the church are to be moved, work with the Church Liaison for special handling.
5. If Communion is to be served during the wedding ceremony, the bread and juice must be provided by the bride and groom. The containers will be provided by the Church Liaison.
6. There is to be **no** tacking, wiring or taping of decorations of any kind to the pews, walls or other furniture in the Sanctuary. It is your responsibility to inform anyone helping with the decorating of the church about this rule.
7. Church furniture will not be removed from the Sanctuary or altered in any way without the approval of the minister and the Church Liaison.
8. Protective coverings must be placed under potted flowers or greenery to prevent water damage.
9. Decorations and flowers should be removed immediately following the ceremony and/or reception, leaving the Sanctuary in its original condition. If the bride and groom wish to leave flowers for the Sunday service, they should consult the church liaison.
10. Fresh flowers may **not** be thrown in the aisle (silk only).
11. An aisle runner is permitted. It must be purchased by the bride and be in place prior to the rehearsal.
12. All belongings of the bridal party must be removed from the Sanctuary and changing rooms within one hour after the wedding. Please designate a responsible person to be in charge of this responsibility. The BUMC staff will not be responsible for any items left in the building after the wedding.
13. The piano and organ may **not** be moved and must remain in place. Absolutely nothing is to be placed on the piano or organ.
14. No rice or birdseed may be thrown after the ceremony.
15. The BUMC Sanctuary is decorated beginning with the first Sunday of Advent using an Advent Wreath, poinsettias, Christmas tree, greenery and red ribbons. Once these decorations are in place, they are not to be removed until after the New Year.

NURSERY

The church nursery is available for use during weddings. The nursery will not be open unless previous arrangements have been made through the Church Liaison. A paid church attendant must be used at the prevailing hourly fee.

RECEPTION

If you are interested in using any of our other facilities, please contact the liaison, who will advise you about other details, policies and fees.

We ask that you review, review, review! An initial reading of our policies and procedures is not sufficient. Please review this document a month before the wedding and again a week before your ceremony. You will not remember every detail and it is your responsibility, as per the agreement you sign, to fully comply with the guidelines. This is important to BUMC because we want you to have a wedding experience as meaningful, memorable and enjoyable as possible.

FEES

Church **members** are **not** charged a fee to use the church facility for a wedding. There are fees required for the Pastors, Church Liaison, Liaison Assistants, A/V Technician, Nursery Attendant (if desired), Organist and/or Pianist, Soloist, and Custodian. There is a refundable **Security Deposit** of \$200.00 which is due with the signed Wedding Reservation Agreement Form. All other fees are due at least 30 days prior to the wedding and made payable to BUMC via the church liaison.

Fees for weddings are listed below. **At the time the facility reservation is finalized**, the refundable **Security Deposit** of \$200.00 must be paid, along with the non-refundable **Facility Usage Fee**.

If it is determined by BUMC that any extra cleaning fees and/or damage costs should be incurred, these fees will be deducted from your Security Deposit.

FEE SCHEDULE FOR WEDDINGS

MEMBERS:

NON-MEMBERS

\$ 0.00	Use of Sanctuary	\$250.00
\$150.00	Custodian for Sanctuary and changing rooms	\$150.00
\$150.00	Church Liaison	\$150.00
\$ 50.00/each	Liaison Assistants	\$ 50.00/each
\$ 100.00	Audio/Video Technician	\$ 100.00
\$150.00	Organist	\$150.00
\$150.00	Pianist	\$150.00
\$200.00	Pastor (includes counseling sessions)	\$300.00
\$200.00	Security Deposit (refundable)	\$200.00