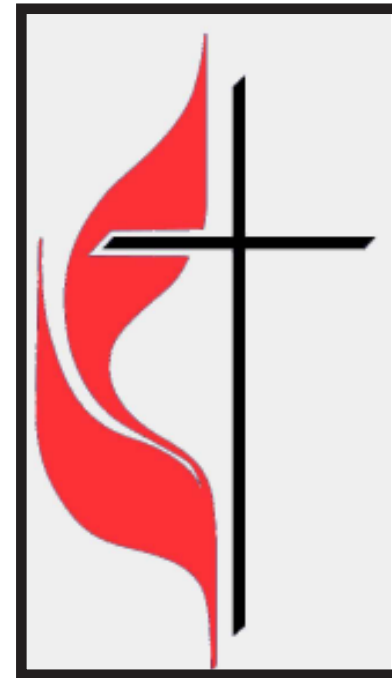




First United Methodist Church
200 West High Street
Lexington, Kentucky 40507
(859) 233-0545
www.1stumc.org



First United Methodist Church
4131 Todd's Road
Lexington, Kentucky 40509
(859) 263-3602
www.1stumcandover.blogspot.com



Y our Wedding

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 non-members, 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.

TO SCHEDULE AN APPOINTMENT TO LOOK AT OUR FACILITIES BEFORE YOU BOOK YOUR WEDDING, CALL BONNIE LAIL, OUR WEDDING COORDINATOR AT 255-2893 OR 621-6731 FOR AN APPOINTMENT. Bonnie will set aside time to open the building so you can see our facility and ask questions. 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 other duties.

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

Bonnie Breault Lail
2815 Florican Circle
Lexington, KY 40511
Home: 859-255-2893
Cell Phone: 859-621-6731
bonnielail_weddings@hotmail.com

PROCEDURES

NOTES

1.0 COUNSELING

The pastors of First United Methodist Church are happy to officiate at member and nonmember 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 2.0 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 cancelled.** (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 3.0 below)

2.0 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 member and nonmember couple to take a *Prepare/Enrich* assessment.** The assessment is to be taken within six weeks after booking the wedding date. It is a tool that will be used in counseling the couple, or during the recommended Great Start Retreat.

3.0 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*

19.0 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*

**15th Revision: 10-9-09
(Change of fees effective on 4/15/09)**

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!

Members and Nonmembers will be reimbursed \$200 for using the sanctuary downtown or at Andover, or \$175 for using Slaton Chapel, West Chapel, 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.

4.0 MAKING RESERVATIONS

- .01 Applications for use of First Church facilities will be made with the wedding coordinator. She will clear dates with the church calendar and Pastor. The wedding coordinator meets with the couple and completes pages 3 and 4 of the Wedding Reservation form.
- .02 Facilities are available for a fee to members of First United Methodist Church, and to nonmembers. Members of six months or longer may schedule a wedding up to one year in advance of the wedding date. Members of less than six months will be allowed to schedule a wedding only upon approval by the Senior Pastor. Because of heavy demands by First United Methodist Church members, nonmember weddings will be scheduled only after we announce the dates in the church newsletter and weekly bulletin over a six-week period and can be guaranteed only twelve (12) months in advance.
- .03 Weddings are scheduled through the Wedding Coordinator. 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 MEMBERS AND NONMEMBERS WILL **NOT** BE PLACED ON THE CHURCH CALENDAR UNTIL PAPERWORK IS RECEIVED AND SECURITY DEPOSIT HAS BEEN PAID. 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.

- .04 The church will assign a pastor of First United Methodist Church to officiate at your wedding service. You may request a particular pastor if you choose. A minister from another church may be requested, **but would need to make contact with the Senior Pastor of FUMC for approval. Your wedding will not be confirmed until the officiating pastor has spoken with our Senior Pastor.**
- .05 **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 as 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. If the reception is held in the church fellowship hall, the wedding coordinator will assist in the planning and be present at the reception for an additional fee. ALL wedding parties using our church facilities MUST use our wedding coordinator. In the event that she is not available, we have another qualified person to fill in. **NOTE: After the wedding coordinator has collected your signed and dated form and the \$100 security deposit, she will also coordinate all arrangements for your wedding.**
- .06 The church **will not** schedule sanctuary weddings or rehearsals on weekends that include Palm Sunday, Easter, Vacation Bible School or any weekend prior to and including Christmas, during which a musical or dramatic program may be scheduled in the sanctuary.
- .07 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.**

5.0 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**

- .06 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.
- .07 Because clean up arrangements must be made with the custodian, **receptions are expected to last for a maximum of 2 hours.** The bride may request additional time through the wedding coordinator. There will be a \$50 fee for each additional hour added.
- .08 All members of the wedding party, as well as all musicians and vocalists, must attend the rehearsal.
- .09 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.)
- .10 The number of ushers should be in keeping with the anticipated attendance. One usher per 50 guests is customary.
- .11 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.
- .12 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.

17.0 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 at 162 East Main Street, (859) 253-3344.

18.0 CANCELLATION

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

14.0 CATERING

- .01 First United Methodist Church's kitchen is available for use.
- .02 Kitchen appliances, including dishwasher, utensils and tableware are not available for use.
- .03 The kitchen may be used to serve out of, but food preparation is limited.
- .04 Caterers must leave the kitchen as clean as they found it, or the fee to clean it will be taken out of the damage deposit.
- .05 All caterers must contact the wedding coordinator six weeks prior to the wedding. If no caterer is being used, the bride or responsible party will be required to meet with the wedding coordinator to go over the guidelines for using First United Methodist Church's reception facilities

15.0 AUDIO/VISUALS

An audio/video tape of weddings in the sanctuary is included in the fee for a sound technician.

16.0 OTHER IMPORTANT INSTRUCTIONS

We expect you to honor the guidelines listed below:

- .01 **No alcoholic beverages** may be served at the reception or allowed on church premises.
- .02 **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.
- .03 **No unsightly or inappropriate materials** shall be used to decorate the wedding car.
- .04 **No rice, confetti or birdseed** may be thrown for safety and cleanup reasons.
- .05 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.

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.

6.0 FACILITIES

- .01 **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 through the Metro Police Department, Traffic Division, to obtain bags for the parking meters in front of the church on High Street. Arrangements may also be made by the wedding party 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.
- .02 **Chapel Weddings (downtown):**

Slaton Chapel has a *seating capacity* of approximately 60 persons (18 pews), is available for small weddings, and care should be exercised not to disturb the appearance of the chapel. Decorations within the chapel should be kept simple. A piano and electric organ are available. There is no formal sound system.

West Chapel is also available with a seating capacity of approximately 80 persons. It is equipped with a grand piano. *ONLY ribbon and chenille strips are allowed to attach flowers and decorations to the seats or 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.*
- .03 **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 decorations are discouraged 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. Ribbons and chenille strips ONLY 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.

- .04 **Sanctuary (Andover):** The sanctuary at Andover has a seating capacity of approximately 180 and is available for 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 chairs or sanctuary furnishings. Simplified decorations, which harmonize with the symbolism of the chancel area, are most appropriate. Use of elaborate archways and decorations are discouraged because of the effect they may have upon other furnishings in the chancel area. Eating and drinking are prohibited in the sanctuary. **NO** exceptions. **NOTE:** All platform furniture must remain in place. 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.
- .05 **Fellowship Hall:** This room is available for wedding receptions and rehearsal dinners upon approval. It has approximately 2600 square feet of floor space. Decorating will be limited, and the use of nails, tacks, crepe paper, etc., will **not** be permitted. Plans for setting up the Fellowship Hall for a reception must be communicated to the wedding coordinator at least *three months* in advance of the wedding. The custodian is responsible for the set-up and cleaning of the Fellowship Hall. The Fellowship Hall has tables and chairs to accommodate a maximum of 165 people for a sit-down meal. Also, it has a grand piano and a basic sound system. The entire day of your reception or rehearsal dinner will be scheduled for set up and decorating of the Fellowship Hall, 8:30 A.M. till 5:00 P.M.. Please check in at the church office when you arrive and leave.

7.0 FEESCHEDULE

- .01 First United Methodist Church charges its members a nominal fee for the use of the building. A portion can be reimbursed to the couple through participation in the Engaged Couples Weekend. It is also necessary to charge for personnel providing services.

session. Photography sessions with the wedding party must be completed one hour prior to the wedding ceremony and within 30 minutes after the wedding ceremony.

12.0 VIDEOGRAPHERS

01. 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 and provide him a list of the frequencies they plan to use during the wedding, in order to avoid interference. 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.
- .02 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.

13.0 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 8:30 A.M. to 4:30 P.M., 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 chapel furnishings.* Florists must pick up their equipment within one hour after the wedding.

church. **The florist must contact the wedding coordinator at least six weeks before the wedding.**

- .05 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.
- .06 Candles must be in metal candle holders and must be in metal candelabra that will catch and contain drippings. The floor must be thoroughly protected with plastic.
- .07 The church properties must be left in the condition in which they were found; otherwise the damage deposit will not be refunded.
- .08 Candelabra and an aisle cloth are available for use by the wedding party.
- .09 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.

10.0 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.

11.0 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

- .02 First United Methodist Church also charges nonmembers for use of our facilities, of some accessories, and for personnel providing services. An incentive is given to reduce the fee for use of the sanctuary if the couple participates in the Engaged Couples Weekend.

7.1 Sanctuary (Downtown-holds approx. 450 people)

- ♥ Member Fee - \$300.00
- ♥ Nonmember Fee - \$650.00

7.2 Slaton Chapel (holds approx. 60) OR West Chapel (approx. 80)

- ♥ Member Fee - \$175
- ♥ Nonmember Fee - \$375.00

7.3 Reception/Rehearsal Dinners - Fellowship Hall

- ♥ Members - No Charge
- ♥ Nonmembers - \$100.00

This provides for set up of table and chairs before the reception or dinner.

7.4 Pastor

Members may give a traditional honorarium to the officiating pastor. (Suggested amount is \$300.00)
Nonmember Fee: \$300.00

7.5 Wedding Coordinator

- ♥ Wedding - \$300.00
- ♥ Reception - \$75.00 (Fellowship Hall)
- ♥ Reception (off premises) - \$175.00

7.6 Church Organist

Fee: \$300.00
This includes one consultation, rehearsal and wedding.

7.7 Custodial Fees:

- ♥ Sanctuary - \$150.00 (Downtown & Andover)
 - ♥ Slaton Chapel or West Chapel - \$100.00 (Downtown)
 - ♥ Dressing Rooms - \$25.00 (Downtown & Andover)
 - ♥ Fellowship Hall/Multipurpose room - \$100.00 (Downtown)
 - ♥ Nursery - \$25.00 per room (Downtown & Andover)
 - ♥ Front Steps/Entrance clean up fee for petals - \$25.00
 - ♥ Altar Set-up (sanctuary) - \$100 per wedding (Downtown)
- This provides for maintenance personnel to set up and clean up.

7.8 Sound Technician--Required (Includes Audio Tape, Videotape)

01. Fee: \$150.00 for Sound Technician, includes audio and video in sanctuary; audio only is available in West Chapel. Slaton Chapel does not have recording capabilities.
02. The Sound Technician will provide microphones for musicians and those with speaking roles in the ceremony and will make an audio tape and video tape of the service in the sanctuary using the church's equipment. All wedding parties **must** use our technician if they want audio/video services.

7.9 Decoration Fees:

- .01 **Aisle Cloth:** An aisle cloth, 30 feet in length, is available for your use for a cleaning fee of \$35.00. The custodian is responsible for placing and securing the aisle cloth.
- .02 **Aisle Candles/Globes:** There are a total of 12 brass candle holders that are covered with glass globes that are available for your use. Cost is \$10.00 each. Cost includes cleaning by custodian after use.
- .03 **Satin Bows:** Eight (8) white satin bows are available for a fee of \$25.00 and are used to decorate the handrails at the church entrance.
- 04 **White Tulle Bows:** Six (6) bows are available for a fee of \$25.00 and are used to decorate the pews.
- .05 **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.
- .06 **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.
- .07 **7 Branch Floor Candelabra:** Two freestanding brass candelabra are available for your use. The custodian is responsible for setting up, taking down and cleaning the candelabra.
- .08 **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. There is no usage charge.

- .09 **Dressing Rooms:** Rooms will be available for the bride and groom with a \$25 custodian fee. Food and drinks are allowed in the Gathering Hall, **upon approval**. We ask that food and drinks not be taken out of the gathering area. There will be an additional \$25 custodial charge for each room that food is taken into. These areas are available 2 hours before and 1 hour after the wedding. We encourage the bride and her attendants to arrive at the church "ready" except for gowns. The groomsmen are advised to arrive dressed in wedding apparel. Dressing rooms must be cleared of clothing and personal items immediately following the wedding.
- .10 **Child Care:** At least two paid staff workers are needed at all times. A two hour minimum at \$10.00 per worker per hour is charged. A \$25.00 custodian fee is also charged for each room used. Child care is scheduled through our wedding coordinator.

8.0 MUSIC

- .01 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. 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 should be approved at least two weeks before the wedding. **Pre-recorded music is prohibited.**
- .02 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. It is not required that the bride use our organist for her wedding, but she must have approval to use another organist.

9.0 DECORATIONS

- .01 No furnishings may be moved from other parts of the building.
- .02 Only ribbon and chenille strips may be used to affix flowers and decorations to pews. **NO exceptions.**
- .03 Clear plastic must be used under all rented candelabra to protect the carpet.
- .04 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