

# *Wedding Ceremony Information*



**St. Luke's**

UNITED METHODIST CHURCH

— OPEN FOR YOU —

**STLUKESUMC.COM**

## CHRISTIAN MARRIAGE

We thank God for the gift of love and especially for the love you and your partner feel for each other. Our prayer is that your love, your relationship and your commitment will grow deeper as time goes by. Marriage is one of the most important commitments made in a lifetime. It is your decision to share life with someone you love. In Christian marriage, when you make a covenant with someone, God is a partner in the promise you make before your family and friends.

## CHURCH FACILITIES

- Robertson Chapel Weddings: Rooms reserved for your use include:
  - Community room (pre-ceremonial waiting area or photo area)
  - Two separate dressing rooms with free standing mirrors
- Sanctuary weddings: Rooms reserved for your use include:
  - Fellowship Hall (pre-ceremonial waiting area and/or photo area)
  - Two separate dressing rooms with free standing mirrors
- Parking is available in the south, north and west lots.
- You are scheduled for 4 hours at the church. This 4-hour period of time allows time for dressing, floral decorating, photography, the ceremony and the greeting of guests. Couples may extend this time for an additional fee.

## WEDDING FEES

- Your non-refundable deposit of \$200 (member) or \$300 (non-member) secures your wedding rehearsal and wedding day on the church calendar. Please make checks payable to *St. Luke's UMC* with your wedding date in the memo line.
- Your remaining fee for your wedding is due at least one month prior to your wedding day. The total cost of your wedding will vary based on membership status and other related factors. Members can expect a fee range of \$850-\$1,200, while non-members can expect a range between \$1,350-\$1,750. Again, please make checks payable to *St. Luke's UMC* with your wedding date in the memo line.
- The final payment covers the fee for a St. Luke's pastor, church organist/pianist (day of the wedding), wedding coordinator, wedding host, sound technician (day of wedding), custodial care and use of the church facilities as well as registration to one of the required pre-marital seminars offered at St. Luke's. We are only able to accept cash or check as payment.
- For small weddings (20 or fewer guests), please contact the Wedding Coordinator to discuss location availability. These couples are asked to make

a discretionary donation (suggested amount \$100-200 or more) to the church for use of the facilities in addition to financial compensation for the clergy that officiates the wedding. Other fees may apply.

## **WEDDING COORDINATOR**

- After your nonrefundable deposit is received, our Wedding Coordinator, Kelly Tran, will send you a packet of information that includes St. Luke's wedding policies and procedures, a general wedding planning form to complete and musical selections to choose from.
- She will contact you approximately 4 months before your wedding day to arrange a time to meet with you, answer any questions you might have, help you make further plans for your ceremony and give you a tour of the rooms you will be using.
- Please have the general wedding planning form and music form completed to the best of your ability when you meet with the wedding coordinator.

## **PREPARING FOR MARRIAGE**

- St. Luke's offers a premarital seminar several times throughout the year. All couples marrying at St. Luke's are required to attend. The seminar is held on Saturdays, 9AM - 4 PM. Facilitators and St. Luke's ministers lead couples through an interactive session of group activities, with humor and fun while taking an in-depth look at numerous topics which are important for couples to learn about and discuss as they plan their future together. Topics include communication skills, conflict resolution, money matters, gender differences, personality styles, spiritual understanding in marriage and more. For additional information or to register, contact Kelly Tran, Wedding Coordinator, at [kelly.tran@stlukesumc.com](mailto:kelly.tran@stlukesumc.com).

## **CHURCH GUIDELINES**

- Alcohol is not permitted on the church premises (including the parking lot). If alcohol is found in the building and/or members of the wedding party appear intoxicated (including the bride or groom), the clergy and/or wedding host may refuse to officiate your ceremony and/or validate your marriage. Please honor this important request.
- Smoking is permitted outdoors.
- All furniture remains in its original place.
- Chairs in the choir loft in the Sanctuary remain stationary.
- Cleaning fees may be assessed if necessary.

## **CLERGY**

- Once a date is set and your deposit is received, the Wedding Coordinator will contact the clergy to schedule your wedding. It is appropriate to request a particular pastor with whom you have a special relationship. Every attempt will be made to honor your preference but, regrettably, this is not always possible due to the pastor's schedules.
- The Wedding Coordinator will notify you when your pastor has agreed to officiate.
- Each pastor requires one or more appointments with you to become better acquainted and to discuss your upcoming marriage and details of the wedding ceremony. You should plan to schedule an appointment to meet with the pastor 2 months prior to your wedding day.
- Guest pastors, including former St. Luke's pastors, are welcomed by our church. Please notify the Wedding Coordinator should you choose to invite a guest pastor to perform your ceremony. Please remember that the wedding fees paid to the church do not cover any fees associated with having a guest pastor. You must compensate him or her independently of the fees paid to St. Luke's.

## **COMMUNION**

- If you desire to share communion as a couple, we encourage you to discuss this with your pastor as well as the Wedding Coordinator.
- It is the couples responsibility to provide the elements (bread and juice) but the pastor and wedding host will prepare the elements for you and/or your guests to partake in this Holy Sacrament.

## **MUSICIANS/MUSIC**

- Our church organist/pianist can be used to play for your ceremony. However, if you prefer to have a guest organist/musician, please inform the Wedding Coordinator as soon as possible.
- The Sanctuary has both the organ and a piano. Robertson Chapel only has a piano.
- Please direct any questions regarding music to the Wedding Coordinator. If they are unable to answer your questions initially, they will then direct you to our organist/pianist.
- Sheet music for your music selections not listed on the music form must be given to the Wedding Coordinator at least one week prior to your ceremony. It is the couples responsibility to purchase any unlisted sheet music.

- Rehearsal for musicians with our organist/pianist may be done 45 minutes before the ceremony.
- The organist/pianist does not attend the rehearsal.

## **PHOTOGRAPHY/VIDEOGRAPHY**

- Please advise your photographer and videographer of the location of your wedding (Robertson Chapel or Sanctuary) and that you have reserved the church for 4 hours the day of your wedding.
- Please advise your photographer (and guests) that flash photos may not be taken during the ceremony (only during the processional and recessional). The ceremony is a religious service and in order to preserve the sacredness of such, we ask that your photographer take all ceremonial photos from the back of the sanctuary.
- When your videographer arrives at the church, please ask them to speak with the Wedding Host to confirm appropriate areas for videotaping. Additional church guidelines are provided in your wedding packet for you, your photographer and videographer's review.

## **FLORIST/CANDLES/DECORATIONS/EQUIPMENT**

- Please advise your florist of the location of your wedding (Robertson Chapel or Sanctuary) and that you have reserved the church for 4 hours the day of your wedding. They may arrive precisely at the beginning of your 4 hour reservation to set floral arrangements and decorate. We are unable to provide time to set floral arrangements/decorations the evening of the wedding rehearsal. Additional church guidelines are provided in your wedding packet for your florist's review.

## **TECHNICAL NEEDS**

- Our sound technician will arrive 45 minutes prior to the wedding ceremony to rehearse with musicians and run sound checks. The sound technician is not available the night of the rehearsal.
- One lavalier microphone, a podium microphone and a soloist microphone are provided as part of the wedding fee. Any additional equipment needs may be available at an additional fee. Please consult with the Wedding Coordinator if you have additional requests.
- All ceremony locations also include a permanent video screen. Couples may use these before, during, and after their ceremony for photos, slideshows, videos, lyrics, etc. Additional feeds may apply.

- St. Luke's is able to livestream wedding ceremonies, if requested. Additional fees would apply.

## **MARRIAGE LICENSE**

- The Wedding Coordinator will explain the process of obtaining your marriage license when you meet.
- The evening of your rehearsal, please bring your marriage license paperwork, your marriage certificate and 2 programs with you to the church to give to the Wedding Host.
- Your Wedding Host will assist in getting the marriage license correctly filled out and signed by the pastor – a copy will be given back to you and the original will be mailed to the county clerk's office for you.
- Your decorative marriage certificate will be signed by your witnesses and pastor and returned to you at the rehearsal.

## **WEDDING PROGRAMS**

- Programs may be designed at any local or digital printing facility.
- Please bring 2 programs with you to the rehearsal for the pastor and Wedding Host.

## **WEDDING HOST DUTIES**

*(for all weddings with 20 or more guests)*

- Your assigned Wedding Host will contact you the week of the wedding to go over your wedding plans as well as rehearsal expectations.
- They will facilitate the rehearsal with your officiant.
- Your Wedding Host will be available for the 4 hours you are at the church on your wedding day.
- They will coordinate and support at the rehearsal and at the actual ceremony with the bridal party arrangement, ushering details and timing for the seating, the bridal procession and seating of the family, etc.
- They will communicate with the photographer, florist, videographer etc. on the day of the wedding.

## **WEDDING REHEARSAL**

- The rehearsal lasts 1 hour. Participants are asked to arrive 15 minutes prior to the rehearsal.
- Please provide your Wedding Host with your marriage license, marriage certificate and 2 programs at the rehearsal.

## **WEDDING DAY ARRIVAL TIME**

- Your wedding party (photographers, videographers, florist, etc) may not arrive prior to the start of your 4 hour reservation window.
- Anything brought into the church for the wedding must leave after the ceremony. Special arrangements must be made before the day of the wedding with the Wedding Coordinator if you need to leave something overnight.
- If you want to adjust your time block, please contact Kelly Tran at [kelly.tran@stlukesumc.com](mailto:kelly.tran@stlukesumc.com) as soon as possible to discuss the availability of this option.

## **CANDLEABRAS, UNITY CANDLE, FLORAL ARRANGEMENTS**

- Please refer to the floral information provided in this packet.

## **GUEST BOOK**

- A podium for your guest book is provided.

## **AISLE RUNNER**

- An aisle runner may be rented/purchased from your florist or an outside source. Your Wedding Host will secure it to the floor prior to the ceremony.
- Two people from your wedding party or ushers will be asked to unroll the runner prior to the processional.

## **FLOWER GIRL/RING BEARER**

- Real or artificial flower petals may be dropped during the ceremony.

## **USHERS**

- It is suggested that 2 - 4 ushers be asked to seat your guests prior to the ceremony.

## **FOOD**

- Food and non-alcoholic beverages are permitted prior to the ceremony in the dressing areas.

## **SECURITY**

- If possible, secure your personal items with someone during the wedding ceremony. However, your Wedding Host will be able to lock valuables in a separate area if needed. After the ceremony, please have someone check that all personal items are taken with you.
- If personal items are left behind in the dressing and waiting areas the day of your wedding, please call the church office on Monday morning to see if they

have been found 317-846-3404.

## **CELEBRATION THROW**

- Bells, bubbles, and ribbons are permitted.
- It is recommended that you have 2 - 3 people distribute bells or bubbles immediately following the ceremony.
- We are unable to permit silly string, sparklers, birdseed, rice or confetti.

## **OUR BLESSING TO YOU**

Your wedding marks the beginning of building a strong marriage and is one of the most special moments in your life. The ministers, staff and congregation of St. Luke's United Methodist Church are honored to be a part of this important event. We vow to make your marriage ceremony a memorable and joyous event.

For additional wedding ceremony information, please visit [stlukesumc.com](http://stlukesumc.com).