

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, EMAIL OUR WEDDING COORDINATORS, AT [fumclexweddings@gmail.com](mailto:fumclexweddings@gmail.com) FOR AN APPOINTMENT.** They will set aside time to open the building so you can see our facility and ask questions.

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 contact the Andover staff at [andover@1stumc.org](mailto:andover@1stumc.org)

## **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 complete pre-marital counseling before a wedding at First UMC. We do offer pre-marital counseling using the Prepare/Enrich system (See II).

### **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.

### **III. 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.

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 consultation 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 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.

#### IV. 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, all ushers and bridesmaids, musicians, and vocalists should be present for the rehearsal.

#### V. 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 decorations 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 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.

## VI. FEE SCHEDULE

A. See separate document

## VII. 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.

## VIII. 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.**

## IX. DECORATIONS

A. The following accessories are optional and available to use at no additional cost:

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

2. Unity Candelabra

3. Hurricane Globes: Six individual globes are available for the windows.

4. Seven Branch Floor Candelabra: Two freestanding brass candelabras

5. Lightaliers: Two brass lightaliers for use in lighting any candles used in the wedding

6. Altar Candles (pair):

7. Aisle Cloth

8. Bows - (6) 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 may be left at the church. It is the family's responsibility to take them home if the florist/caterer is unable to pick them up.

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.

## X. 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.

## XI. PHOTOGRAPHY

No pictures, except for time exposures, may be taken in the sanctuary or chapel during the ceremony. The photographer may take photos of the wedding party during the processional and recessional. Guests should not take pictures during the wedding cere-

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

## XII. VIDEOGRAPHERS

A. Any videographers or film crews employed by the wedding party who plan to use wireless microphones must contact the Sound Technician, 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.

## XIII. 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 Thursday, 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.

#### XIV. PETS

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

#### XV. 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.

#### XVI. 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 are participating in the ceremony, please consider their age(s). We recommend the child(ren) be five years of age or older. 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.

## XVII. WEDDING LICENSE

The wedding license must be obtained by the bride and groom from a county clerk within the state of Kentucky, 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.

## XVIII. CANCELLATION

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

## XIX. 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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