

Weddings



ST. PAUL UNITED METHODIST CHURCH

2000 DOUGLASS BLVD., LOUISVILLE, KY 40205 | 502-459-1595 | STPAULCHURCHKY.ORG

Introduction

A Christian wedding ceremony is a celebration of high and lasting significance for the bride and groom and their families and friends. United Methodists consider the wedding a sacred and important service of worship for both participants and guests.

St. Paul United Methodist 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.

Making Arrangements

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

1. TENTATIVE DATES

Consult with the Wedding Secretary for available dates. Weddings will not be scheduled closer than 4 hours apart.

2. TENTATIVE APPROVAL

After reading these guidelines thoroughly, please contact the Wedding 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.

3. FINAL APPROVAL

Regarding the securing of a wedding date, please note that the deposit and signed Application are due back in the church office within two weeks from the date approval is given for the wedding date. Application forms can be downloaded from our website at www.stpaulchurchky.org 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 less than six months of the date, \$200 of the deposit will be retained by the church.

Ceremony Information

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 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 three months prior to the wedding unless the coordinator contacts you sooner.



1. OFFICIANT

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. If a St. Paul minister is not used, the guest pastor must be approved by the senior pastor at St. Paul.

2. COMMUNION

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

3. 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:

- a. The St. Paul organist will play the organ for weddings. If he is unavailable, he will arrange for a substitute organist and provide contact information to the couple so arrangements to meet can be made. If you do not wish to have the use of the organ, notification must be made at the time your wedding is scheduled. All guest musicians must be approved by the Director of Music Ministries/ church organist.
- b. The Director of Music must have contact with all couples regarding the music for their wedding. The couple should call or email him/her three months before the wedding. Final decisions need not be made prior to that meeting, as he/she will have many suggestions and options available for discussion. Couples are required to talk with the Director of Music even if they are not planning to use the organ. In all cases, a complete list of music being used must be emailed to the Director of Music.
- c. It is expected that sacred music will 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.
- d. The use of recorded music of any kind is not permitted. The sanctuary sound system is not available for use by guest musicians.
- e. Unless the situation is unusual, the organist will not attend the wedding rehearsal. The organist, in consultation with the pastor, will make this determination. An additional fee of \$75 is required when this occurs. The fee for any rehearsal time needed with additional musicians and/or vocalists is also \$75 per rehearsal.
- f. The St. Paul Director of Music/Organist has final approval of all music used.

Decorations & Vendor Information

1. 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 maché 4K liner will fit the vases, which measure 15 1/2 inches tall.

Pews - the use of tacks or tape of any kind on the ends of the pews or on any other woodwork in the room is not permitted. There are 19 pews on each side of the sanctuary. Since the aisle is so narrow, the use of candles attached to the ends of the pews is dangerous and prohibited.

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 or a candle in a holder 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.



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 that 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.

2. PHOTOGRAPHY

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.

a. 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.

b. 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.

c. Once the procession has begun (from the time the pastor enters) and throughout the remainder of the ceremony, photographers may be positioned from the first pew back, in the side aisles, and in the center aisle. Photographers are not to be in the front aisle, nor in the Chancel area. One camera either remotely controlled or controlled by a person who does not move, may be placed in the choir loft. The balcony may be used as well.



9. 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.

a. 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 or anything on the communion table.

b. Once the procession has begun (from the time the pastor enters) and throughout the remainder of the ceremony, videographers may be positioned from the first pew back, in the side aisles, and in the center aisle. Videographers are not to be in the front aisle, nor in the Chancel area. One camera either remotely controlled or controlled by a person who does not move, may be placed in the choir loft. The balcony may be used as well.

c. 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.

7. PROGRAMS

The bride/groom are responsible for sending a copy of their program to their wedding coordinator for approval at least two weeks before the wedding.

8. BUILDING HOURS

The church is open two hours before the wedding unless the bridal party has paid for early opening. Floral decorations should be put in place during this time. Arrangements for other delivery times may be made by calling the church office. 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. Each additional hour of use is \$25 per hour.

Please consult with the Administrative Coordinator in the church office regarding other services (weddings, funerals, etc.) that may be held on the wedding day. 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.

9. VENDOR POLICY LETTERS

It is the responsibility of the bride and/or groom to download and print, from the church website, vendor policy letters and provide them to the florist, photographer and videographer providing services for the wedding. The couple is responsible for ensuring that all vendors abide by the policies of the church.

Rehearsals

1. 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. The couple will ultimately be held liable for any damage to the facility and/or furnishings.
2. Rehearsals will be scheduled no later than 5:00pm.
3. If an approved non-St. Paul minister is the officiant, s/he is required to participate in the rehearsal.

Facility Notes

1. DRESSING AREAS

Room 113 (Bride and attendants)

Room 110 (Groom and Attendants)

The Mary-Martha Room is to be used as a waiting room, not a dressing room.

2. STORING ITEMS: Valuable items should not be left unattended in any of the rooms. The church is not responsible for the loss or damage of any such items. Please designate someone you trust with your valuable items.

3. THROWING ITEMS: 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.

4. ALCOHOL: Alcoholic beverages and gambling 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.

5. RECEPTIONS: Please note that receptions are not held at the church.

6. SEATING & AISLE LENGTH

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

CHAPEL: Seating capacity.....75

Fee Inclusions

Cost is a flat fee:

- \$1,600 for non-members and includes.
- \$1,100 for inactive members
- \$600 for active members

Note: The Bride and Groom are responsible for identifying as non-member or inactive/active St. Paul 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 attends the rehearsal and 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

Address	St. Paul United Methodist Church 2000 Douglass Blvd Louisville, KY 40205 502-459-1595
Pastor	Rev. Darren Brandon (502) 459-1595, darren@stpaulchurchky.org
Organist	Dr. Jim McFarland, jim@stpaulchurchky.org .