

We are delighted that you are considering St. Luke's United Methodist Church for your wedding. We believe that sharing with couples as they bind their lives together in the Spirit of Christ is one of the most important ministries of the Church. We look forward to working with you to make your wedding a memorable day and to help you prepare for a healthy, growing marriage.

The purpose of this information is to help you plan for a wedding which will be an expression of your faith, a witness of your love for each other, and a time of deep commitment. This booklet is the result of years of experience and hours of thoughtful preparation in developing guidelines which will create a worshipful, joyful atmosphere for your wedding.

We will look forward to sharing and growing with you.

In His Love,

William S. Barnes
Senior Pastor

Setting the Date

Weddings require careful planning, and the more time you can allow the better. We recommend that you start planning six to twelve months in advance. You may check date availability at the church twelve months in advance by calling the Director of Event Management at 407.876.4991. Weddings are not scheduled on Sundays. Wedding rehearsals are normally the day before the wedding. The rehearsal will take no longer than one hour and may be scheduled through 7:00 p.m. Both your wedding and rehearsal dates will be scheduled in consultation with the Director of Event Management by calling 407.876.4991.

The Pastors

The Pastors of our church look forward to working with you to help make your wedding a meaningful expression of your commitment to each other and to Christ, and to help you prepare for a life-long covenant of growth and love together.

One of the pastors at St. Luke's must perform your wedding. We do not rent the building for use by persons who do not wish to use a member of the St. Luke's pastoral staff.

The pastor will direct everything that happens at the church. If a professional wedding consultant is hired, he or she will work under the direction of the pastors and the supervision of the church's wedding assistants.

The United Methodist Church requires pre-marital counseling for all couples. St. Luke's offers a five-session series designed for couples who are making the commitment to marriage. The course "Before You Wed" is available at St. Luke's. Please call the St. Luke's Community Counseling Center for additional information at 407.876.4991 ext. *250.

The Wedding Service

The wedding is a service of worship in which we celebrate God's gift of human love and affirm the covenant between a man and woman in holy matrimony.

Our pastors will meet with you to determine the format of your service. There are decisions you will need to make regarding the service which include:

- selection of congregational hymns, if desired
- selection of appropriate scripture and a person to read it during the ceremony
- selection of solos or special music
- use of a unity candle (Candles for this purpose are not provided by the church)

Marriage is an adult decision. Children are welcome to be in the wedding party but we strongly encourage them to be at least 5 years old. Experience has shown that children must be mature to participate effectively in the service.

They must park in the parking areas around the church campus.

Decorations

Since the church is already furnished as a place of dignity and beauty, a minimum of decoration is required and should be carefully planned. In placing flowers, palms and other decorations, care must be taken to insure that the floors, carpets, walls and furnishings are not damaged. Decorations must NOT be hung or suspended from fixtures or furnishings. Ribbon or simple arrangements of flowers may mark reserved pews. Except for these markers, no decorations shall be attached to the furniture. It is imperative that no nails, screws, wires or scotch tape be used in decorating.

The florist or family decorator must remove all decorations immediately following the wedding and is responsible for any damage due to decorations used.

The altar table must be central to the service. Plants and flowers may not block the visibility of the altar. One arrangement of flowers or the unity candle arrangement may be placed on the table.

St. Luke's is known for using cutting edge artistic elements within our worship services. Therefore, weddings will need to work around church decorations and setups that are used in our worship space.

Flowers may be delivered to the church 1 ½ hours prior to the ceremony. Decorations must be removed within one hour following the service. At no time will a delivery truck be allowed to drive or park on the patio areas of the campus.

Music

Music is a vital part of this sacred service; its purpose is to maintain and help create a spirit of Christian worship. All instrumental and vocal music needs to be chosen with the consultation of our Director of Music Ministries. The pastor has final authority regarding the music selections. It will be your responsibility to contact the Director of Music Ministries as soon as possible to discuss the date, time and music.

The Bride and Groom will need to schedule a time to consult with the Director of Music Ministries to choose all music for the wedding. In addition to the processional and recessional music, we suggest the following places during the ceremony where music could enhance the service:

- during or after the seating of the Mothers
- hymn may be sung by all in attendance prior to the processional
- during the lighting of the Unity Candle
- While the couple is kneeling during the prayer

(Choose the spots carefully as it is possible to have too much music in the service.)

If music is chosen requiring additional rehearsal/practice time, an additional fee may be required. Approval for a guest organist must be approved by the Director of Music Ministries.

The Wedding Party

It is expected that members of the wedding party will recognize the fact that this is a church and will conduct themselves at all times in a manner befitting the atmosphere of a place of worship. Dress for the rehearsal must be “dressy” casual. No shorts, tank tops, or flip flops, please.

Immediately prior to both rehearsal and wedding, it is expected that members of the wedding party will refrain from the use of alcoholic beverages. No rehearsal or wedding will be performed if any member of the wedding party is under the influence of alcohol. No alcoholic beverages may be served on the church premises at any time.

Smoking is NOT permitted anywhere in the buildings at any time. Confetti or rice may NOT be thrown in the buildings or on the grounds. Bird seed may be thrown in the parking lot only. It may not be thrown on the patio or sidewalk areas. It is the obligation of the Bride and Groom to make certain that these policies are made known to and followed by all members of the wedding party.

Dressing Rooms

The Narthex classroom is available so that the Bride and her attendants may dress at the church. The Groom and his attendants should dress before arrival.

It is the responsibility of the Bride and Groom or those whom they designate, to arrange for the care of the property of the wedding party before, during and after the wedding and for the transportation of such items. Since the church cannot be responsible for personal belongings, we request that you remove everything from these rooms immediately following the wedding.

Wedding Assistants

A group of trained volunteers serve as Wedding Assistants and are at the wedding rehearsal and wedding. Their primary responsibilities are to assist the pastor during the rehearsal and wedding; to offer assistance to the bride and the wedding party – from pinning on corsages to fixing dress issues to getting water; ensure that the choreography of what person walks down the aisle with what escort at what time; and above all, be available for everyone while remaining “invisible”. Two assistants are required by all persons using the church.

Policies for Florist

It is the responsibility of the Bride and Groom to insure that the florist is aware of the following policies:

- Flower arrangements may be delivered 1 ½ hours prior to the wedding. At no time is a delivery vehicle permitted on the patio areas of the campus.
- All decorations must be picked up one hour following the ceremony.
- Bows or flowers may be used on pews, but attached with ribbon only. No tape, tacks, staples, plastic, wire, or nails may be used to secure any decorations in the church
- Any candelabra furnished by the florist or other company must be equipped with drip-less or tube candles.
- No flower petals are to be dropped by the flower girl.
- Due to safety concerns we do not permit aisle runners.
- Construction of unique or artificial settings is not permitted.
- There is NO SMOKING in any of the church buildings.
- Adequate precautions must be taken to protect the carpet, woodwork and furnishings of the church.

The commercial supplier and Bride and Groom are responsible for damage.

Policies for Photographer an/or Videographer

It is the responsibility of the Bride and Groom to insure that the photographer and/or videographer is aware of the following policies:

- Pictures may be taken of the bridal party in the narthex preceding and during the wedding processional.
- At the conclusion of the processional, the photographer may enter the Sanctuary and proceed no more than three pews from the back of the Sanctuary.
- NO flash pictures may be taken from the rear of the church during the ceremony.
- A video camera may be setup in the narthex crosswalk, by the transept corner window, or in the rear of the sanctuary. There can be NO MOVEMENT from one location to another during the ceremony.
- Formal wedding pictures may be taken prior to or following the ceremony. Should you choose to do pictures prior to the ceremony this must be scheduled with the Director of Event Management.
- There is NO SMOKING in any of the church building.

Pricing

Our pricing package is \$1,750 for non-members and \$1,250 for members. The fees include the following:

- Sanctuary
- Pastor
- Organist/Pianist
- Soloist
- Sound Technician
- Wedding Assistancess
- Custodial Support

To qualify for our member pricing, one member of the wedding family must have joined the church at least one year prior to the wedding date.

Not included in our pricing packet is any special musical request such as harpist, trumpet, violin, etc. These services are available and pricing may be discussed with the Director of Music Ministries.

Full payment is due ninety days prior to the wedding date. Payment may be in the form of a check or cash. Checks should be made payable to St. Luke's UMC and mailed to the attention of Dede Duncan at 4851 S. Apopka Vineland Road, Orlando, FL 32819. A full refund will be given for any wedding cancelled more than ninety days prior to the requested date. If the wedding is cancelled within the ninety days, fifty percent of the fee will be refunded.