

# *Weddings*

St. Luke's United Methodist Church





We are delighted you are considering St. Luke's United Methodist Church for your wedding. We believe 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 booklet 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 that will create a worshipful, joyful atmosphere for your wedding.

We look forward to sharing and growing with you.

With Love,  
The Rev. Corey Jones, Lead Pastor

## YOUR WEDDING INFORMATION

Wedding Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Wedding Time: \_\_\_\_ : \_\_\_\_ a.m./p.m.

Venue: \_\_\_\_\_

Rehearsal Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Rehearsal Time: \_\_\_\_ : \_\_\_\_ a.m./p.m.

Minister: \_\_\_\_\_

Minister's Email: \_\_\_\_\_

Minister's Phone: \_\_\_\_\_

Musician: \_\_\_\_\_

Musician's Email: \_\_\_\_\_

Musician's Phone: \_\_\_\_\_

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St. Luke's United Methodist Church is pleased to have our facilities available for your wedding. We will extend every possible courtesy to you and hope that your ceremony is as beautiful as you dream.

In order that we may assist your wedding party in their use of our facilities to the best possible advantage, the following policies and procedures have been established.

We ask that you read the policies and procedures and acknowledge and agree to abide by them by signing and returning the "Acknowledgment of Services" page by email [lnova@st.lukes.org](mailto:lnova@st.lukes.org) or mail to 4851 S. Apopka Vineland Rd. Orlando, FL 32819, to the attention of Luky Nova, Director of Operations (Director).

### ***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.

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.

### ***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. St. Luke's pastors must approve the use of outside officiants.

### ***Role of the Director of Operations***

The Director of Operations is the source of information regarding wedding procedures at our Church. They will answer any questions about florists, photographers, videographers, and caterers. The Director is here to help make your wedding as special as possible. They will guide the couple regarding any limitations about the Church policies. If a professional wedding consultant is hired, he or she will work under the direction of the Director of Operations.

The Director will assist the couple with their wedding plans, conduct the rehearsal, and coordinate the ceremony.

Once the dates have been scheduled, the Director will be in contact with you no later than two months prior to your wedding date. If you have employed an outside Wedding Planner, please have them contact the Director no less than two weeks prior to the scheduled wedding date.

### ***Pre-Marital Counseling***

In addition to several meetings with a St. Luke's Pastor, we require a course called "Before You Wed." This course is available through the St. Luke's Community Counseling Center. Please call the Counseling Center to schedule your pre-marital counseling course or for additional information at 407.499.4356.

If you choose not to use the "Before You Wed" course the pastor must approve the pre-marital counseling course.

### ***The Wedding Service***

The wedding is a service of worship in which we celebrate God's gift of human love and establish the couple's covenant 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 may include, but are not limited to:

- 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
- other

Children are welcome to be in the wedding party, but we strongly encourage them to be at least 5 years old.

### ***Rehearsal***

The wedding rehearsal is an integral part of the preparation of a wedding. The purpose of the rehearsal is to familiarize the wedding party with the procedures for the wedding, to enable them to be as comfortable as possible with the arrangements and to enhance the beauty of your ceremony. It is imperative the rehearsal begins promptly at the scheduled time. One hour will be reserved for rehearsals.

This is your special day and we know you will want your wedding to flow smoothly. Please encourage your wedding party to be on time for the rehearsal

### ***The Wedding Party***

It is expected that members of the wedding party will recognize the fact this is a church and will conduct themselves at all times in a manner befitting the atmosphere of a place of worship.

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.

### ***Dressing Rooms***

We can provide two rooms for dressing and preparing for the day. One room is in the Narthex of the Sanctuary attached to the Women's bathroom. Another room can be made available in another building on campus.

It is the responsibility of the those being married to designate a person to care for the property of the wedding party before, during, and after the wedding. St. Luke's will not be responsible for personal belongings. Please remove everything from rooms utilized immediately following the wedding ceremony.

### ***Flowers and Decorations***

We ask outside vendors hired for decorations conform to our policies and procedures. It is the responsibility of those being married or Wedding Planner to inform these decorating parties of these requirements as plans are made.

- Decorations must not be attached to the pews or other furnishing by pinning, gluing, nailing or tacking. No tape of any kind may be used.
- No hanging of vines or other greenery may be hung from the walls, fixtures, ceilings, or furniture
- Bows may be fastened to the ends of pews and chairs by ribbons, pew holders, or covered pipe stem cleaners
- The use of sparkles is permitted outside on hard surfaces only
- Confetti or rice may not be thrown in the buildings or on the grounds. Bird seed may be thrown in outside areas only.
- Glitter is not permitted
- When placing flowers, palms, and other decorations care must be taken to ensure the floors, carpets, walls, and furnishings are not damaged
- 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.

Flowers may be delivered to the church 1 ½ hours prior to the ceremony. Decorations must be removed within one hour following the service. Delivery trucks are NOT permitted to drive on or park in the patio areas of the campus.

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.

### ***Policies for Florist***

It is the responsibility of the couple to ensure that the florist is aware of the following policies:

- Any candelabra furnished by the florist or other company must be equipped with drip- less or tube candles.
- ONLY artificial flower petals can be dropped by along the aisle.
- Due to safety concerns we do not permit aisle runners.
- Construction of unique or artificial settings is not permitted unless prior approval by church staff.
- Adequate precautions must be taken to protect the carpet, woodwork and furnishings of the church.
- The commercial supplier and the couple are responsible for damage.

### ***Music***

The Music Ministries Department at St. Luke's United Methodist Church can be very helpful to you as you plan the music for your wedding. Keep in mind that a marriage service is a worship service.

The Director of Operations will give you the contact information for our Music Ministries, so you can schedule a meeting as soon as possible to discuss the date, time and music. At this consultation, the couple will need 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 Family
- Congregational hymn
- Special ceremony of Unity
- While the cis kneeling as a prayer

St. Luke's Music Department will schedule and secure the following folks:

#### ***Organist/Pianist***

The Organist/Pianist does not attend wedding rehearsals. Rehearsals with soloists are scheduled at other times.

#### ***Vocalist***

You or your vocalist should provide the necessary sheet music. All songs to be sung must be approved by St. Luke's Music Department. Please note that there is an additional fee for the Vocalist to sing more than two songs.

#### ***Instrumentalist***

Various instruments may be used upon approval by St. Luke's Music Department. This would be an additional fee that will vary for these musicians.

### ***Chapel Music***

Music for Chapel weddings will be tracked music and is provided by the couple. St. Luke's has a speaker system that can be utilized.

## ***Policies for Photographer and/or Videographer***

It is the responsibility of the couple to ensure 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 Operations.

## ***Pricing***

**Sanctuary/Founder's Hall** - \$2,300 for non-members and \$1,900 for members

- Pastor
- Organist/Pianist
- Soloist (2 songs)
- Sound Technician
- Wedding Assistants
- Custodial Support

**Chapel** - \$800 for non-members and \$725 for members

- Pastor
- Wedding Assistants
- 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 our Music Ministries.

A non-refundable deposit of \$150 secures your date, time and chosen facility. Full payment is due ninety days prior to the wedding date. Payment may be in the form of a check or cash. Credit Cards are accepted with a 5% convenience fee.

Checks should be made payable to St. Luke's UMC and mailed to the attention of the Director of Operations at 4851 S. Apopka Vineland Road, Orlando, FL 32819.

### ***Cancelation Policy***

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 fees paid will be refunded.

### ***Liability***

St. Luke's United Methodist Church will conduct all wedding ceremonies in accordance with The Book of Worship of the United Methodist Church. St. Luke's United Methodist Church will not be liable for any deviations of this standard of worship and ceremony. St. Luke's United Methodist Church will not be liable for any breakage, loss, or other performances required of the Wedding ceremony, rehearsals and reception. St. Luke's United Methodist Church will not be liable for any guest or their behavior. The wedding party and their guests shall adhere to all policy and procedures of St. Luke's United Methodist Church.

### ***Special Notes***

- Under no circumstances will alcoholic beverages be permitted on the premises. No one under the influence of alcohol will be allowed to participate in the rehearsal or be in attendance at the wedding.
- Smoking on the premises is prohibited.
- Rice, birdseed or sparklers is not permitted for safety reasons.
- The Church cannot accept delivery of any wedding attire.
- The Church cannot be responsible for personal items such as clothing, jewelry, cameras or purses, which may be brought to the Church. It is strongly recommended that all valuables used in the dressing areas be removed by a designated person.
- Childcare may be provided for weddings at an additional charge. See the Director of Operations for further information on how to make that request.
- It is the responsibility of the person making the arrangements for the wedding to see that all members and guests of the wedding are informed of Church policies.

## *Acknowledgement of Policies*

Alcohol and drugs are not permitted on the premises of St. Luke's United Methodist Church at any time. The use of such items will be cause of IMMEDIATE cancellation of previously scheduled special events. We reserve the right to enforce the policy on the day of the event.

St. Luke's United Methodist Church is not responsible for any injuries sustained on the premises or for personal property left on site.

\_\_\_\_\_  
Event Contact

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director of Operations

\_\_\_\_\_  
Date

RETURN THIS PAGE WITH YOUR CONTRACT AND DEPOSIT TO:

St. Luke's UMC c/o Luky Nova  
4851 S. Apopka Vineland Rd  
Orlando, FL 32819