



F.U.M.C.

- WEDDINGS -

LEXINGTON, KY

*Handbook*

## STATEMENT OF POLICY

The family of First United Methodist Church in Lexington, KY believes a wedding ceremony should be Christ-centered. It is a celebration of a man and woman God has brought together. The ceremony and its preparations should bring honor and glory to God.

The 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 vows between “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 members as well as non-members, in accordance with church guidelines. Your wedding is important to us. We will endeavor to assist you in making it the special event it should be.

Please note, 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.*

## PROCEDURES

\*The information in this booklet applies to weddings at our Downtown Campus only. Weddings at our other campuses are booked separately. Contact information for each campus can be found at [www.1stumc.org](http://www.1stumc.org).

*VIEWING THE CHURCH BEFORE BOOKING* - If you would like to view and/or tour the church before formally booking, we encourage you to attend one of our Sunday morning worship services. This allows you the opportunity to sit in the pews and experience the Sanctuary as your wedding guests will. In addition, you'll hear our Pastor(s) speak and Organist/Pianist play. Following the service, our Wedding Coordinator, or her designee, can show you around the building and answer general questions. If you are unable to attend a Sunday service, another time can be arranged. To schedule, please email our Wedding Coordinator at [fumclexweddings@gmail.com](mailto:fumclexweddings@gmail.com).

### I. BOOKING YOUR DATE

- A. Sanctuary weddings will not be scheduled: on the weekends of Palm Sunday or Easter, the week of Vacation Bible School, the month of December, or times when special music or drama productions are scheduled.
- B. Weddings can be scheduled up to one year in advance of the wedding date by completing a Wedding Request and Information Form and submitting a \$100 Security Deposit to the church office. This fee will be applied to the total balance due (see Schedule of Fees), but in the event of a cancellation, is non-refundable.
- C. If the requested date is from a non-member of F.U.M.C., the date will be shared with church members for two weeks in church publications. If there are no member conflicts, the date will be confirmed.
- D. Wedding dates will not be confirmed until all completed paperwork is received, the \$100 security deposit has cleared, and all internal processing has taken place. A church staff member will notify you when the date has been confirmed.

### II. OFFICIANT

- A. A F.U.M.C. Pastor will be happy to officiate your ceremony. The Wedding Coordinator will provide contact information for checking availability and scheduling your date with a Pastor. The fee is \$\_\_\_\_\_ (see Schedule of Fees).
- B. A Pastor from an outside church may officiate with approval of F.U.M.C.'s Senior Pastor. Our Senior Pastor can be reached by calling the church office at 859-233-0545 or through email via our website, [www.1stumc.org](http://www.1stumc.org).

### III. COUNSELING

The church believes pre-marital counseling is an essential piece of a Christ-centered marriage. Each couple is required to complete pre-marital counseling before their wedding ceremony.

- A. You are invited to participate in F.U.M.C.'s pre-marital counseling, a program called Prepare/Enrich. Through this program, you will: explore strength and growth areas, strengthen communication skills, identify and manage major stressors, learn to resolve conflicts, discuss financial planning and budgeting, establish personal, couple and family goals, and understand and appreciate personality differences. The fee for Prepare/Enrich is \$\_\_\_\_\_ (see Schedule of Fees). Sessions are scheduled on an individual basis.
- B. Pre-marital counseling may be completed by an approved Minister from outside F.U.M.C. Written confirmation of completion from the counseling Minister must be received by our Senior Pastor 30 days prior to the wedding.

#### IV. *WEDDING COORDINATOR*

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 make an introductory contact after the wedding date has been confirmed. Then, schedule a consultation 8-12 weeks before the ceremony to review wedding guidelines, tour the facility, select decorations, and finalize the Schedule of Fees. She will answer all questions concerning facilities, procedures, rehearsal, decorations, ceremony, and church policies. She will be present at the rehearsal and ceremony to assist the pastor and direct the wedding party. All wedding parties must use our Wedding Coordinator. In the event she is unavailable on your date, we have other qualified persons to fill in. Outside coordinators are welcome, but F.U.M.C.'s Wedding Coordinator must be present, and the fee of \$\_\_\_\_\_ is required (see Schedule of Fees).

#### V. *FACILITIES*

- A. Church facilities must be left in the condition in which they were found. If damages occur, they must be corrected at the expense of the Bride and Groom to the satisfaction of F.U.M.C.'s Buildings and Property Representative.
- B. Parking Lot – There are 120 spaces in the church parking lot. The wedding party and guests are welcome to park in the lot for the rehearsal and wedding, but extended parking before or after the wedding is not allowed. The lot is expected to be clear within one hour after the conclusion of the rehearsal and wedding. Our lot is often used for parking by people attending downtown events, especially at Rupp Arena. If there are large events (i.e. U.K. basketball game, concert, etc.) happening downtown on the day of your wedding, you should consider:
  - a. Hiring one of our youth to serve as a parking attendant at \$50 per two hours. This option cannot be guaranteed, as it is based on availability of youth. Contact information for requesting a youth parking attendant will be provided by the Wedding Coordinator.
  - b. Making arrangements to have someone you know serve as a parking attendant.
- C. Sanctuary – The seating capacity of F.U.M.C.'s Sanctuary is 450. There are 54 pews in the sanctuary (not including the balcony), with 12 pews on each side of the center aisle. Use of elaborate décor is unnecessary. If adding decorations, they must be simple and harmonize with the furniture, equipment, and symbolism of the church. All furniture and equipment must remain in place. Eating and drinking is prohibited in the sanctuary.
- D. West Chapel – The seating capacity of West Chapel is 80. Chairs are movable and can be arranged in rows to create a center aisle. Use of elaborate décor is unnecessary. If adding decorations, they must be simple and harmonize with the furniture and equipment in the room.
- E. Parlor – We are pleased to share the Parlor with Brides and their attendants as a waiting and dressing area before the wedding. The room is ornate and contains antiques. It is expected that all persons in the room will respect the furnishings and décor and keep the room tidy. Food and drinks, except for water, are prohibited in the Parlor.
- F. Gathering Hall – Food and beverages are permitted in the Gathering Hall. Any leftover food and/or containers must be cleared immediately following the ceremony.
- G. Fellowship Hall/Kitchen – Small receptions (120 guests or less) can be held in the Fellowship Hall located in the basement. The Kitchen is available for use; however a designee of the bride and groom must be trained on equipment usage and proper cleaning (as required by the Fayette Co. Health Dept.) by F.U.M.C.'s Kitchen

Coordinator. Contact information to schedule this training will be provided by the Wedding Coordinator. Alcohol is not permitted. All decorations must be removed within one hour following the event, and general clean-up of the Fellowship Hall is expected by the wedding party. The facility fee is \_\_\_\_\_ (see Schedule of Fees) and includes usage of the Fellowship Hall, Kitchen, and final clean-up by our custodians. The Wedding Coordinator must be present and her 'Extended Time Fee' will apply per hour (see Schedule of Fees).

#### *VI. MUSIC*

- A. Weddings at F.U.M.C. are worship services. All music must be Sacred, Classical, or Contemporary Christian. Pre-recorded music is prohibited. If you need help selecting music or need contacts for preferred musicians, our Director of Music will be happy to assist you.
- B. Organist – F.U.M.C.'s Organist has first right of refusal for all weddings. Our Organist's fee is \$\_\_\_\_\_ (see Schedule of Fees) and includes a consultation and the wedding ceremony. You will need to contact our Organist to formally confirm your date and discuss specific requests and music selections. Contact information will be provided by the Wedding Coordinator.

#### *VII. COMMUNION*

F.U.M.C. has an open table, which means communion must be offered to all. If you wish to offer communion in your ceremony, it will need to be served by intinction, and the bride and groom, or their designee, must provide the elements and chalice. Alcohol is not permitted, and we recommend white grape juice to prevent stains.

#### *VIII. DECORATIONS*

- A. The following decorations are optional and available for your use. You will have the opportunity to view each and make selections during your consultation with the Wedding Coordinator. Your selections are included in the required Set-up/Teardown Fee (see Schedule of Fees):
  - 1. Aisle Candles with Globes – Twelve brass candle holders with glass globes, placed every other pew, on each side of the center aisle
  - 2. Unity Candelabra – An oil unity candle that matches all other candles is available, or you can bring your own if you'd like it for a keepsake
  - 3. Window Candles with Hurricane Globes – Six candles with glass globes for the large windows on each side of the sanctuary
  - 4. Seven Branch Floor Candelabras – Two freestanding brass candelabras with seven candles each
  - 5. Altar Candles (pair) – Two, three light candelabras that sit on each side of the cross on the altar.
  - 6. Aisle Cloth – A solid white, heavy fabric aisle runner
    - \*Helpful Tip - If you are using the aisle cloth, consider asking two additional ushers or friends that are not in the wedding party to pull it. Most don't think of this, but the aisle cloth is pulled just before the Bride enters, and the wedding party is already in place at that point.
  - 7. Bows – satin bows that decorate the outside, front handrails
  - 8. Flower Urns (pair) – Two brass urns for floral arrangements
  - 9. Candlelighter/Extinguisher – Two brass candlelighters with bell extinguishers for use in lighting any candles used in the wedding
- B. The Wedding Coordinator will open the church 2 hours prior to the ceremony. Flower delivery and set-up should be arranged during that time. If additional time is needed, the Wedding Coordinator's 'Early Arrival Fee' will apply (see Schedule of Fees).
- C. Only ribbons or chenille stems (pipe cleaners) may be used to affix flowers and decorations to furnishings.
- D. The florist, or a designee, must remove all decorations and equipment that do not belong to the church within one hour following the ceremony.
- E. No decorations or equipment may be left or stored at the church before or after the wedding.
- F. Facilities staff will not load or off-load equipment or decorations that do not belong to the church.

IX. *PERSONAL PROPERTY*

F.U.M.C. is not responsible for personal property. You should not leave items such as dresses, purses, gifts, cellphones, wraps, cameras, wallets, etc. unattended. Please have a plan for storing these items during the ceremony.

X. *PHOTOGRAPHY/VIDEOGRAPHY*

A wedding ceremony is a worship service. Photographers and/or videographers should not be a distraction to the service.

- A. Photographers/Videographers should check-in with the Wedding Coordinator upon arrival, before setting up any equipment.
- B. Photographers/Videographers may not be stationed in the Chancel or forward part of the Sanctuary during the ceremony. Equipment may be set up in the balcony and/or along the back of the Sanctuary.
- C. Photography/videography sessions in the Sanctuary should be completed one hour before the ceremony and within one hour after the ceremony.
- D. Furnishings may not be moved during any photography/videography session.
- E. Photographers/Videographers may not stand on any type of riser.
- F. No flash photography during the ceremony.
- G. Photographers may take photos during the processional but should not distract.
- H. Videographers must check-in with F.U.M.C.'s A.V. Technicians (sound booth in balcony) before using wireless equipment. If any outside equipment causes interference with church equipment, the outside equipment will not be permitted.

XI. *PETS*

Pets are not permitted in the building, except for trained service animals.

XII. *SPECIAL INSTRUCTIONS*

All members of the wedding party and wedding guests are expected to honor the guidelines below:

- A. Alcohol is not permitted on church premises.
- B. F.U.M.C. is a non-smoking facility.
- C. For safety reasons, rice, confetti, birdseed, or flower petals may not be thrown during the sendoff. Bubbles or bells are nice alternatives.
- D. All electronic devices should be turned off or silenced in the Sanctuary.
- E. Anyone arriving after the ceremony has begun will be seated in the balcony.
- F. No unsightly or inappropriate materials shall be used to decorate the wedding vehicle.
- G. Refrain from taking photos and/or videos during the ceremony.

XIII. *SPECIAL INSTRUCTIONS – WEDDING PARTY*

- A. The wedding party should arrive at the church no less than one hour before the ceremony. If photos are being taken before the ceremony, they must arrive one hour and 45 minutes before the ceremony.
- B. All members of the wedding party, as well as anyone with a special role in the wedding (readers, ushers, program attendants, musicians, etc.), should attend the rehearsal.
- C. If a Flower Girl(s) and/or Ring Bearer are participating in the ceremony, please consider their ages. It is strongly recommended they be five years of age or older. If they are younger than five, a responsible adult that is not in the wedding party, must assist the child(ren).

XIV. *MARRIAGE LICENSE*

A marriage license may be obtained by the Bride and Groom from a Kentucky County Clerk as early as 30 days before the wedding. To allow adequate time for completion, bring the marriage license to the rehearsal and hand it directly to the Minister. **If the marriage license is not obtained, the Minister shall refuse to perform the wedding.** For more information, contact the Fayette County Clerk's Office at 859-253-3344 or visit the website at [www.fayettecountyclerk.com](http://www.fayettecountyclerk.com).

*XV. CANCELLATION*

In the unfortunate event of a cancellation, fee consideration will be given on an individual basis. If the consultation has taken place, the Wedding Coordinator Fee is required and non-refundable.

# *Notes / Questions*

*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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