

Wedding Guidelines

State Street United Methodist Church

1101 State Street, Bowling Green, KY 42101-3340 Telephone: (270) 842-8171

The members and staff of the State Street United Methodist Church are committed to the sanctity of marriage. We believe, therefore, that the wedding service must be completely Christian in design, guided by Scriptures, and focused on the lifelong union between the woman and man who come to be joined at the altar of this historic church. By requesting to be married in this church, you indicate your intention that the service be a service of worship, and you express your desire to be united in Christian marriage.

We are pleased that you are planning to have your wedding in the church. It is our desire to make your wedding as beautiful and meaningful as possible. All weddings at State Street United Methodist Church must conform to the policies established by the Administrative Board of the church and the board requests your cooperation in adhering to these guidelines. **It is the responsibility of the wedding party to communicate the policies and restrictions that are expressed in this document to the appropriate people.**

Setting the Date

The first step is to pick up a Wedding Application in the church office. Completed applications should be submitted no earlier than nine (9) months before the desired wedding date. Submitted applications are reviewed by the church staff for approval and you will be notified of the outcome as soon as possible. Your chosen date will not be reserved until the \$100 Reservation Deposit is received.

Weddings are not performed during the month of December or on the following holidays or holiday weekends: New Year's Eve, New Year's Day, Palm Sunday, any day during Holy Week (including the day before Easter), Easter Day, Memorial Day, the Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve and Christmas Day. The month of June is reserved.

There will be no rehearsal or wedding starting later than 6:00 P.M.

Before a date is confirmed and placed on the church calendar, the applicant must:

- Agree to the policies and fees as listed herein.
- Read, fill-out and return the signed reservation form/application.
- Pay the \$100 Reservation Deposit as soon as the date approved by the staff (your date will not be reserved until payment is received.)
- Arrange with the Minister to discuss arrangements and premarital counseling.



The Chancel Area

The Minister

All weddings at State Street United Methodist Church require the involvement of one of the church's ordained ministers. You are free to include a relative or family friend as one of the ministers, but only after the approval of, and under the direction of, the Senior Pastor. The Officiating Minister is in complete charge of the wedding along with the Church Hostess.

Counseling

All couples being married at State Street United Methodist Church are invited to participate in pre-marital counseling with the Senior Pastor, the Officiating Pastor who has been approved by the Senior Pastor or a counselor approved by the Senior Pastor.

The Service

Our worship service, including ceremonies for weddings, have deep roots in ancient Christian traditions. Ordinarily, it will be expected that marriage services will follow one of two ceremonies:

- The "traditional" liturgy first written by Thomas Cranmer at the time of the separation of the Church of England from the Roman Catholic Church. (The traditional service can be supplied by the Officiating Minister.)
- The "contemporary" service recently adopted by our denomination. (The newer service is printed in the United Methodist Hymnal.)

Other traditional acts of worship such as hymns, a sermon, scripture lessons and communion may be added to the wedding service. If the sacrament of communion is served, it must be offered to everyone present.

The Music

We ask that you choose only music which honors God and is acceptable as part of a Christian marriage service. Secular music which does not conform to the standards of worship (pop, country-western, etc.) should be reserved for the reception. Music selections should be approved by the Minister of Traditional Worship at least 8 weeks before the wedding. **The church's organist plays for all weddings unless a substitute is approved.** The organist will be happy to work with you on special preferences or assist you in choosing appropriate selections. Generally, pre-wedding music begins 20-25 minutes before the start of the service. Vocal soloists or instrumentalists are optional. Our sound system does not have the capability of playing taped music, so taped music is not an option. No outside sound equipment may be brought into the church.

Note--It is not necessary to select special music if you are lighting the Unity Candle. If you want to have music during this time, please keep in mind that lighting the candle takes only a few seconds, and any music should be brief.



The back of the Sanctuary.

The Decorations

White paraments for the altar, pulpit and lectern are available from the church's Altar Guild.

The sanctuary furniture can not be rearranged or moved. These pieces of furniture and symbols indicate that the sanctuary is a place where worship is conducted and should not be covered or obscured.

Plants, flowers or candelabra must not be placed in front of the organ or in any way obscure the organist's view. Two plant stands are available for use. **No decorations are to be placed on the altar rail. At no time should flowers obscure the Altar Cross. No tacks, nails, or tape may be used on church property.**

If candles are desired during the service, the use of mechanized candles is required. This will prevent the dripping of candle wax on the floor and furniture and odd levels of burning due to drafts. Candles placed in windows must be placed in hurricanes. These are not available from the church.

Flowers, decorations and other appointments should not be unduly elaborate. Floral providers should have completed arrangements prior to placing them in the church and may not use the church facilities to make arrangements. These and all other decorations must be removed by the wedding sponsors immediately following the service.

Please notify the church office two (2) weeks prior if the wedding flowers are to be given for use in the church.



The front of the Sanctuary.

Photography

The taking of flash pictures is not permitted in the Sanctuary or Chapel during the service.

It is the responsibility of the wedding party to see that no flash photographs are made by their photographer or wedding guests during the service. If pictures during the service are desired, natural light photography may be used from the rear of the Sanctuary or Chapel. Every effort should be made to be as quiet as possible, especially when winding or advancing the film.

The photographer may take pictures of the wedding party beginning three (3) hours prior to the service or within 30 minutes following the service.

The attire of the photographer and assistants should be appropriate for the wedding.

Cooperation of the bride and groom in communicating this policy to family, friends and especially photographers, is expected.

Videotaping

The policy regarding acceptable practices for the photographers applies to video camera operators as well. In addition, the following guidelines apply to videotaping the service:

- No bright lights will be permitted in the videotaping. Prevailing light only is permitted for filming.
- No videotaping equipment is to be placed in the chancel area, which includes pulpit and lectern.
- Cameras should be located at all times in less conspicuous areas of the Sanctuary, such as outside aisles or behind pillars.
- In the Chapel the same policy is in effect except filming may be done only from the narthex at the rear.
- Power and/or sound cables shall be placed only with the consent of the Custodian and/or Officiating Minister.

Cooperation of the bride and groom in communicating this policy to family, friends and especially video technicians, is expected

Miscellaneous Considerations

The Officiating Minister will be in charge of and will direct all rehearsals and weddings. The wedding parties are encouraged to be prompt for the scheduled rehearsal and the rehearsal should be completed within 1 1/2 hours time. The use of the church building for the wedding service, including the taking of pictures and changing clothes is limited to 5 hours total time. If a longer period is required, an additional fee of \$25 per hour will be assessed.

Since the Organist and Officiating Minister wear a robe, it is unnecessary to provide them with boutonnieres.

Dressing rooms are available for the bridal party's use. Arrangements for these must be made at the time the wedding is scheduled. **The church is not responsible for any items left or stolen from the dressing area.** It is suggested that the bridal party provide for a security person to remain in that area during the service and reception. Wedding sponsors are responsible for clean-up of these areas immediately following the wedding.

The Custodian and Church Hostess are not responsible for cleaning up after the Photographer, Wedding Coordinator or Florists.

The Church Hostess is not responsible for coordinating entrances at the wedding ceremony. You should have a friend or family member available to handle the little things that come up, or you can make arrangements to have a Ceremony Coordinator for an additional fee.

No confetti, rice, birdseed, or other material will be thrown in the church or on the church grounds. It creates a hazard and also gives cause for ecological concern. If you wish to practice the custom, it is suggested you do so at the reception provided it is held elsewhere.

Nursery

The church nursery is available during the rehearsal and wedding service. The wedding party is responsible for finding childcare and paying for services. There is to be 1 adult (16 years or older) for every child. An additional fee will be charged for the cleanup of the nursery.

Reception

The use of Fellowship Hall for a wedding reception must be reserved through the Church Hostess and the Church Secretary. The initial meeting with the Church Hostess should be made early in the planning of the reception so that she may confer with the bride and her sponsor about the use of the facility. A second meeting should be held no later than two weeks prior to the wedding to finalize the details for the use of Fellowship Hall.

The kitchen area may be used by the caterer two (2) hours prior to the reception for assembling the food to be served. The refrigerator and ovens may be used to keep food at the proper temperature until it is served. However, the stove and ovens are not to be used to prepare food. The food should be prepared off site and transported to the church. The church ice machine is not to be used, ice will need to be brought in.

The preparation, reception and clean-up is to be completed within five (5) hours. If a longer period is required, an additional fee of \$25 per hour will be assessed.

All food and beverages must be confined to Fellowship Hall and the kitchen. No food or beverages will be permitted on the other floors, in the Sanctuary, Chapel, Library, or dressing rooms. If snacks are brought in for the wedding party, they must be served in the kitchen only. They may not be served in any other area of the church.

No alcoholic beverages are permitted anywhere in the building or on the church grounds or parking lot. Smoking and the use of tobacco are not permitted anywhere inside the building.

Fellowship Hall and Kitchen

The Church Secretary will refer the wedding sponsors to the Church Hostess. The Hostess is in charge of the kitchen and the Fellowship Hall. The Hostess will oversee the use of reception and kitchen equipment.

The following specific regulations apply to weddings and receptions:

- Table arrangement in social hall must be planned with the Hostess.
- Candles may not be placed in windows of social hall.
- Candles used on tables shall be in non-flammable holders.
- The wedding sponsor must remove decorations immediately following the reception.
- No sound equipment may be brought in; church sound equipment is available through supervision of the Custodian.
- Dancing is not allowed
- If a caterer is used, their responsibilities must be determined when planning with the Hostess.
- Partitions in the social hall can be moved **only** by the Custodian.
- The wedding sponsors are responsible for any breakage or damage to the property resulting from wedding activities.



Fellowship Hall

Wedding Fees

A. Sanctuary Wedding Basic Charges (450-400 guests)

Reservation Deposit (date will not be reserved until payment is received)	\$100.00	Due upon reservation of church
Sanctuary Rental, two (2) dressing rooms, and photography room (Additional fee of \$25 per hour if building is needed for more than 5 hours)	\$225.00	Due 2 weeks prior to the wedding
Refundable Damage Deposit (separate check)	\$100.00	Due the day of the rehearsal
Officiating Minister (2 counseling sessions, rehearsal, & wedding)	\$150.00	Due the day of the rehearsal
Organist	\$125.00	Due the day of the rehearsal
Sound Technician (rehearsal & wedding)	\$100.00	Due the day of the rehearsal
Church Hostess (rehearsal/wedding)	\$100.00	Due the day of the rehearsal
Church Custodians (rehearsal/wedding)	\$200.00	Due the day of the rehearsal

BASIC CHARGES (Excludes the refundable damage deposit)

\$1000.00

Optional Charges:

Ceremony Coordinator (coordinates the entrances of the mothers, bridesmaids, etc...)	\$100.00	Due the day of the rehearsal
Nursery use (payable to the custodians)	\$50.00	Due the day of the rehearsal
Additional per hour rental fee, if building needed more than 5 hours	\$25.00	Due 2 weeks prior to the wedding

B. Chapel Wedding (25-30 guests)

Reservation Deposit (date will not be reserved until payment is received)	\$25.00	Due upon reservation of church
Chapel, two (2) dressing rooms, photography room and nursery	\$100.00	Due 2 weeks prior to the wedding
Refundable Damage Deposit (separate check)	\$50.00	Due the day of the rehearsal
Officiating Minister (counseling, rehearsal, wedding)	\$150.00	Due the day of the rehearsal
Organist	\$125.00	Due the day of the rehearsal
Church Hostess (rehearsal/wedding)	\$100.00	Due the day of the rehearsal
Church Custodian (rehearsal/wedding)	\$100.00	Due the day of the rehearsal

BASIC CHARGES (Excludes the refundable damage deposit)

\$600.00

C. Reception (180 guests—No alcoholic beverages are permitted)

Fellowship Hall & Kitchen (for caterer's purposes) (Additional fee of \$25 per hour if building is needed for more than 5 hours)	\$225.00	Due 2 weeks prior to the wedding
Damage Deposit (refundable)	\$100.00	Due the day of the rehearsal
Church Hostess	\$100.00	Due the day of the rehearsal
Church Custodians	\$200.00	Due the day of the rehearsal

BASIC CHARGES (Excludes the refundable damage deposit)

\$525.00

Additional Payment Information

*Checks for individual services should be made to the person performing those services, not to the Church.
The only checks made out to the Church should be for the use of the building, reservation deposits and the damage deposits.*

- NOTE: All building related wedding payments (Sanctuary, Chapel, Fellowship Hall, etc...) should be paid two weeks prior to the wedding ceremony, and can be mailed to: Financial Manager, State Street UMC, P.O. Box 3340, Bowling Green, KY 42102
- Payment for all other services (organist, minister, hostess, custodian, sound technician etc...) should be made to the person performing those services on the day of the rehearsal. Our Church Hostess will communicate to you the names of the people that you will need to make payment to.

*The \$100 Damage Deposit will be refunded the week after the wedding
if there are no infractions of the policies mentioned herein.*

Application For Use of Wedding Facilities

State Street United Methodist Church, Bowling Green, KY

Bride's Information:

Name: _____

Current Address: _____

Telephone Number: _____

Future Address: _____

Present Church: _____

Parents Names: _____

Address: _____

Church: _____

Groom's Information:

Wedding Rehearsal:

Date: _____ Time (before 6:00 p.m.) _____

Wedding Ceremony:

Date: _____ Time (before 6 p.m.): _____ Minister: _____

Organist: _____ Vocalist: _____

Other Musicians: _____

Florist: _____ Phone #: _____

Photographer: _____ Phone #: _____

Caterer: _____ Phone #: _____

Wedding Facilities Desired:

Sanctuary: ____ Chapel: ____ # Dressing Rooms: ____ Fellowship Hall: ____ Kitchen: ____

Policy Agreement:

I have read the policies relating to the use of the facilities of State Street United Methodist Church and agree to abide by these policies and to accept all liability for any damage incurred during this use to carpet, furniture, kitchen facilities, building and/or grounds.

Applicant's Signature

Date