

WEDDING POLICY HANDBOOK



Grace United Methodist Church

*11485 Ridgeview
Olathe, Kansas 66061
(913) 859-0111*

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Grace United Methodist Church is honored to celebrate your covenant of marriage and want to help you prepare a wedding service celebrating the love of God and the love you share.

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Planning with Staff

Director of Facilities

Contact information for the Director of Facilities may be found on the “Contact List” (p. 15).

Pastors

One of the pastors of Grace UMC will preside at your wedding. The pastor will ensure the appropriate use of the liturgy and facilities and is responsible for everything that happens on the church property.

The United Methodist Church requires you to meet at least twice with the Officiating Pastor for pre-marital counseling sessions. These meetings are an opportunity for you and the pastor to prepare a wedding service that will represent your spiritual union before God.

Guest Pastors

Consideration will be given if you request a guest pastor. This information should be shared with the Dir. of Facilities. The Senior Pastor will need to approve this. Any guest clergy will assist the officiating Grace pastor at your ceremony.

Wedding Coordinator

The Wedding Coordinator is provided to ensure every detail of your wedding service is carried out in keeping with the church’s policies. You will need to make an appointment with the Wedding Coordinator three to four months prior to the wedding date to review plans, clarify policies, discuss options and answer any questions about the rehearsal and wedding service.

Included in this handbook are forms to be shared with your florist and photographer. The Wedding Coordinator will need a signed copy and the photographer and florist should retain a copy. Please provide the florist, photographer and bridal consultant with the wedding coordinator’s contact information.

At the rehearsal, the Wedding Coordinator will work with the Pastor to assist your wedding party with the service, ensuring each person understands their responsibilities.

The Wedding Coordinator will be at the church from the time your wedding party arrives on the Wedding Day until all of the wedding party leave after the service. A private Bridal Consultant will work under the supervision of the Wedding Coordinator of Grace UMC.

Scheduling the Wedding

Weddings are scheduled based on the availability of the church building and pastors. A wedding date may be reserved up to one year prior to the wedding date. A wedding date will not be entered on the church calendar without a completed reservation form and wedding deposit delivered to the church office. An e-mail notification confirming the date on the church calendar will be sent when the date is placed on the church calendar.

There will be no weddings scheduled on the following days:

- New Year’s Eve and Day
- Holy Week (Palm Sunday through Easter)
- Memorial Day weekend

- Annual conference weekend (Usually some time between last week of May and first week of June. Check with the church office for the dates.)
- Fourth of July
- Labor Day weekend
- Thanksgiving weekend
- Christmas Eve and Christmas Day

Wedding rehearsals will be at 6:00 p.m. on the evening before the wedding.

The Wedding Service

The wedding is a service of worship celebrating the covenant between a man and woman in holy matrimony. Our pastor will discuss the order of worship with you during the pre-marital counseling sessions.

Wedding Music

Music is an important part of the wedding service. All instrumental and vocal music should be chosen in consultation with Grace UMC's organist or pianist or, if other musicians are to be used, approved by the officiating pastor. The musician will assist in selections for your wedding processional, recessional and pre-service music. The pastor will have final authority regarding music selection. Pre-recorded music is not recommended.

If the church organist or pianist will be providing music, contact the musician in advance to reserve the wedding date. In the event that the musicians are not available, a Grace UMC musician can arrange for a qualified substitute. You are responsible for arranging a meeting with the musician to plan the service music. A soloist will need to be arranged for by you; however, any of the church musicians can provide names of qualified vocalists. The soloist will need to contact the church musician to arrange a rehearsal, usually held immediately before the wedding rehearsal.

Decorations

The worship area is furnished and few decorations are needed. In planning for decorations, care should be taken so the floors, carpets, walls, and furnishings are not damaged. Decorations cannot be fastened to furniture by nails, staples, screws, wires or scotch tape. Decorations may not obstruct the view of or access to the chancel altar table, altar table candles, or lectern as these are central to the service.

The seasonal decorations of the church will remain in place. Banners cannot be removed for wedding services. If the wedding is scheduled during a church seasonal celebration such as Easter or Christmas, it must be planned around existing decorations.

The church has two seven-branch brass candelabras that may be used in your wedding. Any rented candelabras must have carpet protectors placed under them. Any aisle candles must be free standing, have glass covering the flame and may not block any entrances or exits to the aisles. If a unity candle will be a part of your wedding service, you will need to provide the candle, candleholder, and lighting tapers.

The use of an aisle runner is not permitted.

You need to make arrangements for the removal of all decorations, rented equipment, and wedding items promptly following the ceremony. The church is not responsible for removing or storing decorations and will not be responsible for any damage occurring should equipment have to be moved by our staff. Please delegate the removal of wedding items from the worship area and dressing rooms immediately following the service.

Wedding Service Folders

Wedding service folders are your responsibility. The Officiating Pastor will provide the final order of worship during the pre-marital counseling sessions. This will be the order used and must not be altered. Please add a note on your service folder asking guests to refrain from taking pictures during the service.

Photography

The wedding ceremony is a worship service. Guests may not take pictures in the sanctuary once the music of the ceremony begins. Only the official photographer may take pictures during the ceremony and during this time the camera's flash must be turned off and the photographer must stand at the back of the room. Any processional pictures taken require the photographer to stay behind the congregation and out of the aisle.

Pictures of the wedding party and family pictures may be taken in the sanctuary prior to the service or in the 30 minutes following the service. After 30 minutes, the building care staff will begin to clean up and secure the building.

Video Taping

You may arrange for a professional videographer to record the ceremony. The camera must be stationary using only natural light and will be located in the rear of the sanctuary or in the sound booth. No additional lighting equipment is allowed. Equipment must be set up at least 30 minutes prior to your ceremony.

The Wedding Rehearsal

Everyone in the wedding party should be present for the rehearsal. The Officiating Pastor will lead a 30-45 minute rehearsal for you, your parents, grandparents, attendants, musicians, photographer, videographer and anyone else participating in the ceremony. This will allow everyone to be familiar with their role in the service.

The rehearsal will begin **promptly** at the scheduled time. Walking through the service with everyone will help to make the wedding day go more smoothly. It is helpful for the wedding couple to provide maps or directions for all attending the rehearsal.

Processional and Recessional Preparations

The Wedding Coordinator will assist you in planning the processional. In preparation for your meeting with the Wedding Coordinator, consider who will escort each person. The traditional order for seating is:

1. Groom's grandparents
2. Bride's grandparents
3. Groom's parents
4. Bride's parents
5. Minister, groom, best man, and groomsmen enter from the side entry
6. Bridesmaids
7. Maid/Matron of honor
8. Ring bearer and flower girl
9. Bride

Responsibilities

Before the rehearsal begins, share with members of the wedding party, ushers and various attendants their responsibilities for the wedding day. This includes duties before the ceremony, where to sit, and responsibilities after the ceremony.

Working with the Wedding Coordinator, you will instruct ushers where to position themselves before and during the ceremony, whom to seat and where, which pews are reserved for family, how to handle late arrivals and any tasks after the ceremony. It's suggested this information be provided in written form for the ushers and a copy given to the Wedding Coordinator before the rehearsal.

Marriage License

The pastor can only perform weddings in full accordance with the laws of the State of Kansas. Your pastor will not officiate at your wedding ceremony without a marriage license.

Bring the marriage license to the Officiating Pastor at the rehearsal. After the ceremony, the original license will be returned to the Court to be recorded. The duplicate copy will be given to you after the service. A certified copy of the recorded license may be obtained from the Court at a later time.

The Wedding Day

The Wedding Coordinator will open the building up to three hours prior to the wedding. Share with the Wedding Coordinator the time the bridal party will be arriving for the wedding. Flowers may be delivered during the time the building is open prior to the wedding. The photographer should make arrangements to arrive in time for pre-wedding and family pictures.

Dressing Rooms and Personal Items

Dressing rooms are provided for your bridal party. The church is not responsible for personal belongings left in unlocked and unattended rooms. Dressing rooms will be locked by the Wedding Coordinator. Clean up of food, beverages and other trash in the dressing rooms is the responsibility of the wedding party.

The Wedding Party

Members of the wedding party should behave in a manner appropriate for a church.

No alcoholic beverages are allowed on the church premises. Any wedding participant found to be under the influence of alcohol will not be permitted to participate in the service.

No smoking is allowed on the church campus.

No confetti, rice, and/or bird seed are allowed in the building or on the grounds.

Please share this information with everyone in the wedding party prior to the rehearsal and wedding day.

Sound System

It is necessary to have a Sound Technician for a wedding in the Celebration Center. The fee for this is included in the total of the wedding fees.

Fees

Weddings are a ministry at Grace United Methodist Church. However, there are certain charges to cover the cost of building maintenance and utilities, as well as the time and skills invested by staff members.

Wedding fee payments may be made by cash or check made payable to Grace United Methodist Church. Payments may be sent by mail or brought to the church office.

The personnel fee includes:

- **Building Care Staff fee** for preparation and clean-up of the facilities.
- **Wedding Coordinator fee** for meetings prior to the wedding, assisting at the rehearsal, opening the building and assisting the wedding party on the wedding day, directing the seating, processing and behind the scenes logistics during the wedding service.
- **Sound Technician fee** for preparation of microphones and operating the sound board so guests can hear the service and music

It is considered appropriate to provide an honorarium for the Clergy performing the wedding service. Weddings are an addition to the Pastor's normal work schedule and require their time for pre-marital counseling, the rehearsal, service preparation, and the wedding service. An honorarium of \$200 is suggested.

The Chapel is available for small weddings without special music or guests.

Fees and Honoraria

A deposit of \$100 is required to schedule the date of your wedding. This will be considered part of the wedding fees. Deposits are non-refundable.

Wedding Personnel Fees

Celebration Center/Sanctuary (For Wedding Coordinator, Building Care staff, Sound Tech)
Payable to Grace UMC \$550

Wedding Reception at Center of Grace (Excludes UMW fees or catering fees)
Payable to Grace UMC \$200

Musicians

Organist or Pianist (Covers planning meeting, rehearsal and wedding.)
Payable to the musician \$100 + \$25 per solos

Additional rehearsal with Soloist (Other than before the wedding rehearsal) \$20

Meeting with Guest Organist (Required for organ use) \$25

Soloist--arranged by organist (Excludes soloist arranged by Bride)
Payable to the soloist \$85

Pastor (An honorarium for the pastor considers time for pre-marital counseling,
service preparation, rehearsal and wedding service)
Payable to the Pastor \$200 suggested

**Grace United Methodist Church
Wedding Form**

Date Form is Completed _____

Wedding Date Requested _____ **Time of Service** _____

Wedding Rehearsal Date Requested _____ Rehearsal Time _____

Ceremony Location: Celebration Center _____ Chapel _____

Sanctuary at Center of Grace _____ Other _____

Off-Site Location _____

Officiating Pastor Requested _____

Name of Bride (full name) _____ **DOB** _____

Address _____

Phone Numbers: Home _____ Work _____ Cell _____

Email Address to send confirmation _____

Name of Groom (full name) _____ **DOB** _____

Address _____

Phone Numbers: Home _____ Work _____ Cell _____

Email Address to send confirmation _____

Membership in Grace UMC: Bride _____ Bride's Parent _____ Grandparent _____
Groom _____ Groom's Parent _____ Grandparent _____

Wedding Detail Sheet
Grace United Methodist Church

(Please fill out this form and bring it to the Wedding Coordinator meeting)

Requested Wedding Date _____ **Time** _____

Requested Rehearsal Date _____ **Time** _____

Ceremony Location: Celebration Center _____ Chapel _____
Center of Grace Sanctuary _____ Other _____
Off-Site Location _____

Officiating Pastor Requested _____

Name of Bride (full name) _____ **DOB** _____

Address _____

Phone Numbers: Home _____ Work _____ Cell _____

Email Address to send confirmation _____

Name of Groom (full name) _____ **DOB** _____

Address _____

Phone Numbers: Home _____ Work _____ Cell _____

Email Address to send confirmation _____

Membership in Grace UMC: Bride _____ Bride's Parent _____ Grandparent _____
Groom _____ Groom's Parent _____ Grandparent _____

Address after marriage _____

Bride's Mother (name) _____ **Bride's Father (name)** _____

Name of Step-parent _____ **Married to: Mother** _____ **Father** _____

Groom's Mother (name) _____ **Groom's Father (name)** _____

Name of Step-parent _____ **Married to: Mother** _____ **Father** _____

Use Unity Candle? _____ **Use Candelabras?** _____

Organist / Pianist / Other _____ **Soloist** _____
Name of Florist _____ **Phone** _____

Name of Photographer _____ **Phone** _____

Name of Videographer _____ **Phone** _____

Ceremony Details

Number of Bridesmaids _____ Groomsmen _____ Children _____

Maid/Matron of Honor _____

Bridesmaids _____

Best Man _____

Groomsmen _____

Ushers _____

Flower Girl (name & age) _____ Ring Bearer (name & age) _____

Escorting Bride _____

Escorting Bride's Mother _____ Escorting Stepparent _____

Escorting Groom's Mother _____ Escorting Stepparent _____

Bride's Grandparents to be seated _____

Groom's Grandparents to be seated _____

Other Special People to be seated _____

Will there be an outside Wedding Consultant? _____

Number of guests expected _____ Using Guest Book? _____ Attendant _____

Will you have a wedding service folder? _____ Attendants _____

Location of Reception _____

(Please fill out this form and bring it to your first visit with the Wedding Coordinator)

Church Policy for Florists

Grace United Methodist Church

11485 S. Ridgeview Road
Olathe, Kansas 66061
913-859-0111

You and the florist must sign this form and return it to the church office. Please give a copy to the florist for reference.

1. The building will be open for delivery of flowers 3 hours before the wedding. The church does not have refrigeration space for flowers.
2. Bows and flowers may be used on the pew chairs, but no tape, tacks, staples, plastic, wire, or nails may be used to secure decorations. Ribbon, dressmaker pins or safety pins are suggested.
3. Candelabras are provided by the church upon request. No bows, ribbons, or flowers may be used on the candelabras.
4. Due to safety concerns, we do not permit the use of an aisle runner.
5. Construction of a unique or artificial setting is not permitted.
6. All decorations and flowers must be removed immediately after the ceremony
7. Precautions must be taken to protect the carpet, woodwork and furnishings. The commercial supplier is responsible for damage.
8. Flower Girls may drop only silk flower petals.
9. Delivery vehicles are not permitted on the front patio area.

To Florist:

Please sign a copy of this for our records so we will know you have received our policies.

Florist

Date

Bride or Groom

Wedding Date

Church Policy for Wedding Photographers and Videographers

Grace United Methodist Church
11485 S. Ridgeview Road
Olathe, Kansas 66061
913-859-0111

You and the photographer must sign this form and return it to the church office. Please give a copy to your photographer for reference.

A wedding is a worship service of joy, commitment and promise. Photographers and videographers are expected to treat the wedding service with respect and dignity. The policies of Grace United Methodist Church are as follows:

1. Photographers should arrive 1½ to 2 hours prior to the wedding to set equipment in place before guests arrive.
2. Pictures may be taken of the bridal party in the hallways preceding the wedding processional.
3. Formal wedding pictures may be taken prior to or following the ceremony
4. A video camera may be set up at the rear of the sanctuary or in the sound booth. No movement from one location to another can be made during the ceremony. Use of artificial light is not allowed during the ceremony.
5. The photographer may not come down the aisle beyond the back row of chairs.
6. Pictures may be taken (without flash) from the rear of the church during the ceremony.
7. Pictures may be taken (flash allowed) from the rear of the church during the recessional.
8. Pictures must be completed within 30 minutes after the end of the wedding. After 30 minutes, building care staff will begin cleaning the space.

Photographer

Date

Bride or Groom

Date

Checklist: Steps for Your Church Wedding

- _____ Contact the church office (913) 859-0111 ext. 278 to determine if the date desired is available for one of the pastors.

- _____ Pay **wedding deposit** fee to reserve church and calendar date.

- _____ **Contact** the Wedding Coordinator to arrange an initial meeting and tour.

- _____ Contact a Grace UMC musician to reserve your wedding date on their calendar. Make an appointment with your musician six weeks prior to your wedding to discuss music.

- _____ Call the Officiating Pastor at least four months prior to your wedding to arrange **pre-marital counseling** sessions.

- _____ Give your florist a copy of **Church Policy for Florists**. A signed copy must be returned to the Director of Facilities at least one month before your wedding.

- _____ Give your photographer a copy of **Church Policy for Wedding Photographers/Videographers**. A signed copy must be returned to the Director of Facilities at least one month before your wedding.

- _____ **One week before the wedding** remit the balance due for wedding fees.

Contact List

Pastors

913-859-0111

Ask for by name

Nanette Roberts, ext. 209
Steve Kawiecki, ext. 280
Missy Patterson, ext. 276
Sylvia Romero, 913-764-1353, ext. 303

nroberts@gracech.org
skawiecki@gracech.org
mpatterson@gracech.org
sromero@gracech.,org

Director of Facilities

913-859-0111

Tracy Hemsath

themsath@gracech.org

Wedding Coordinator

913-963-2358

Teresa Murray

Musicians

Organist: Joe Wilkinson

816-806-6812

jwilkinson@sbcglobal.net

Pianist: Rick Fisher

816-931-5140

hmc@hmckc.org

Pianist: Pam Williamson

913-829-8420

Pammusic45@hotmail.com