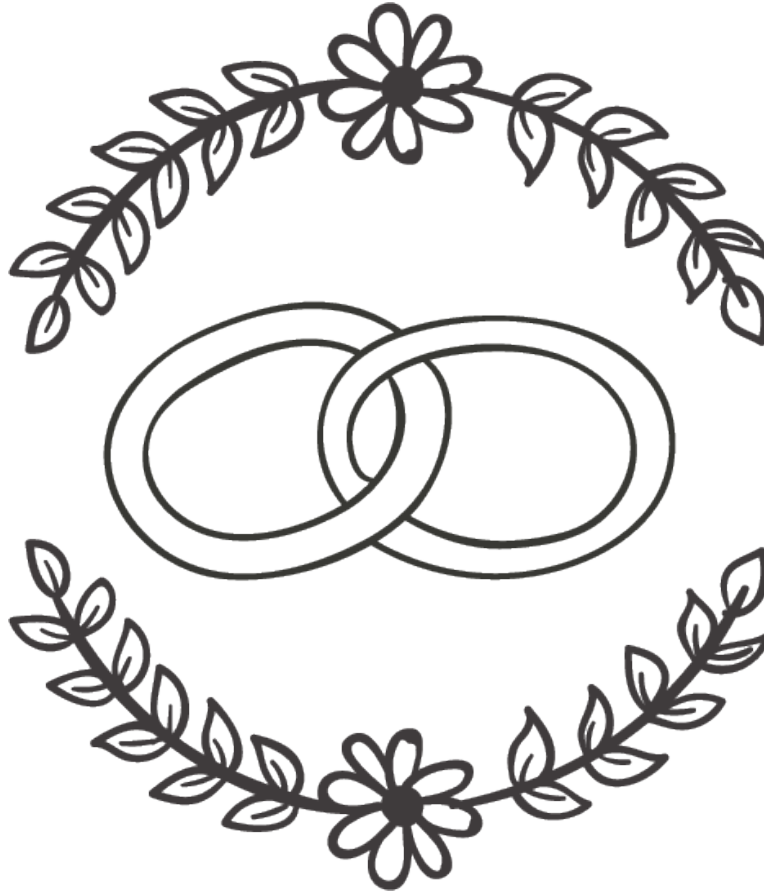


# Wedding Policy Handbook



Grace United Methodist Church  
11485 S Ridgeview Rd.  
Olathe, KS 66061  
(913) 859-0111



# Table of Contents

Grace United Methodist Church is honored to celebrate with you as you prepare to enter into the covenant of marriage. Our mission is to help you prepare a wedding service that celebrates the love of God and the love you share with one another.

<b>Planning with Staff</b> .....	<b>3</b>
Director of Facilities, Pastors, Wedding Coordinator, Scheduling Your Wedding	
<b>Wedding Ceremony</b> .....	<b>4</b>
Wedding Music, Wedding Programs, Decorations, Photography, Videography	
<b>Wedding Rehearsal</b> .....	<b>6</b>
Processional and Recessional Preparations, Responsibilities, Marriage License	
<b>Wedding Day</b> .....	<b>7</b>
Dressing Rooms, Wedding Party, Sound System	
<b>Fees and Honoraria</b> .....	<b>8</b>
<b>Wedding Form</b> .....	<b>9</b>
<b>Wedding Detail Sheet</b> .....	<b>10</b>
<b>Florists</b> .....	<b>12</b>
<b>Photographers and Videographers</b> .....	<b>13</b>
<b>Checklist: Steps for Your Church Wedding</b> .....	<b>14</b>
<b>Contact List</b> .....	<b>15</b>



# Planning with Staff

## Director of Facilities

The Director of Facilities will be your primary point of contact for booking the church space for your wedding. Contact information for the Director of Facilities may be found on the **Contact List (p. 15)**.

## Pastors

One of our pastors 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 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 accurately represent your spiritual union before God.

## Guest Pastors

Guest Pastors may be approved to participate in a wedding on an individual basis at the discretion of the Senior Pastor. Please inform the Director of Facilities if you are interested in seeking approval for a Guest Pastor. Any guest clergy will assist the officiating Grace UMC 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 remaining questions about your wishes for 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 your 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 preparing for the service by 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. Any Bridal Consultant you choose to employ must work under the supervision of the Grace UMC Wedding Coordinator.

## 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 in advance. **A wedding date will not be entered on the church calendar without a completed reservation form and wedding deposit.** The Director of Facilities will send an email notification confirming the reserved date once the date is placed on the church calendar.



# Planning with Staff

**There will be no weddings scheduled on the following days:**

- New Year's Eve and New Year's Day
- Holy Week (Palm Sunday through Easter)
- Memorial Day Weekend
- Annual Conference Weekend (Usually late May/early June; check with church office for dates)
- Fourth of July
- Labor Day Weekend
- Thanksgiving Weekend
- Christmas Eve and Christmas Day

Wedding rehearsals will be at 6 PM on the evening before the wedding.

## The Wedding Ceremony

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 officiating pastor will have final authority regarding music selection. Pre-recorded music is not recommended.

If the church organist or pianist will be providing music, you must 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.** If you desire, you may arrange for a vocalist of your choice; our church musicians can also 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 wedding ceremony.

**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 Wedding Ceremony

The church has two seven-branch brass candelabras that may be used in your wedding if you desire. 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. No confetti, rice, and/or bird seed are allowed in the building or on the grounds.

You will 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 Programs

Wedding programs 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 program 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 ceremony music begins. **Only the official photographer may take pictures during the ceremony, and he or she may only take pictures with the flash turned off from the back of the room.** Any processional pictures taken require the photographer to stay behind the congregation and out of the aisle.

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.

## Videography

You may arrange for a professional videographer to record the ceremony. The camera must be stationary using only natural light and must be located in the back 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 the wedding party, family, 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 family members their responsibilities for the wedding day. This includes duties before the ceremony, where to sit, and responsibilities after the ceremony.

You will work with the Wedding Coordinator to instruct ushers regarding where to position themselves before and during the ceremony, whom to seat and where, which seats are reserved for family, how to handle late arrivals, and any after-ceremony tasks. We suggest that 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. Therefore, your pastor will not officiate at your wedding ceremony without a marriage license. Please 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. It is your responsibility to inform the Wedding Coordinator of the time the bridal party will be arriving. 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 will be 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.

## **Wedding Party Expectations & Conduct**

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

## **Sound System**

We require a Sound Technician to be present for all weddings held in the Celebration Center. The fee for this staff member is included in the total wedding fees.

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



# Wedding Fees & Honoraria

Wedding fee payments may be made by cash or check payable to Grace United Methodist Church. Payments may be mailed 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 also considered appropriate to provide an honorarium for the clergy person 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.

**A deposit of \$100 is required to reserve the church on your wedding date.** This will be considered part of the wedding fee. Deposits are non-refundable.

All fees other than the Pastor's Honorarium are to be made payable to Grace UMC. Pastor's Honorarium should be paid directly to the officiating pastor.

## Wedding Personnel Fees

Celebration Center/Sanctuary (includes personnel fee listed above)	\$550
Pastor Honorarium	\$200 suggested

## Musicians

Organist or Pianist (Covers planning meeting, rehearsal and wedding)	\$100 + \$25/solo
Meeting with Guest Organist (Required for organ use)	\$25
Soloist (if arranged by church musicians)	\$85 + \$20/rehearsal





# Grace UMC Wedding Form

Date: \_\_\_\_\_

Requested Wedding Date: \_\_\_\_\_

Time of Service: \_\_\_\_\_

Requested Wedding Rehearsal Date: \_\_\_\_\_

Rehearsal Time: \_\_\_\_\_

Ceremony Location (circle one):      Celebration Center      Chapel      Center of Grace

Off-Site Location: \_\_\_\_\_

Officiating Pastor Requested: \_\_\_\_\_

Name of Bride (full name): \_\_\_\_\_

DOB: \_\_\_\_\_

Address \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Name of Groom (full name): \_\_\_\_\_

DOB: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Numbers: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Membership at Grace UMC (check all that apply):**

Bride \_\_\_\_\_ Bride's Parent \_\_\_\_\_ Grandparent \_\_\_\_\_

Groom \_\_\_\_\_ Groom's Parent \_\_\_\_\_ Grandparent \_\_\_\_\_

Bride's Mother: \_\_\_\_\_

Bride's Father (name): \_\_\_\_\_

Name of Step-parent (if applicable) \_\_\_\_\_ Married to: Mother \_\_\_\_\_ Father \_\_\_\_\_

Groom's Mother: \_\_\_\_\_

Groom's Father (name): \_\_\_\_\_

Name of Step-parent (if applicable) \_\_\_\_\_ Married to: Mother \_\_\_\_\_ Father \_\_\_\_\_

*(Please fill out this form and give one copy each to the Director of Facilities and the Wedding Coordinator)*



# Ceremony Details

Use Unity Candle? \_\_\_\_\_

Use Candelabras? \_\_\_\_\_

## Vendors

Organist/Pianist/Other: \_\_\_\_\_

Soloist: \_\_\_\_\_

Florist: \_\_\_\_\_

Phone: \_\_\_\_\_

Photographer: \_\_\_\_\_

Phone: \_\_\_\_\_

Videographer: \_\_\_\_\_

Phone: \_\_\_\_\_

## Ceremony Details

# 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? \_\_\_\_\_



# Ceremony Details

Number of guests expected: \_\_\_\_\_ Using Guest Book? \_\_\_\_\_ Attendant: \_\_\_\_\_

Will you have wedding programs? \_\_\_\_\_ Attendants: \_\_\_\_\_

Reception Location: \_\_\_\_\_

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



# Florist Policy

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

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

1. The building will be open for delivery of flowers three hours prior to the wedding. The church does not provide refrigeration space for wedding flowers.
2. Bows and flowers may be tied on chairs, but no tape, tacks, staples, plastic, wire, or nails may be used to secure decorations. Ribbons, dressmaker pins or safety pins are suggested.
3. Candelabras will be provided by the church upon request. No bows, ribbons, or flowers may be used on 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 any damage to the facility.
8. Flower girls may drop only silk flower petals.
9. Delivery vehicles are not permitted on the front patio area.

**We, the undersigned, verify that we have read this document and intend to abide by the florist policy.**

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**Florist**

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**Date**

---

**Bride or Groom**

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**Date**



# Photographer & Videographer Policy

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

**You and your photographer must sign this form and return it to the church office. Please give a copy to your photographer for his/her 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 UMC are as follows:

1. Photographers should arrive one and a half to two hours prior to the wedding to set equipment in place before guests arrive.
2. Pictures of the bridal party may be taken in the hallways prior to the wedding processional.
3. Formal wedding pictures may be taken prior to or following the ceremony.
4. Videography equipment may be set up at the back of the sanctuary or in the sound booth. Equipment should not be moved from one location to another during the ceremony. Use of artificial light is not allowed.
5. The photographer may not come down the aisle beyond the back row of chairs.
6. Pictures may be taken (without flash) from the back of the church during the ceremony.
7. Pictures may be taken (flash allowed) from the back 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.

**We, the undersigned, verify that we have read this document and intend to abide by the florist policy.**

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Photographer/Videographer

---

Date

---

Bride or Groom

---

Date



# Wedding Booking Checklist

- \_\_\_\_\_ Contact the church office at (913) 859-0111 to determine if the desired date is available for one of our 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.
- \_\_\_\_\_ Contact the Officiating Pastor at least four months prior to your wedding to arrange **pre-marital counseling** sessions.
- \_\_\_\_\_ Give your florist a copy of the **Florist Policy**. A signed copy must be returned to the Director of Facilities no later than one month before your wedding.
- \_\_\_\_\_ Give your photographer a copy of the **Photographer/Videographer Policy**. A signed copy must be returned to the Director of Facilities no later than one month before your wedding.
- \_\_\_\_\_ One week before the wedding **remit the balance due for wedding fees**.



# Contact List

## Pastors

Rev. Nanette Roberts, Senior Pastor	ext. 209	nroberts@graceumc.church
Rev. Tiffany Baker, Senior Associate Pastor	ext. 203	tbaker@graceumc.church
Rev. Kyle Reynolds, Associate Pastor	ext. 206	kreynolds@graceumc.church
Rev. Sylvia Romero, Associate Pastor	(913) 764-1353	sromero@centerofgrace.center
Rev. Ali Haynes, Associate Pastor	ext. 280	ahaynes@graceumc.church

## Director of Facilities

Walt Cooper, Interim Director of Facilities	ext. 205	wcooper@graceumc.church
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## Wedding Coordinator

Teresa Murray, Wedding Coordinator	(913) 963-2358	19tmurray71@gmail.com
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## Musicians

Keith Sandroock, Organist	(816) 896-6762	Keith.sandroock@att.net
Rick Fisher, Pianist	(816) 516-5111	hmc@hmckc.org
Pam Williamson, Pianist	(913) 829-8420	pammusic45@hotmail.com