

*The Wedding Policies and Procedures
of
Woodlawn United Methodist Church*
431 S. Woodlawn, Derby, Ks 67037
(316) 788-1507



Woodlawn United Methodist Church
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316-788-1507

Revised: June 15, 2018

WOODLAWN UNITED METHODIST CHURCH
431 S. Woodlawn, Derby, KS 67037

The Ministers, Wedding Staff, and Members of Woodlawn United Methodist Church join in congratulating you as you begin to make some of the most exciting and fulfilling plans of your life. It is our desire that your wedding is a memorable event and we are pleased that you have requested to have your wedding in our Church.

This guide is intended to help you, as a couple, in your consideration of the various aspects of your wedding. Please study the booklet carefully. Discuss it. If you wish to further explore your Wedding at Woodlawn United Methodist Church, return the wedding request worksheet and wedding agreement form located at the back of this booklet along with your check in the amount of \$150, made payable to Woodlawn United Methodist Church, to the Wedding Coordinator(s) as indicated.

The marriage service is one of the most sacred and beautiful services of the Church. It is a worship service in which two persons in the company of their loved ones and friends covenant themselves to each other under the blessing of God and are united in Christian Marriage. Because we believe that marriage is a holy union and not to be taken lightly, we have established the guidelines, policies, and procedures within this booklet and we ask your cooperation and participation.

Couples who are not members are welcome to be married here. However, the Church does not regard itself as a rental hall. All weddings are scheduled with the understanding that the service will follow The United Methodist Church worship traditions and wedding policies as outlined in this wedding booklet. Furthermore, a Pastor from WUMC will participate in and be in charge of all weddings and ceremony material. If a guest minister is requested, arrangements must be coordinated with Rev. Lance Carrithers at the time of the application. We ask that nonmembers attend at least two worship services in advance of their wedding in order to gain an understanding of the United Methodist Church worship.

We at the Church look forward to working with you and will be happy to assist you in any way that we can.

Sincerely,

Rev. Lance Carrithers
Senior Pastor

Rev. Lori Patton
Associate Pastor

Rev. Vic Calcote
Pastor of Congregational Care

Wedding Coordinator
(Please contact the church office at this time 316-788-1507)

SCHEDULING THE WEDDING

It is very important that all arrangements for the ceremony and rehearsal be scheduled as far in advance as possible. Please contact the church to schedule all dates and times for your events. We are unable to schedule weddings on Sundays, Easter weekend, and Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, during Holy Week, Thanksgiving Day or during Annual Conference (usually in late May). Weddings may not be scheduled to begin any later than 7:00 p.m.

WEDDING APPROVAL & SCHEDULING PROCESS

Please note that reservations are confirmed only after the \$150 deposit made payable to Woodlawn United Methodist Church is received and the Wedding Request Worksheet and Agreement Form have been signed and returned to the Wedding Coordinator for review and approval. Reservations are held for 30 days to allow you time to review the Wedding Policies and Procedures Booklet and return the above mentioned forms. You will be notified confirming whether or not your date and time has been placed on the Church calendar. Please mail your form to Woodlawn UMC, 431 S. Woodlawn Blvd., Derby, KS 67037

FACILITIES AVAILABLE

The facility available for formal weddings is the sanctuary, which seats up to 400 people. Also available for small informal weddings are the chapel and the gazebo/garden area. The fee schedule for these facilities is determined by the pastor presiding over the event.

The Worship Center, which is a contemporary setting, has limited availability. This area will seat up to 300 people. Weddings scheduled in June and July especially will need scheduled around children's camps and summer activities offered by the church

The facilities available for receptions are the Worship Center which can accommodate up to 200 people, and the parlor, which can accommodate up to 50 guests. If you plan to have your reception at Woodlawn, you need to coordinate that event with the wedding coordinator.

MINISTERS

WUMC has three ministers on the staff that can perform your wedding ceremony, as their schedules permit. The Wedding Coordinator can help in scheduling your wedding with the minister of your choice. The ministers request at least 2 periods of discussion with the bride and groom prior to the wedding. This is their opportunity to help the bride and groom prepare in such a way that the service will be truly representative of their union. Details of the actual wedding ceremony will be discussed and decided upon before the ceremony will take place. We request that you contact the Church office (316) 788-1507 to make these appointments.

GUEST MINISTERS

A guest minister may participate in the ceremony if they are related to the Bride or Groom, or can provide proof that they hold ministerial credentials recognized by the United Methodist denomination. Rev. Carrithers, from WUMC, will require that you provide contact information for the guest pastor so a formal invitation to participate can be made. Visiting Pastors are expected to have communication with the pastor from WUMC and the Wedding Coordinator and to abide fully by the wedding policies and procedures of WUMC. The bride and groom are responsible for communicating this understanding to a visiting Pastor.

WEDDING COORDINATORS

The services of the Wedding Coordinator are a part of every wedding at WUMC. They will serve as directors at all weddings and rehearsals. They are members of the Church with special knowledge and training in the proper conduct and services of a wedding ceremony. Their role is to help make your wedding go smoothly, to see that the policies and procedures established by the Church are observed, and to ensure that your wedding day is full of joy. Any matters of decorum or etiquette should be discussed with them. They will be the contact person for all vendors and have the responsibility to state and interpret the Church's policies and procedures to visiting ministers, photographers, videographers, florists, and any others involved with your wedding in keeping with the standards to which you have agreed.

The Coordinator is available by telephone conference, appointment, or e-mail throughout the planning process. Generally, there are many conversations and this contact is welcome. The Coordinator is present for your rehearsal and will conduct the rehearsal as planned. They have the responsibility for coordinating signals, ceremony movement, instructions for ushering, and assisting the presiding minister as needed.

WUMC prefers that you not invite additional coordinators to assist with any planning associated with the wedding events on our premises. This can cause confusion and interruption during the planning process, rehearsal, and wedding ceremony. It is the responsibility of the bride to contact the Wedding Coordinator early in the planning process to schedule meetings. The first meeting should be scheduled a minimum of two months prior to the wedding date and averages about one hour of time. You are welcome to invite family to attend this meeting. The final meeting should be scheduled one week prior to the wedding and averages about thirty minutes of time. This meeting should include the Wedding Coordinator, the bride and groom. The full payment for your ceremony as noted in your Wedding Contract is due at this final meeting.

PREMARITAL COUNSELING

All couples planning to be married at WUMC are highly encouraged to complete Premarital Counseling. During your engagement, visit with the pastor about your marriage plans at least twice. He may have some helpful material for you to read and will want to have consultations with you and your fiancée. All couples are encouraged to worship together and participate in the life of the church together. Sometimes this means going to his/her church some Sundays and to your church on others.

Talk with your fiancée about some of the really personal and intimate matters of life – your joys and disappointments in your family relationships, special spiritual experiences, moral convictions, what educational and financial future you anticipate, and your desire for children. Talk about your expectations for your relationship. Establish a plan of personal devotions. If you are to be a wife or a husband, spiritual guidance will be a life-long blessing. Try reading a few verses from the gospel of John along with your prayers each evening. Just as you prepare a material home (furniture, apartment, dishes, etc.) begin now to prepare a spiritual home.

REHEARSALS

The wedding rehearsal is an integral part of the wedding preparation. The rehearsal is customarily held the evening before the wedding at 6:00 p.m. and is expected to begin **promptly** at the scheduled time. Rehearsal time is limited to one hour from the scheduled beginning time. The Wedding Coordinator will direct the rehearsal and assist the officiating minister. All copies of the marriage license **must** be given to the Wedding Coordinator at the rehearsal.

All members of the immediate wedding party **must** attend the rehearsal. All ushers should be present for special instructions that are given at that time. Soloists, instrumentalists, and others involved in the ceremony are also expected to attend. Practicing for musical pieces within the ceremony must be completed before the rehearsal begins. Musicians and vocalists may make arrangements to practice during the day of rehearsal between the hours of 9 a.m. and 6 p.m. Any decoration needing completed may be done between the hours of 9 a.m. and 6 p.m. There will not be additional time to decorate during or after rehearsal. It is expected that members of the wedding party will recognize that the church and grounds are the house of God and will conduct themselves at all times in a manner acceptable to a place of worship. Consideration should be given to both conduct and dress of those present for the rehearsal.

COMMUNION

Communion is available for your wedding ceremony, but must be approved by and coordinated with the Wedding Coordinator and the presiding Pastor.

DRESSING ROOM FACILITIES

Rooms are available for dressing before the ceremony. We request that all rooms are left in the order in which they have been found, so they may be ready for Church Services on Sunday. The Bridal and Groom's dressing rooms are available three hours prior to the wedding start time.

CHILDCARE

WUMC does provide facilities and trained personnel for childcare during weddings. Please discuss this with the Wedding Coordinator at least one month prior to the wedding to ensure the Church staff is available. There is a minimum of two hours and the state requires at least two staff members be present while caring for children. The total cost is \$40.00 and is due as part of the full payment at the final meeting with the Wedding Coordinator.

PHOTOGRAPHY

All Photographers must be approved by the Wedding Coordinator before you contract with them. Noise and lights or flashes distract from the spirit of worship. **NO FLASH PHOTOGRAPHS** may be taken during the ceremony. Ushers are asked to make this policy known to wedding guests entering the Sanctuary with photographic equipment and/or cell phones. The ceremony is understood to begin once the father has walked the bride down the aisle. The photographer must do all in his/her power to maintain and uphold the warmth and beauty of the

ceremony by remaining as unobtrusive as possible. We want your photographer to be able to take photographs within these guidelines:

- Most posed bridal photographs are taken **before** the service in order not to delay the reception.
- Pictures may be taken before and after the ceremony, but candelabras may be lit only once. In consideration of your guests, we suggest the photographer limit the time for pictures after the ceremony to 30 minutes.
- Plans for arriving at the Church for pictures prior to the wedding can be made with the Wedding Coordinator and can be arranged **only** three hours prior to the wedding start time.
- Additional photographs may be taken prior to the wedding with flash or other lighting equipment **only** up to 45 minutes before the wedding start time. This timeframe is strictly enforced and if abused, the photographer will not be allowed to return to our Church for wedding ceremonies.
- A total of five hours is reserved for each wedding. **All** pictures in or on the property should be completed within this time frame.
- After the processional, only photographs without flash may be taken from the back of the Sanctuary providing there is no noise or any other distraction.
- The photographer should not walk around the Sanctuary during the ceremony and must be discreet in their actions.
- Under **NO** circumstances should the photographer or members of the wedding party or guests stand on the pews.
- Under **NO** circumstances may the photographer be at the front of the Sanctuary during the ceremony.
- Smoking and intoxicating beverages are not permitted in any of WUMC's facilities at any time by anyone, including vendors.
- Brides are responsible for seeing that these guidelines are passed on properly.

VIDEO-TAPING

Video-taping using an outside videographer is allowed provided the following regulations are followed:

- All videographers must be approved by the Wedding Coordinator prior to contracting with them.
- WUMC has a sound system and a lapel microphone that can be used in conjunction with the equipment of the videographer. The bride is responsible for letting the Wedding Coordinator know at the final meeting if the videographer will need this equipment.
- One camera may be used at the back of the Sanctuary.

- One camera may be placed on a tri-pod at the front of the Sanctuary in the designated location.
- Aisles and walkways must not be obstructed by cameras, cords and equipment.
- No additional lights may be used.
- The videographer should not walk around the Sanctuary during the ceremony and must be discreet in their actions.
- The camera must remain stationary.
- Care must be taken to ensure that there is no noise or other distraction.
- Under **NO** circumstances should the videographer stand on the pews.
- Smoking and intoxicating beverages are not permitted in any of WUMC's facilities at any time by anyone, including vendors.
- Brides are responsible for seeing that these guidelines are passed on properly.

FLORISTS & DECORATIONS

In order to maintain the beauty of the Sanctuary, the following policy regarding decorations and floral arrangements must be carefully followed:

- The Church decoration and worship symbols at the altar may not be moved or removed for any reason by florists or decorators.
- If the pulpit, chancel furnishings or banners need to be moved/removed, please check with the Wedding Coordinator in advance.
- The Sanctuary pews are not removable.
- During the Advent, Easter, and Christmas seasons, when the Church is decorated extensively for worship, all Church decorations and flowers or flower arrangements are to remain in place. Florists and decorators will need to work around the Church decorations.
- Decorations and flowers are not permitted on the organ console or the pianos under any circumstances.
- Balloons are not to be used in the sanctuary.
- Decorations must not be attached to the walls, carpeting or any woodwork.
- No nails, tacks, tape of any kind, pins, staples, gum, or anything that will mar woodwork or furniture may be used.

- Bows may be tied to the pews by ribbons, rubber bands or pipe cleaners.
- No hanging vines or other greenery may be hung from the walls or over the furniture.
- The bride and groom assume the responsibility for any damage to carpets or woodwork and will be required to clean or repair any damages incurred. There are no exceptions.
- Most decorating may be done between the hours of 9:00 a.m. and 6:00 p.m. on the Friday prior to the Saturday wedding. Please make these arrangements with the Wedding Coordinator.
- Flowers and all other decorations being delivered on the wedding day should be placed no earlier than three hours prior to the wedding start time.
- Aisle runners are a liability and are not recommended.
- Any potted plants must be in saucers.
- All floral decorations and decorating equipment must be removed **IMMEDIATELY** following the ceremony. We will not “store” equipment under any circumstances.
- Flowers from the wedding may be left in the Sanctuary for Sunday morning worship services. Be sure to let the Wedding Coordinator know well in advance. Also, if you would like to be acknowledged in the bulletin for donating the flowers for worship, you must inform the Church office at least one month prior to the wedding.
- We offer two sets of candelabras for your use at no charge. Please let the Wedding Coordinator know of your interest in using these. The candles may only be lit one time immediately before the ceremony starts or you may have candle lighters light them during the ceremony.
- We also offer a kneeling bench and pillow for your use.
- Brides are responsible for advising florist and decorators of these guidelines before completing any plans.

MUSIC FOR YOUR WEDDING

The Church wedding should be a worship service in every sense. Careful thought should be given to the selection of all music, whether it is vocal or instrumental. The music for the wedding should reflect the Christian joy of the occasion and be appropriate to the spirit of worship. The Wedding Coordinator or Church Organist can offer a variety of suggestions that are considered appropriate for prelude music, processions, and recessions.

All prospective couples should discuss the music selections for their wedding with the Wedding Coordinator for review and approval.

ORGANIST

Our policy provides that the Woodlawn UMC Organist plays or gives approval for another organist. Our organist will also be available to play selections on the piano at your request. While it is encouraged that an organ is used as part or all of your music for your wedding, you do have the option of not using the organ. Other musicians must be discussed with the Wedding Coordinator and may be used pending approval. You should contact the Church Organist three months prior to your wedding to secure his/her services and discuss the details of the music selections in your ceremony. The couple is responsible for providing the music to the organist.

INSTRUMENTAL AND VOCAL SOLOISTS

We encourage the use of vocal and instrumental soloists. Instrumental music such as a string quartet, piano, violin, guitar, harp, brass instruments, and flute may be used. As with organ music, all instrumental music is subject to the Church's traditions and standards and must be approved by the Wedding Coordinator prior to contracting with the vendor. The Sanctuary has an organ and a piano available. A piano can be moved to the Worship Center, if needed, or there is an electric keyboard that can be used if prior arrangements are made with the Contemporary Music Director. Fees for musicians, other than the Church Organist, are separate from the Church fees and must be paid directly to the person hired by the couple.

If you prefer to use a CD for your wedding music, pre-recorded music is allowed. Please plan to bring your pre-recorded music to the final meeting one week prior to the wedding date.

If a vocal soloist is used, the music must be appropriate to the dignity of the service. Arrangements must be made with the organist to rehearse with soloists prior to the wedding unless pre-recorded music is used. One rehearsal, not to exceed an hour, is included in the Organist's fee. Fees for soloists are separate from the Church fees and must be paid directly to the person hired by the couple.

Soloists and instrumentalists involved in the ceremony are expected to attend the rehearsal. Practicing for musical pieces must be completed before the rehearsal begins. There will not be practice time available after rehearsal. Musicians and vocalists may make arrangements to practice during the day of rehearsal between the hours of 9 a.m. to 6 p.m. It is the responsibility of the couple to notify the musicians of this policy and aid in setting up practice times.

SOUND TECHNICIAN

All Sanctuary or Worship Center weddings require a sound technician to operate the sound system required for microphones and cuing of CD's. The sound technician will also provide you with a CD of your wedding at its completion when held in the sanctuary.

Please note: the worship Center is not equipped with recording equipment.

SCREEN TECHNICIAN

A screen technician is available to operate the computer system for the projection of pictures on the screen at the front of the sanctuary prior to the wedding ceremony for an additional charge. All videos must be created in .wmv (Windows media video) format and should be tested for compatibility with the church software at least 1 week prior to the wedding ceremony.

RECEPTION

This service includes the following:

- The Wedding Coordinator will meet with the bride for preliminary planning and will coordinate details as desired by the bride.
- The bride is to furnish all food and beverages, napkins, place settings and table decorations.

GENERAL WEDDING GUIDELINES

All of us at WUMC will try to do everything we possibly can to accommodate those who wish to be married here. We do have strong traditions and ask that you agree to follow our guidelines as written in this Wedding Policies and Procedures booklet. The purpose of this booklet is to aid you in your planning process and provide information so that there will be no misunderstanding later. The responsibility for all worship services, including a wedding, is the jurisdiction of Woodlawn United Methodist Church. Assurance must be given that the traditions and expectations of our congregation as outlined in this booklet will be respected and followed. Please note that a minister from WUMC will participate in all weddings and will be in charge of all ceremony material.

Occasionally the Church has activities and functions of other groups and organizations that may take place in parts of the building not used by the wedding party. We will not reschedule or disrupt such activities.

Before making any public announcement regarding your wedding, the following requirements **must** be completed:

- Approval has been granted and your date has been placed on the Church calendar.
- The date is confirmed with the Wedding Coordinator and Minister performing the ceremony.
- The Wedding Request Worksheet and Agreement Form have been completed, signed and approved by the Wedding Coordinator. The \$150 deposit has been made to the Church.

A Wedding is a worship service. All members of the wedding party and family are expected to conduct themselves at all times in a manner befitting the atmosphere of the place of worship.

It is the responsibility of the couple to see that:

- All persons involved in the ceremony are familiar with the policies of the Church.
- All persons involved in the ceremony will refrain from using alcoholic beverages, tobacco products or drugs prior to and during the activities held at WUMC. **No rehearsal or wedding will be conducted if any members of the wedding party or those who service the wedding are under the influence.**
- Alcoholic beverages and drugs are not permitted on or around the property of WUMC.
- Smoking is prohibited within the Church building.

- Food and drinks are not permitted inside the Sanctuary or Chapel. If you desire to have refreshments prior to your wedding, please let the Wedding Coordinator know and arrangements for another room can be made. You will be responsible for cleanup of any room with beverages or food in it.
- Breakage of and/or damage to any Church equipment or facilities must be reimbursed at replacement value.
- While we will make every effort in protecting your personal belongings, rented equipment, or borrowed property, the Church will not be responsible for lost or stolen articles or equipment.
- All copies of the marriage license must be given to the Wedding Coordinator at the Rehearsal. The license can be obtained from the County Clerk's office.

WEDDING REQUEST WORKSHEET (1)

This form, front and back, along with the Agreement form must be completed and returned to the Wedding Coordinator(s) for review and approval. Mail to: Woodlawn UMC, 431 S. Woodlawn Blvd., Derby, Ks 67037

Date of Wedding: _____ **Time:** _____

Location: Sanctuary / Chapel/Gazebo Garden Area/Worship Center (circle one)

Date of Rehearsal: _____ **Time:** _____

Reception Location: _____ **Time:** _____

Bride's Full Name: _____ **Age:** _____ **Member? Y or N**

Address: _____

City/State/Zip: _____

Phone #'s: Home _____ Cell _____ Work _____

E-mail Address: _____

Bride's Parents:

Phone #'s: Home _____ Cell _____ Work _____

Phone #'s: Home _____ Cell _____ Work _____

Groom's Full Name: _____ **Age:** _____ **Member? Y or N**

Address: _____

City/State/Zip: _____

Phone #'s: Home _____ Cell _____ Work _____

E-mail Address: _____

Groom's Parents:

Phone #'s: Home _____ Cell _____ Work _____

Phone #'s: Home _____ Cell _____ Work _____

Minister Requested To Perform Your Ceremony: _____

*The following vendors must be approved with the Wedding Coordinator **before** you contract with them.*

Photographer: _____ **Contact Name & #** _____

Videographer: _____ **Contact Name & #** _____

For Office Use Only

Date Rec'd: _____ **Date & Time Available?** _____

Minister: _____ **Approved:** _____

Placed On Church Calendar: _____

Check Number: _____

Coordinator Approved: _____

Copy of Signed Agreement Mailed: _____

WEDDING REQUEST WORKSHEET (2)

In the United Methodist Church, a wedding is more than a public ceremony. It is a service of worship. As a part of your request to have a Church wedding, please take time to answer the following questions and please be as specific as possible.

1. What led you to consider Woodlawn United Methodist Church as the place where you would like to be married? _____

2. What role do you see the Church playing in your marriage? _____

3. Have you read through the Wedding Policies and Procedures booklet, and are you able to accept all of the guidelines for wedding services held at WUMC? _____

Bride's Signature & Date: _____

Groom's Signature & Date: _____

WEDDING AGREEMENT FORM

This form along with the Wedding Request Worksheet must be completed and returned to the Wedding Coordinator(s) for review and approval. **Mail to: Woodlawn UMC, 431 S. Woodlawn Blvd, Derby, Ks 67037.**

Date of Wedding: _____ **Time:** _____

Location: Sanctuary/Chapel/Gazebo Garden/Worship Center

Date of Rehearsal: _____ **Time:** _____

Reception Location: _____ **Time:** _____

Bride's Full Name: _____

Groom's Full Name: _____

We have read the complete Wedding Policies and Procedures booklet and we agree to follow these guidelines. It is also our responsibility to ensure that any persons involved with, or partaking in, our ceremony will be aware of the expectations of Woodlawn United Methodist Church and conduct themselves at all times in a manner befitting the atmosphere of a place of worship.

Bride's Signature & Date: _____

Groom's Signature & Date: _____

For office Use Only

Date Received: _____ **Approval of Wedding Coordinator:** _____

LIST OF DOCUMENTS TO BE COMPLETED AND RETURNED

- 1. Wedding Request Worksheet**
- 2. Agreement Form**
- 3. Wedding Deposit (In the amount of \$150 made payable to Woodlawn United Methodist Church)**

***NOTE: All forms and the deposit check should be mailed to:**

**Woodlawn UMC
431 S. Woodlawn Blvd.
Derby, KS 67037**

WEDDING FEE SCHEDULE – MEMBERS - \$450

(Full wedding with Rehearsal – Sanctuary or Worship Center)

***Deposit due at contract signing (this fee is non-refundable and will be deducted from your total payment) - \$150.00**

Services Included:

Wedding Coordinator - \$300
Sound Technician - \$50
Custodial Services - \$50
Building Usage Fee - \$50

Minister’s Honorarium (suggested amount – not included in fee schedule) \$150.00

Optional Services for an Additional Charge:

Organist \$50.00
Screen Technician \$50.00
Nursery... (Available for 2 hours on wedding day, 2 sitters required by Child Protection Policy)..... \$40.00

RECEPTION FEE SCHEDULE – MEMBERS

(Worship Center)

Reception for 50 people or less - \$200 Reception for 51 people or more - \$400

***Deposit due at contract signing (this fee is non-refundable and will be deducted from your total payment) - \$100.00**

Services Included:

	<50	>50
Reception Coordinator -	\$100	\$150
Custodial Services	\$50	\$100
Building Usage Fee	\$50	\$150

Optional Services for an Additional Charge:

Nursery.... (Available for 2 hour increments, 2 sitters required by Child Protection Policy) \$40.00

***If wedding and reception are both held in Worship Center, reduced building fees will apply**

RECEPTION FEE SCHEDULE – MEMBERS - \$150

(Parlor)

***Deposit - Due at contract signing (this fee is non-refundable & will be deducted from your total payment) - \$ 50.00**

Services Included:

Reception Coordinator \$100
Facility Use Fee \$50

Optional Services for an Additional Charge:

Nursery.... (Available for 2 hour increments, 2 sitters required by Child Protection Policy) \$ 40.00

**SMALL, NO REHEARSAL WEDDINGS ARE AVAILABLE
FOR REDUCED FEES**

Contact Wedding Coordinator for arrangements and pricing

WEDDING FEE SCHEDULE – NON- MEMBERS - \$800

(Full wedding with Rehearsal – Sanctuary or Worship Center)

***Deposit – Due at contract signing (this fee is non-refundable & will be deducted from your total payment) - \$150.00**

Services Included:

Wedding Coordinator	\$400
Sound Technician	\$50
Custodial Services	\$50
Building Usage Fee	\$300

Minister’s Honorarium (suggested amount – not included in fee schedule)..... \$150.00

Optional Services for an Additional Charge:

Organist	\$175.00
Nursery.... (Available for 2 hours on wedding day, 2 sitters required by Child Protection Policy).....	\$40.00
Screen Technician.....	\$50.00

RECEPTION FEE SCHEDULE – NON-MEMBERS

(Worship Center)

***Deposit – Due at contract signing (this fee is non-refundable & will be deducted from your total payment) - \$100.00**

Reception for 50 people or less - \$350

Reception for 51 people or more - \$650

Services Included:

	<50	>50
Reception Coordinator	\$100	\$150
Custodial Services	\$50	\$100
Building Usage Fee	\$200	\$400

Optional Services for an Additional Charge:

Nursery... (Available for 2 hour increments, 2 sitters required by Child Protection Policy) \$40.00

**If wedding and reception are both held in Worship Center, reduced building fees will apply*

RECEPTION FEE SCHEDULE – NON-MEMBERS - \$250

(Parlor)

***Deposit – Due at contract signing (this fee is non-refundable & will be deducted from your total payment) - \$50.00**

Services Included:

Reception Coordinator	\$100
Building Usage Fee	\$150

Optional Services for an Additional Charge:

Nursery.... (Available for 2 hour increments, 2 sitters required by Child Protection Policy).....\$40.00

**SMALL, NO REHEARSAL WEDDINGS ARE AVAILABLE
FOR REDUCED FEES**

Contact Wedding Coordinator for arrangements and pricing

IMPORTANT CONTACT INFORMATION

WOODLAWN UNITED METHODIST CHURCH

CHURCH ADDRESS: 431 S. Woodlawn Blvd, Derby, KS 67037
CHURCH TELEPHONE NUMBER: 316-788-1507
CHURCH FAX NUMBER: 316-788-1119

MINISTERS ON STAFF: Rev. Lance Carrithers
Senior Pastor
lancec@woodlawnumc.net

Rev. Lori Patton
Associate Pastor
lorip@woodlawnumc.net

Rev. Vic Calcote
Pastor of Congregational Care
vicc@woodlawnumc.net

**WEDDING & RECEPTION
COORDINATOR:** contact the church office at this time
316-788-1507

CHURCH ORGANIST contact the church office at this time
316-788-1507

CHURCH OFFICE 788-1507
main@woodlawnumc.net