

The Wedding Policies and Procedures

Woodlawn United Methodist Church

431 S. Woodlawn, Derby, Ks 67037
(316) 788-1507



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Revised: November 25, 2019

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

We at Woodlawn United Methodist Church congratulate you as you begin to make your wedding plans.

Please study this booklet carefully, it is intended to help you with the various aspects of your wedding. 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.

If you wish to schedule your wedding at Woodlawn United Methodist Church, return the wedding request worksheet and wedding agreement form located at the back of this booklet to the wedding coordinator along with the appropriate deposit made payable to Woodlawn United Methodist Church.

Couples who are not members of Woodlawn UMC are welcome to be married here. All weddings at Woodlawn are scheduled with the understanding that the service will follow The United Methodist Church worship traditions and policies as outlined in this booklet. A Woodlawn UMC pastor will participate in and be in charge of all weddings and ceremony material. It is helpful for nonmembers to attend several worship services in advance of the 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 Aguilar
Associate Pastor

Rev. Dr. Phyllis Provost-Saas
Pastor of Congregational Care

Jenah Moody
Wedding Coordinator

SCHEDULING YOUR WEDDING

It is very important that 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, Holy Week and Easter weekend, and Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, and Thanksgiving Day. Weddings may not be scheduled to begin any later than 7:00 p.m.

WEDDING APPROVAL & SCHEDULING PROCESS

Please note that your reservation is confirmed only after the appropriate deposit is received and the Wedding Request Worksheet and Agreement Form have been signed and returned to the wedding coordinator. 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 or bring your form to Woodlawn UMC, 431 S. Woodlawn Blvd., Derby, KS 67037

WEDDING COORDINATOR

The services of the wedding coordinator are a part of every wedding at WUMC. They will serve as directors at all weddings and rehearsals. 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. 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 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.

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. The coordinator is also available by telephone conference, appointment, or e-mail throughout the planning process. Generally, there are many conversations and this contact is welcome.

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.

FACILITIES AVAILABLE

The facility available for a formal wedding is the sanctuary which seats up to 300 people. Also available for small informal weddings are the chapel and the gazebo/garden area. The fees for small weddings in these facilities will be determined by the pastor presiding over the event after consulting with the wedding coordinator.

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

The facilities available for receptions or dinners 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 a reception or dinner at Woodlawn, separate fees apply, and the event will need to be coordinated with the wedding coordinator.

MINISTERS

A pastor appointed to Woodlawn UMC will participate in all weddings and will be in charge of all ceremony material. Woodlawn UMC has three ministers on the staff that can perform your wedding ceremony, as their schedules allow. The wedding coordinator will help in scheduling your wedding with the minister of your choice. The ministers request at least one appointment with the bride and groom prior to the wedding to help the bride and groom prepare in such a way that the service will reflect their preferences. We request that you contact the church office (316) 788-1507 to make an appointment.

GUEST MINISTERS

A guest minister may participate in the ceremony at the invitation of Woodlawn's senior pastor. The senior pastor 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 abide fully by the wedding policies and procedures of WUMC. The bride and groom are responsible for communicating this understanding to a visiting pastor.

PREMARITAL COUNSELING

All couples planning to be married at WUMC are required to complete premarital counseling. You may complete this counseling with the pastor, with one of Woodlawn's student therapists from Friends University's Marriage and Family Therapy program, or a therapist of your choosing. Couples are also encouraged to worship together and participate in the life of the church together.

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.

It is very important for all members of the immediate wedding party to attend the rehearsal. All ushers should be present for special instructions given at that time. Soloists, instrumentalists, and others involved in the ceremony are expected to attend. Musicians and vocalists may make arrangements to practice during the day of rehearsal between the hours of 9 a.m. and 6 p.m. before rehearsal begins. Decorations may be completed between the hours of 9 a.m. and 6 p.m. Do not expect to decorate during or after rehearsal.

The church and its grounds are sacred spaces, and members of the wedding party are asked to conduct themselves at all times in a manner acceptable to a place of worship.

COMMUNION

Communion is available for your wedding ceremony, but must be approved by the presiding pastor and should be offered to all guests attending the wedding.

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 bride and groom 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 \$50.00 and is due as part of the full payment at the final meeting with the wedding coordinator.

PHOTOGRAPHY

Noise and lights or flashes distract from the spirit of worship. No flash photographs are to be taken during the ceremony. The ceremony is understood to begin once the bride has come down the aisle. The photographer should do all in his/her power to maintain and uphold the warmth and beauty of the ceremony by remaining as unobtrusive as possible. Please be certain that your photographer is aware of the following guidelines:

- 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 up to three hours prior to the wedding start time.
- Pre ceremony photographs shall conclude no later than 45 minutes prior to the wedding start time to prepare for the seating of guests.
- 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.
- The photographer must be discreet in their movements and actions during the ceremony.
- No one is permitted to stand on the pews.
- It is preferred that the photographer not shoot from the front of the Sanctuary during the ceremony.

VIDEO-TAPING

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

- 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.
- Camera(s) 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 lighting is to be used.
- The videographer must be discreet in their movements and actions during the ceremony.
- Care must be taken to ensure that there is no noise or other distraction.
- No one is permitted to stand on the pews.

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's decorations, chancel furnishings, cloths and worship symbols may not be moved or removed.
- The Sanctuary pews are not movable.
- During the Advent, Easter, and Christmas seasons 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.
- Helium-filled balloons are not to be used in the Sanctuary, Worship Center or areas with high ceilings.
- Decorations shall 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 are to be used.
- Bows may be tied to the pews by ribbons, rubber bands or pipe cleaners.
- The bride and groom assume the responsibility for any damage to carpets or woodwork and will be required to pay for cleaning or repairs for any damages incurred.
- Decorating may be done between 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.
- Live potted plants must be in saucers.
- All floral pieces, decorations and equipment must be removed immediately following the ceremony. The church cannot store these items under any circumstances.
- A flower arrangement 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. If you desire to be acknowledged in the bulletin for donating the flowers for worship, 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 are to be lit once--immediately before the ceremony starts or you may have candle lighters light them during the ceremony.
- Brides are responsible for advising florists 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 wedding coordinator or church organist can offer a variety of suggestions appropriate for prelude music, processionals, and recessionals.

All prospective couples should discuss the music selections for their wedding with the wedding coordinator.

ORGANIST OR PIANIST

Our Woodlawn organist or pianist may be available to play selections for your wedding. Our church musicians request you contact them 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 musicians. One rehearsal, not to exceed an hour, is included in the pianist's or organist's fee.

INSTRUMENTAL AND VOCAL SOLOISTS

Other musicians must be discussed with the wedding coordinator. 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. Fees for musicians other than church musicians 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 should be appropriate to the dignity of the service. 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 is to occur 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. and 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 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.

RECEPTIONS & DINNERS

A reception or rehearsal dinner may be scheduled for the church facility for additional fees:

- 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.

OTHER GENERAL GUIDELINES

All worship services, including weddings, are under the jurisdiction of Woodlawn United Methodist Church. Assurance must be given that the traditions and expectations of our congregation as outlined in this booklet are understood and will be followed. 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.

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 appropriate deposit has been made to the church.

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 shall refrain from using alcoholic beverages, tobacco products or drugs prior to or during any activity held at WUMC. No rehearsal or wedding will be conducted if any member(s) of the wedding party or those who service the wedding are under the influence of drugs or alcohol.
- Alcoholic beverages and drugs are not permitted anywhere on or around the property of WUMC.
- Smoking is prohibited within the church building and within 30 feet of entrances.
- Food and drinks are not permitted inside the Sanctuary. If you desire to have food or beverages 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 reasonable efforts to protect your personal belongings, rented equipment, or borrowed property, the church is not responsible for lost or stolen articles or equipment.
- All copies of the marriage license must be given to the wedding coordinator at the rehearsal.

WEDDING AGREEMENT FORM

This 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 / 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:

Father _____

Phone #'s: Home _____ Cell _____ Work _____

Mother _____

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:

Father _____

Phone #'s: Home _____ Cell _____ Work _____

Mother _____

Phone #'s: Home _____ Cell _____ Work _____

Minister Requested To Perform Your Ceremony: _____

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

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

We have read the entire 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: _____

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

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

For Office Use Only

Date Rec'd: _____ *Coordinator Approved:* _____ (initials)

Date, Location & Time Confirmed? _____ *Minister:* _____

Deposit Amount Received _____ *Placed On Church Calendar:* _____

Date Signed Copy Mailed: _____

WEDDING FEE SCHEDULE – MEMBERS

(Full wedding with Rehearsal – Sanctuary or Worship Center)

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

\$450 Required Services which include:

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

Optional Services for an Additional Charge:

Minister - Honorarium determined by Bride and Groom
Organist or Pianist - \$100 (includes one rehearsal and one service)
Screen Technician - \$ 50
Nursery - \$ 50 (Up to 2 hours on wedding day, 2 sitters required by Child Protection Policy)

SMALL, NO-REHEARSAL WEDDINGS ARE AVAILABLE FOR REDUCED FEES

Contact wedding coordinator for arrangements and pricing

DINNER or RECEPTION FEE SCHEDULE – MEMBERS

Reception for 50 people or less (Parlor or Worship Ctr.) or for 51 people or more (Worship Ctr. Only)

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

<u>Required services which include:</u>	50 or fewer	51 or more
Reception Coordinator	\$100	\$150
Custodial Services	\$ 50	\$100
Utility Usage Fee	\$ 50	\$150

Optional Services for an Additional Charge:

Nursery - \$50 (Up to 2 hours on wedding day, 2 sitters required by Child Protection Policy)

WEDDING FEE SCHEDULE – NON-MEMBERS

(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**

\$950 Required Services which include:

Wedding Coordinator -	\$400
Minister -	\$150
Sound Technician -	\$ 50
Custodial Services -	\$ 50
Building Usage Fee -	\$300

Optional Services for an Additional Charge:

Organist or Pianist -	\$175 (includes one rehearsal and one service)
Nursery -	\$ 50 (Up to 2 hours on wedding day, 2 sitters required by Child Protection Policy)
Screen Technician -	\$ 50

SMALL, NO-REHEARSAL WEDDINGS ARE AVAILABLE FOR REDUCED FEES

Contact wedding coordinator for arrangements and pricing

DINNER or RECEPTION FEE SCHEDULE – NON-MEMBERS

Reception for 50 people or less (Parlor or Worship Ctr.) or for 51 people or more (Worship Ctr. Only)

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

<u>Required services which include:</u>	50 or fewer	51 or more
Reception Coordinator -	\$100	\$200
Custodial Services	\$ 50	\$100
Building Usage Fee	\$200	\$300

Optional Services for an Additional Charge:

Nursery - \$50 (Up to 2 hours on wedding day, 2 sitters required by Child Protection Policy)

IMPORTANT CONTACT INFORMATION

WOODLAWN UNITED METHODIST CHURCH

CHURCH ADDRESS: 431 S. Woodlawn Blvd, Derby, KS 67037
CHURCH TELEPHONE NUMBER: 316-788-1507
CHURCH EMAIL: main@woodlawnumc.net

**WEDDING & RECEPTION
COORDINATOR:** Jenah Moody
jenahm@woodlawnumc.net

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

Rev. Lori Patton Aguilar
Associate Pastor
lorip@woodlawnumc.net

Rev. Dr. Phyllis Provost-Saas
Pastor of Congregational Care
phyllisp@woodlawnumc.net