

# *Wedding Policy and Guidelines*

*St. Paul's United Methodist Church*

*1356 N. Broadway,  
Wichita, Kansas 67214*

*316-267-3263*

*(revised October 2012)*

## ***Contact Numbers***

### ***St. Paul's Pastor***

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### ***Wedding Coordinator***

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*St. Paul's would like to congratulate you on your engagement. We share your excitement and happiness as you formulate your wedding plans and begin the beautiful adventure of marriage. Marriage is a gift from God and we are anxious to serve you throughout your planning process. We will do our best to make your wedding a joyous and God-glorifying day!*

*The wedding planning guide for St. Paul's UMC is your guide to answering as many questions as possible as you plan your wedding ceremony. If, after reading this guide, you decide to hold your wedding at St. Paul's, please complete the registration form and drop it off with your \$100 reservation fee at the church office. Tanya Simpson, St. Paul's Wedding Coordinator, will then call you to take you to the next step.*

*We look forward to working with you on this joyous occasion!*

*Sincerely,  
St. Paul's Church Staff  
Wedding Coordinator  
Tanya Simpson, (316)295-8072*

# Reservations and Scheduling

St. Paul's performs wedding ceremonies for its members and non-members. Once you have read this Wedding Planning Guide, please complete the Wedding Registration form and return it to the church office with your \$100 reservation fee. The form will be processed by the Wedding Coordinator to reserve all necessary rooms for the wedding day and rehearsal on the church calendar according to availability.

## CEREMONIES:

Weddings at St. Paul's are typically held in the main sanctuary and are scheduled during the following days and times:

Friday: 5:00 pm or later (set up can begin at 12:00 noon)  
Saturdays: 6:30 PM or before

\*The Sanctuary must be vacated by 8:00 p.m. on Saturdays to allow for cleaning and setup for Sunday services. This includes all decorations and photography.

## RECEPTIONS & REHEARSAL DINNERS:

The Dining Room and Fellowship Hall are available for the reception and/or rehearsal dinner. We have a fully equipped kitchen that can be used as well.

Kitchen: Includes use of refrigerator and professional stove

Dining Room: This room is located next to the kitchen and can hold up to 150 people

Fellowship Hall: Is located off the Dining room and can hold up to 75 people.

## REHEARSALS:

Rehearsals are scheduled the day before the wedding and after 5:30.

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## Wedding Planning Check List

- Pick up and read St. Paul's Wedding Planning Guide
- Complete and turn in the Wedding Registration Form, including deposit.
- If using St. Paul's pastor, schedule your first session of pre-marriage counseling. If you are using your own pastor/minister have them contact St. Paul's pastor by phone or email.
- Schedule and complete initial meeting with the wedding coordinator and submit wedding forms.

# Preparation

## **MEETINGS:**

When using St. Paul's pastor, please call and set up for counseling sessions. Final planning meetings will be held between five to fourteen days prior to the wedding. One meeting will be between the couple and the officiating pastor (if using St. Paul's Pastor); one meeting will be between the couple and the Wedding Coordinator. At this time, all logistical plans for the wedding will be finalized along with decorations and which church-owned items, if any, will be utilized in the ceremony.

## **WEDDING REHEARSAL:**

Typically held the evening before the wedding, the wedding rehearsal finalizes the wedding ceremony with an actual walk through of the entire wedding program with the Wedding Coordinator. Responsibilities, specific staging and timings are explained and demonstrated by participants. The bride and groom are required to meet with the wedding coordinator 30 minutes before the rehearsal starts to go over the order of the ceremony to ensure the rehearsal runs on time. If the couple has any musicians or soloist, they are required to attend rehearsal 30 minutes before as well so they can go over placement and sound check with our technician. If rehearsal runs over 15 minutes or more over the allotted time \$20 will be held from the deposit for every 15 minutes that rehearsal goes over.

Attendees at the rehearsal are:

- Bride & Groom
- Best man & maid/matron of honor
- All attendants
- Flower girl & ring bearer (if part of the ceremony)
- Musicians and readers
- Ushers
- Parents of the bride and groom
- Grandparents of the bride and groom (optional)

## **SPECIAL NOTES:**

- The officiating pastor and the church wedding coordinator will conduct the rehearsal.
- The rehearsal requires 45-60 minutes of instruction and practice. Punctuality is critical. Please encourage all participants to be on time. No changes in ceremony plans are permitted between the rehearsal and ceremony.
- All sound technicians will be scheduled by the wedding coordinator.

# Your Wedding Day

Your wedding day is your day to enjoy! Much thought and preparation will have gone into this day, and we want everything to run smoothly. The Wedding Coordinator will be present to assist in a variety of ways. Her responsibilities include:

- Verifying placement of all staging (candles, music stands and stools, musical equipment, flowers, aisle runner, guest book podium, etc.)
- Call, verify and greet when the photographers, florist, etc. arrive
- Cueing ushers when to begin seating, when to light candles and when to seat family members
- Closing guest book and cueing guest book attendant when to be seated
- Cueing attendants and bride for processional
- Seating late guests.

Please be sure to communicate your needs to the wedding coordinator. She is there to assist you and help make this day a special one. Relax and rely on her gifts and administration and hospitality. Bring all of your concerns to her.

The entire wedding party, photographer and florist should arrive at the church at least 60 minutes prior to the ceremony, depending on your pre-wedding photography session. *Please do not have flowers delivered before you arrive.* You must be there to be sure that all you ordered has been satisfactorily delivered. Do not schedule rental property to be delivered unless you plan to be there to meet the delivery. All personal items and rental property must be removed from the church promptly following the ceremony.

## **SPECIAL NOTES:**

Flash photography is only permitted to the professional photographer during the actual ceremony. No birdseed, bubbles, rice, real flowers or confetti is permitted to be thrown inside the building.

## **Wedding Planning Check List**

- File for and obtain your marriage license within 60 days of the ceremony
- Schedule final meeting with Officiating Pastor
- Schedule final meeting with Wedding Coordinator
- Complete Counseling sessions if required
- Confirm all wedding participants' arrival time for rehearsal and the wedding day of at least 1 hour prior to the ceremony.

# Facilities

Purses, gifts and other valuable should not be left in the dressing rooms during the wedding or reception. The bride/groom should designate a person to be responsible to secure these items, as St. Paul's is not responsible for the loss of any items.

The use of bird seed or bubbles may be used outside to send off the wedding party. Please do not use near the entrances or inside the facility as this poses a safety hazard.

## **CEREMONIES:**

Weddings at St. Paul's will take place in our main sanctuary. The Sanctuary can accommodate up to 300 guests.

## **STAGING:**

Nothing is to be moved or rearranged on or near the altar area. When using pew bows, wires should be well wrapped with ribbon or non-stick material so that the wood will not be scratched. No tacks or nails are to be used anywhere. The custodial staff will move all furniture as prearranged with the wedding coordinator. No furniture is to be moved without approval. All decorations, accessories and candles excluding the candelabras, are to be provided by the wedding party and approved by the wedding coordinator. Unusual decorations requiring room alterations or additional services of the custodial staff must be pre-approved.

## **SMOKING:**

Please encourage your guest to respect our church home. Smoking is not permitted anywhere in the building. If anyone of your guest or wedding party needs to smoke please advise them to use the south side of the parking lot near the garage.

## **ALCOHOL:**

Alcohol of any kind is not permitted on the church premises at anytime. Members of the wedding party agree not to use alcohol prior to both the rehearsal and the wedding ceremony. If the reception is held at the church, no alcohol will be present or served. If anyone appears to be under the influence of alcohol they will be asked to leave the premises. If alcohol is found on the premises all of the deposit will be forfeited.

## **BRIDES ROOM:**

A room is provided for the bride and her bridesmaids. Gentlemen are encouraged to arrive at the church dressed for the wedding. If it is necessary that they dress at the church, provisions for this can be made upon request. Please note that we cannot be responsible for receiving or caring for wedding attire delivered to the church in advance or left after the wedding.

## **WEDDING PARTY:**

The couple is to inform all members of the wedding party of the following matter of respect and conduct when using the church facility. The church facility and the property it sits upon is set apart to bring God glory and benefit to God's people. It is therefore important that all members of the wedding party and guest conduct themselves in a manner that is appropri-

ate in the presence of God. Wedding dress and attire should be in good taste and modesty. Remember, your wedding ceremony is a service of worship in which God is present.

**ENTRANCE:**

At St. Paul's we have two entrances that can be utilized for your wedding guest. The main entrance is located on the west side of the church. The second location is just off the parking lot. We do have an elevator located to the north of the building that has access to the basement and sanctuary for those that need assistance.

**Due to safety issues, there are to be no runners placed on the steps.**

**FACILITIES CAPACITY**

Sanctuary .....	300
Chapel .....	50
Living Room.....	30
Dining Room.....	272/127
Basement Parlor.....	185/86
Grace Room.....	35

*Notes*

# Vendor Policies

It is your responsibility to inform your vendors of the following policies. Please make sure they receive a copy of the policies that directly concern them and that these policies are understood.

## FLORIST

The following procedures have been adopted to assist your florist regarding our facilities and rules regarding the same. Please make sure he receives a copy of these policies.

- No decorations are to be placed on musical instruments or taped to church furnishings.
- No nails, tacks, staples, pins, duct tape, wire, etc. may be used in securing decorations anywhere-walls, pews, window sills, etc.
- Only votive candles (suggested) or drip less (no wax) tapers or pillars may be used. Candles are not provided except for candelabras
- It is mandatory that clear plastic be used under all candles to protect the carpets from candle wax. This is not an option. Failure to comply will automatically cancel any refund of the damage deposit. Please take extra caution when moving candles so that hot wax will not spill
- No electrical alterations are permitted. You must supply your own equipment such as extension cords, stepladders, scissors, lighter for candles, etc.
- If live plants are used, please put them in waterproof containers or plastic saucers. They should be watered and drained before bringing them to the church.
- All equipment and decorations are to be removed immediately after the wedding ceremony and pictures (usually within one hour) or special arrangements are to be made with the church custodian. St. Paul's will not be responsible for any equipment left in the building.
- **No alcohol, drugs, or smoking is allowed on the premises at any time.**

**Any damage caused by the florist or his assistants to the building and/or furnishings will be deducted from the damage deposit.**

## PHOTOGRAPHER

We suggest you meet with the photographer prior to the wedding so he will know what pictures are to be taken (i.e. wedding party, family, etc.) This will expedite this part of the wedding

The following procedures have been adopted to assist your photographer regarding our facilities and rules regarding the same. Please make sure he receives a copy of the policies.

Your photographer will be given an "Order of Service" to help him/her know the flow of the ceremony. Our Wedding Coordinator is available to answer any of the questions that may arise. To avoid confusion, it is suggested that they acquaint themselves with the facility and policies.

Although many couples prefer the custom of the bride not being seen by the groom until she walks down the aisle, we suggest that the bride consider having the majority of the pictures taken before the ceremony. This insures all attendants are attired and ready for the wedding to begin. It also eliminates wedding guests waiting in line while pictures are being made.

- Because a wedding is a sacred occasion, flash photographs should not be taken during the ceremony other than time exposures. Photos may be taken from the balcony as well.
- Suitable attire is expected as the photographer is seen by all wedding participants.
- Flash shots may be made prior to or following the ceremony
- The pre-wedding session in the sanctuary should end no later than 30 minutes prior to the wedding time, allowing wedding guest to be seated. It is the photographer's responsibility to see that the family and wedding party are informed about group pictures to be made after the ceremony so they will stay together.
- No standing on seats or church furniture is permitted. Do not stand, walk or place tripods on the pews. There should be no electrical alterations. Bring your own extension cords and other necessary equipment.
- **No alcohol, drugs, or smoking is allowed on the premises at any time.**

**Any damage caused by the photographer or his assistants to the building and/or furnishings will be deducted from the damage deposit.**

## **CATERING**

You may choose to hire a caterer or take on the catering responsibilities yourself (self-catered). The following policies apply in either case.

- All areas and equipment used during the reception are to be cleaned by the designees of the wedding party and returned to its proper storage area.
- All equipment is to be removed immediately following the reception. St. Paul's will not be responsible for equipment left in the building
- 90" & 120" White Table cloths are available upon request for the 60" round tables and 8' rectangle tables for a rental fee of \$20 each to cover cleaning and pressing.

## **PROFESSIONALLY CATERED (AND STAFFED), or SELF-CATERED RECEPTIONS**

The following procedures have been adopted to assist your professional caterer regarding our facilities and rules regarding the same. Please make sure he receives a copy of these policies. Our Wedding Coordinator is available to answer any of the questions that may arise. To avoid confusion, it is suggested that he acquaint himself with the facilities and policies.

- Our custodian will set out tables and chairs for you, but will need a diagram at least two weeks prior to the wedding.
- You may begin bringing decorations/equipment to the reception area on the day of rehearsal. Please establish a delivery time for any equipment food, etc. that is to be delivered with the Wedding Coordinator. You are responsible for having someone here to receive deliveries. You must use your own equipment and supplies unless special arrangements are made **(this includes tablecloths, dish towels, dish-washing soap, extension cords, pots, pans, foil, plastic wrap, containers for leftovers, doilies, serving trays, plates, silverware, cups, saucers, coffee pots, filters, sugar, salt, pepper, cream, napkins, nuts, mints, any food to be served, tooth-picks, pins, matches, etc.)**
- Please check with the Wedding Coordinator if you anticipate a need for refrigerator or freezer space.
- No tacks, nails, or staples may be driven into the walls, furnishings, or woodwork. There should be no electrical alterations.
- Only votive cups or dripless tapers may be used. Take extra precaution when moving candles so that hot wax does not spill.
- Clean up. Please put everything back where it was found. The custodian is not responsible for cleaning the kitchen. You must clean the kitchen and leave it like you found it. All decorations and equipment are to be removed from the premises immediately following the wedding.
- **No alcohol, drugs, or smoking are allowed on the premises at any time.**

**Any damage caused by the caterer, his assistants or any member of the self-catered reception to the building and/or furnishings will be deducted from the damage deposit.**

## Music and Sound

Any music used before, during or after the ceremony must be approved through the Wedding Coordinator or the church pianist or organist to ensure that it is appropriate for a church wedding. If using the church pianist and/or organist, the couple needs to meet with her no less than two months before the wedding to go over selected materials for the wedding.

If the couple wishes to play a PowerPoint Presentation before, during or after the ceremony, this must be discussed with the Wedding Coordinator as soon as possible and the presentation must be turned in two weeks prior to the wedding along with any pre-recorded that will be used during the ceremony.

A church sound technician is required to run the sound equipment in both the sanctuary and the reception area. Any use of sound equipment (microphones, etc.) will require him/her.

**CHURCH POLICY ON DANCING:** The traditional dance for the wedding is very much welcomed. We ask that the play list be submitted to the Wedding Coordinator two weeks before the wedding.

**All fees are due and payable two (2) weeks prior to rehearsal**

## Fees and Payments

- To be considered a member wedding, the bride, groom, or one of their parents (or guardian) must be a member in good standing of St. Paul’s. A member in good standing if he/she has regular attendance in the six months prior to scheduling the wedding and participate in stewardship by pledging and giving regularly.
- Non-members are defined as: couples where neither the bride, the groom, nor the parents of either party are currently participating member of St. Paul’s UMC. Where families have been members for less than one year, usage fees will be required.

<b>Church Facility:</b>	<b>MEMBERS</b>	<b>NON-MEMBERS</b>
<b>Ceremony &amp; Rehearsal</b>		
Fees for use of church facilities including Sanctuary or chapel for rehearsal and Wedding. Also the use of the “Living Room” And rooms used for dressing.	<b>\$0</b>	<b>\$300</b> <b>\$400</b> (during the months of July and August due to summer weather conditions)
<b>Reception</b>		
Kitchen for cooking	<b>\$0</b>	<b>\$50</b>
Dining Room	<b>\$0</b>	<b>\$100</b>
Fellowship Hall	<b>\$0</b>	<b>\$100</b>
<b>Rehearsal Dinner</b>		
Kitchen for cooking	<b>\$0</b>	<b>\$50</b>
Dining Room	<b>\$0</b>	<b>\$100</b>
Fellowship Hall	<b>\$0</b>	<b>\$100</b>
<b>St. Paul’s Minister: (paid directly)</b> Counseling, rehearsal and wedding	<b>\$200</b>	<b>\$200</b>
<b>Church Organist/Pianist: (paid directly)</b>		
Rehearsal and Wedding	<b>\$100</b>	<b>\$100</b>
Reception	<b>\$100</b>	<b>\$100</b>
<b>Wedding Coordinator: (required for non-members and paid directly)</b>		
Wedding and Rehearsal	<b>\$200</b>	<b>\$200</b>
Rehearsal Dinner	<b>\$75</b>	<b>\$75</b>
Reception	<b>\$100</b>	<b>\$100</b>
<b>Custodial Fee (required and paid directly)</b>		
Wedding and Rehearsal	<b>\$100</b>	<b>\$100</b>
Rehearsal Dinner	<b>\$75</b>	<b>\$75</b>
Reception	<b>\$100</b>	<b>\$100</b>

<b>Sound System Technician (paid directly)</b>		
Wedding and rehearsal (up to 4 hours)	<b>\$50</b>	<b>\$100</b>
Each additional hour	<b>\$0</b>	<b>\$25</b>
<b>Reservation Fee (hold the date)</b>	<b>\$100</b>	<b>\$100</b>
(paid at time of reserving the church)		
Reservation fee will be forfeited if the wedding is cancelled after there has been a consultation with the Wedding Coordinator and/or Pastor		
<b>Damage deposit</b>	<b>\$200</b>	<b>\$200</b>
The deposit will be returned by mail if there is no damage. -if damage is more than \$200, the wedding party will be responsible.		

### *Notes*