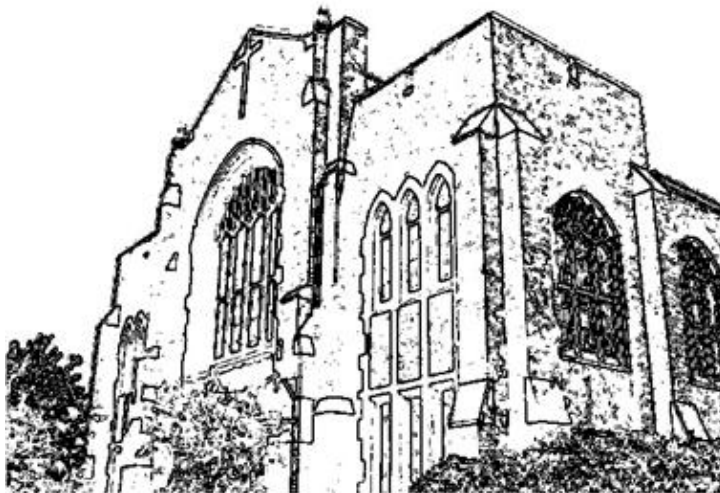


**Wedding Policy**  
**First United Methodist Church**  
**Lake Charles, Louisiana**



Rev. Weldon Bares, Senior Minister  
Rev. Steffanie Pace, Associate Minister  
Rev. Mel Yorks, Associate Minister  
Website: [www.fumclc.org](http://www.fumclc.org)  
Phone: 337/436-6656

## **WEDDING POLICY**

The wedding service is the worship of God and all that is said and done should be pleasing to God. In this spirit, First United Methodist Church provides the following policy for celebrating weddings in its church. The primary officiant shall be a United Methodist Minister licensed to do weddings in the state of Louisiana and personally approved by the senior pastor, Rev. Weldon Bares.

- Respect for the church and its facilities and grounds must be shown at all times.
- Under **no** circumstances are members of the wedding party to come to the rehearsal or wedding under the influence of alcohol or drugs. *No drugs or alcoholic beverages are allowed on the premises.*
- No food or drink is allowed in the Sanctuary, Chapel or Worship Center (including gum).
- Altar furnishings in the Sanctuary and Chapel may not be moved. (Cross, pulpit, paraments, baptismal font, etc.)
- All music equipment, baptismal font, etc. on the Worship Center stage area may not be moved.
- The altar in the Worship Center will be decorated for the Sunday morning worship service and cannot be changed. You may place lattice in front of the altar if you wish.
- No smoking is allowed in the church building.
- Rice is not to be thrown inside or outside the church building for reasons of safety.
- No registration book in the narthex of the Sanctuary because of overcrowding by the door.
- All personal belongings must be removed from the church facilities immediately following the wedding. First United Methodist Church cannot be responsible for articles left unattended.
- Failure to comply with these rules will result in loss of deposit.

## **RESERVATIONS**

Dates for both the wedding and rehearsal **must** be cleared in advance on the church calendar with the church office, senior minister and wedding director. Should the death of a member of our church occur, necessitating a funeral being held on the same day as your wedding, our staff will do it's utmost to work with the families involved to make the transition as smooth as possible. The ministry of First United Methodist Church takes precedence over any other planned event.

Weddings, rehearsals or receptions will **not** be scheduled on Sundays, holiday weekends, New Year's Eve, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, or during Holy Week. Seasonal decorations may not be disturbed to accommodate a wedding.

## **CONSULTATION**

The minister requires consultation with the bridal couple before any marriage ceremony can be performed.

Since the Solemnization of Matrimony is a worship service, it is understood that the pastor shall, in consultation with the couple, make final decisions as to form and procedure. Our Wedding Director will oversee all weddings at FUMC. Her guidance is mandatory for all weddings. She will contact you about readings, music, photography and floral arrangements, as well as direct your rehearsal, wedding ceremony and reception (if held at the church).

## THE MEANING OF MEMBERSHIP

**When persons unite with a local Methodist Church, they faithfully participate in its ministries by their prayers, their presence, their gifts, and their service. In order to be considered a member of First United Methodist Church, an individual must be an active member, having joined First United Methodist Church at least six months prior to scheduling a wedding on the church calendar and attend services regularly.**

## FEES AND PAYMENT SCHEDULE

Refundable Deposit	Necessary to secure your date on the church calendar.
Final Payment	One week prior to rehearsal, remaining balance.

The wedding application must be filled in and returned to the church office within two weeks of receipt of this packet. All remaining forms must be returned two months prior to the date of the wedding. Along with this application, you must include your deposit in order to reserve your date on the church calendar.

Should your wedding need to be cancelled, a refund will be given up to two weeks prior to the wedding date. All fees should be paid to the Church Office (hours: 8:30 a.m. – 4:00 p.m. Monday-Thursday; 8:30 a.m. – 3:00 p.m. on Friday). Please make checks payable to: First United Methodist Church.

	FEES FOR NON-MEMBERS	FEES FOR MEMBERS
Refundable damage/cleaning deposit	\$250	\$100
Use of Sanctuary/Worship Center	\$1,000	\$ 0
Minister	\$250	\$225
Wedding Director	\$250*	\$225*
Sound System	\$ 75**	\$ 75**
Custodian	\$ 150**	\$ 150**
Organist	See below	See below
<b>TOTAL</b>	<b>\$1,975</b>	<b>\$775</b>

\*This includes consultations, as well as directing the rehearsal and wedding ceremony.

\*\*Large weddings may require additional custodial fees and special music may require additional musical/sound rehearsal fees.

### **Additional fees may apply:**

	FEES FOR NON-MEMBERS	FEES FOR MEMBERS
Use of Chapel (for non-members)	\$125	\$ 0
Wedding Director (reception)	\$100	\$100
Lighting Operator (Worship Center)	\$100	\$ 50
Use of Fellowship Hall	\$200	\$100
Custodian for Fellowship Hall	\$100	\$100
Use of Equipment (cups, plates, tablecloths, lattice, candelabra's, punchbowl, etc.)	\$100 + Breakage	\$ 50 + Breakage

## **RECEPTIONS**

If the reception is to be catered, the caterer shall discuss the arrangements with the Wedding Director in advance. If you plan your own reception, the Wedding Director will arrange for your use of such equipment as punch bowl, cups, plates, etc. (if needed). You will be responsible for overseeing the serving and cleanup of your reception.

## **MUSIC**

All wedding music must be approved by the Senior Minister and church organist/pianist no later than 30 days prior to the wedding to ensure it is in keeping with the sacred atmosphere of the service.

The church organist/pianist at First United Methodist Church is Marlene Mullenix. Please call her directly (855-0147) as soon as possible to make arrangements regarding scheduling. All payments are to be negotiated and paid directly to the organist.

If a substitute organist/pianist is desired, the church has a list of accompanists available for weddings. If an accompanist is not on the list, they **must** be approved by the Wedding Director.

## **MISCELLANEOUS**

Please inform your friends that pictures are not to be taken during the ceremony.

We ask that you bring your marriage license to the church office no later than the morning of the rehearsal.

If you have any questions, please call First United Methodist Church, 436-6656, between 8:30 a.m. and 4:00 p.m. – Monday through Thursday. On Fridays the office closes at 3:00 p.m.

**All seasonal decorations must remain in place and may not be altered in any way.**

## **SIZE OF THE WEDDING PARTY**

It is important to remember that weddings are not theatrical productions, but a celebration of God's love found in the lives of two people which is solemnized in liturgical prayer. In order to preserve the reverence and dignity of the celebration, no more than six (6) bridesmaids and groomsmen are allowed in the bridal party. This includes Maid of Honor, Matron of Honor, Best Man and Junior Bridesmaids/Groomsmen. **NO** exceptions.

If couples choose to use ring bearers and flower girls, **it is the policy of First United Methodist Church that these children be at least FIVE (5) years of age. NO exceptions.**

## **REHEARSAL**

The time allotted for the rehearsal is **ONE** hour.

## **WEDDING DAY**

The church will be unlocked no earlier than two hours prior to the wedding. Any photographs taken in the church before the ceremony must be completed thirty minutes before the time of the wedding.

## **FLORIST INSTRUCTIONS**

We recommend simple decorations which will emphasize the natural beauty of the Sanctuary. In keeping with this, **no flowers or other decorations shall be placed directly in front of or beneath the cross** on the pulpit.

The following suggestions should be used as guidelines for decorations for the wedding ceremony. All arrangements should be discussed 30 days in advance with the wedding director.

1. No furnishings shall be moved.
2. Aisle cloth and flower petals are prohibited, for safety reasons.
3. No tacks, pins, nails, glue, scotch tape or masking tape shall be used in the Sanctuary or building. Covered wire is required.
4. Protective covering must be placed under all candelabra to protect the carpet or floor. The church can furnish four candelabra if requested. Wrapped wire is required on candelabras.
5. Candles used in the aisles must be above head height and must be protected by globes. Felt must be placed on end of pew prior to placement of candelabra clamp.
6. Candles used on the window seals in the Sanctuary must have something underneath to protect the window seals from wax drippings.
7. No rice should be thrown inside or outside any building. The throwing of birdseed is acceptable outside.
8. Candles must be extinguished immediately after the ceremony.
9. Flowers and decorations must be removed immediately following the departure of the guests. The couple may designate the flowers to be used for the Sunday worship service unless a church member has arranged to provide flowers for that Sunday.
10. The florist will be held responsible for any damage incurred related to decorating the church.

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FLORIST'S SIGNATURE

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BRIDE'S SIGNATURE

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DATE OF WEDDING

**Please Return To The Church Office After Signing.**

## PHOTOGRAPHER INSTRUCTIONS

Since the wedding ceremony is a religious service, all photographers (amateur and professional) are asked to show reverence for the ceremony and the place.

The photographer may take pictures before or after the ceremony in any part of the building. He is permitted to take pictures in the narthex of the Sanctuary; however, **no flash shall be used after the bride starts down the aisle. No pictures shall be made during the ceremony, in the church,** except time exposures from the balcony of the Sanctuary. During the ceremony, the photographer must remain in the rear of the church and is cautioned to make sure no noise is involved in the making of time exposures, changing of film, etc., during the ceremony. Videotapes are to be arranged with the wedding director, usually from the rear balcony with available light.

Pictures are permissible during the recessional. The photographer may stand in the narthex doorway, leading from the Sanctuary or the Chapel, for these pictures. The bridal party may reassemble in the Sanctuary or Chapel after the ceremony for pictures.

The photographer is cautioned about marring furniture by standing on pews or by placing camera equipment on the pews or furniture in the church. No musical equipment (microphones, etc.) or furniture may be moved by the photographer. If something is needed to be moved, please check with the custodian working that day. Please note that some equipment and furniture cannot be moved, so pictures will have to be taken around them. **THE PHOTOGRAPHER WILL BE HELD RESPONSIBLE FOR ANY DAMAGE CAUSED.**

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PHOTOGRAPHER'S SIGNATURE

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BRIDE'S NAME

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DATE OF WEDDING

**Please Return This Form To The Church Office After Signing.**

## WEDDING APPLICATION

*The United Methodist Church has firm rules about who can be married, the ritual that is used and the music that is played or sung. Approval can be given only after consultation with the Wedding Director. Call at once and make an appointment with her.*

**BRIDE'S FULL NAME** \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMPLOYER \_\_\_\_\_ AGE \_\_\_\_\_

WORK PHONE \_\_\_\_\_ HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

DENOMINATION \_\_\_\_\_

CHURCH \_\_\_\_\_

PARENT'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

WORK PHONE \_\_\_\_\_ HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

**GROOM'S FULL NAME** \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMPLOYER \_\_\_\_\_ AGE \_\_\_\_\_

WORK PHONE \_\_\_\_\_ HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

DENOMINATION \_\_\_\_\_

CHURCH \_\_\_\_\_

PARENT'S NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

YOUR ADDRESS AFTER THE WEDDING \_\_\_\_\_

WHO WILL ESCORT THE BRIDE \_\_\_\_\_

HOW MANY ATTENDANTS? BRIDESMAIDS \_\_\_\_\_ GROOMSMEN \_\_\_\_\_

(\*\*Reminder: Church policy states the maximum number of each is 6)

RING BEARER? \_\_\_\_\_ FLOWER GIRL(S)? \_\_\_\_\_

(\*\*Reminder: Church policy states the minimum age for each is 5 years old.)

CANDLELIGHTER(S)? \_\_\_\_\_

SCRIPTURE READER(S)? \_\_\_\_\_

USHERS? (1 PER 50 GUESTS RECOMMENDED) \_\_\_\_\_

WILL YOU SERVE COMMUNION AT YOUR WEDDING? \_\_\_\_\_

DO YOU HAVE A WEDDING PLANNER? \_\_\_\_\_

ORGANIST OR PIANIST (CIRCLE ONE) NAME \_\_\_\_\_ PHONE \_\_\_\_\_

VOCALIST(S) \_\_\_\_\_ PHOTOGRAPHER \_\_\_\_\_ PHONE \_\_\_\_\_

RECEPTION LOCATION \_\_\_\_\_

CATERER (IF RECEPTION HELD HERE) \_\_\_\_\_ PHONE \_\_\_\_\_

FLORIST \_\_\_\_\_ PHONE \_\_\_\_\_

REHEARSAL DATE \_\_\_\_\_ TIME \_\_\_\_\_

REHEARSAL DINNER LOCATION \_\_\_\_\_ TIME \_\_\_\_\_

WEDDING DATE \_\_\_\_\_ TIME \_\_\_\_\_

PRESIDING PASTOR \_\_\_\_\_

**IMPORTANT NOTE!!**

**In order to secure a date on the church calendar, please return this form to the church office within two weeks, along with your deposit, which is a refundable damage/cleaning deposit.**

**First United Methodist Church  
812 Kirkman Street  
Lake Charles, LA 70601**