Statement of Policy

Procedures - Andover

STATEMENT OF POLICY

The family of First United Methodist Church (F.U.M.C.) in Lexington, Kentucky believes a wedding ceremony should be Christ-centered. The ceremony and its preparations should bring honor and glory to God.

The church looks upon your wedding as a sacred union, performed within the church, between two people who are blessed of God. It is, therefore, considered an act of worship and is approached as such. The altar is the appropriate place for the exchange of vows between "those whom God has joined together" (Matthew 19:6).

The Administrative Council and members of First United Methodist Church are happy to provide church facilities or appointed clergy to an off-site ceremony for members as well as non-members, in accordance with church policy and procedures. Your wedding is important to us. We will endeavor to assist in making it the special event it should be.

F.U.M.C. Clergy, Wedding Coordinator(s), or Wedding Administrators are not required to provide for, or compelled to perform, or prohibited from performing a wedding ceremony. Our marriage policies are consistent with the United Methodist Church's Book of Discipline and its Social Principles.

- F.U.M.C. believes premarital counseling is an essential piece of a Christ-centered marriage. Premarital counseling:
    - Is required for all couples requesting to marry at F.U.M.C.or off-site by F.U.M.C. Clergy
    - Is led by F.U.M.C. Clergy
    - Content includes The Bible - *What does the Bible say about marriage?* and Prepare Enrich - *An assessment tool that helps couples identify strength and growth areas in their relationship.*
- Holy communion in the United Methodist Church is an open table, meaning offered to all.
- A F.U.M.C. Wedding Coordinator or his/her designee must be present for all wedding related events including the consultation, rehearsal, and ceremony.
- F.U.M.C. Clergy will assist in selecting scripture for the wedding ceremony.
- A marriage license is required.
- F.U.M.C. property is alcohol and smoke free.

PROCEDURES - ANDOVER CAMPUS

I. TOURS

If you would like to view and/or tour the church before formally booking, we encourage you to attend one of our Sunday morning worship services. This allows you the opportunity to experience the sanctuary as your wedding guests will. Following the service, our Wedding Coordinator, or his/her designee, can show you the spaces available for weddings and answer general questions. If you are unable to attend a Sunday service, another time can be arranged by emailing our Wedding Coordinator at fumclexweddings@gmail.com.

II. BOOKING YOUR DATE

A. Wedding requests are not encouraged on the weekends of Palm Sunday, Easter, Vacation Bible School, or Christmas.
B. Additional steps for approval are required for Sunday wedding requests.
C. Weddings may be scheduled up to one year in advance of the wedding date by completing a Wedding Request and Information Form and submitting a $100 security deposit to the Wedding Administrator in the church office. This fee will be applied to the balance due (see Schedule of Fees), but in the event of a cancellation, is non-refundable.
D. Wedding requests will not be processed until all completed paperwork and the $100 security deposit is received.
E. If the requested date is from a non-member of F.U.M.C., the date will be shared with church members two times in weekly publications. If there are no calendar or member conflicts and we have available staff, the date will be approved.
F. The Wedding Administrator will notify you once your requested date has been confirmed.

III. OFFICIANT

A. A F.U.M.C. Pastor will be happy to officiate your ceremony. Please select *F.U.M.C. Pastor* on your *Request and Information Form*.
B. A pastor from an outside church may officiate your wedding with the approval of F.U.M.C.'s Senior Pastor. Our Senior Pastor can be reached by calling the church office at 859-233-0545 or through email via our website www.lextogether.org.

IV. PREMARITAL COUNSELING

A. The church believes premarital counseling is an essential piece of a Christ-centered marriage. Each couple is required to complete premarital counseling through F.U.M.C. before their wedding ceremony.
B. Counseling sessions are led by F.U.M.C. clergy and scheduled on an individual basis.
C. Counseling sessions include what the Bible says about marriage and utilize Prepare/Enrich, an inventory for the purpose of initiating conversation. It allows couples to explore strength and growth areas, strengthen communications skills, identify and manage major stressors, learn to resolve conflicts, discuss financial planning and budgeting, establish personal, couple, and family goals, and understand and appreciate personality differences.

V. WEDDING COORDINATOR

Our Wedding Coordinator is experienced and knowledgeable in wedding etiquette, and will assist you with all details necessary for planning a meaningful, Christ-centered ceremony. The Wedding Coordinator's role is to preserve facilities, uphold policy and procedures, assist the pastor, and direct the wedding party, vendors, and guests. All wedding parties must utilize our Wedding Coordinator. In the event he/she is unavailable on your date, we have other qualified persons to fill in. Outside coordinators are welcome, but F.U.M.C.'s Wedding Coordinator must be present and the fee of $_____ is required (See Schedule of Fees). You can expect our Wedding Coordinator or his/her designee to:

A. Make an introductory/next steps contact once your date has been confirmed.
B. Schedule a consultation 8-12 weeks before the ceremony. During this meeting, you will review F.U.M.C.'s Policy and Procedures, tour the facility, select decorations, discuss all ceremony details, and finalize fees.
C. Answer questions concerning facilities, policy and procedures, decorations, fees, rehearsal, and ceremony.
D. Facilitate details of the rehearsal and ceremony including, assisting the pastor, directing the wedding party, vendors, and guests.

VI. FACILITIES

A. Church facilities must be left in the condition in which they were found. If damages occur, they must be corrected at the expense of the Fee Schedule signee to the satisfaction of F.U.M.C.'s Facilities Manager.
B. Parking Lot - The wedding party and guests are welcome to park in the lot for the rehearsal and wedding, but extended parking before or after the wedding is not permitted. The lot is expected to be clear within one hour after the conclusion of the rehearsal and wedding.
C. Sanctuary - The seating capacity of the Sanctuary is approximately 170. If adding decorations, they must be simple and harmonize with existing furnishings. Eating and drinking are prohibited.
D. Bridal Party Spaces - We are pleased to share separate spaces for Brides and Grooms and their attendants as waiting and dressing areas before the wedding. It is expected that all persons in the room(s) will respect the furnishings and decor and keep the room(s) tidy.

VII. MUSIC

Weddings at F.U.M.C. are worship services. Music selections should be Sacred, Classical, or Contemporary Christian and must receive prior approval from the Wedding Coordinator and/or Officiant. If you need assistance selecting music or need contacts for preferred musicians, our Director of Music Ministries will be happy to help.

VIII. COMMUNION

F.U.M.C. has an open table, which means communion must be offered to all. If you wish to offer communion during your ceremony, the Wedding Coordinator and/or Officiant will assist with developing a plan for serving all efficiently. Alcohol is not permitted, and white grape juice is recommended to prevent stains.

IX. DECORATIONS

A. Some decorations are available for use, and included in the required Setup/Teardown fee (see Schedule of Fees). You will have the opportunity to view each and make selections during your consultation with the Wedding Coordinator.
B. The Wedding Coordinator will open the church one hour and 45 minutes prior to the ceremony. Flower delivery and setup should be arranged during that time. If additional time is needed, the Wedding Coordinator's 'Early Arrival Fee' will apply (See Schedule of Fees).
C. Only ribbons or chenille stems (pipe cleaners) may be used to affix flowers and decorations to furnishings.
D. The florist, or his/her designee, must remove all decorations and equipment that do not belong to the church within one hour following the ceremony.
E. No decorations or equipment may be left or stored at the church before or after the wedding.
F. Facilities staff will not load or off-load equipment or decorations that do not belong to the church.

X. PERSONAL PROPERTY

F.U.M.C. is not responsible for personal property. You should not leave items such as clothing, accessories, gifts, electronic devices, purses, wallets, etc. unattended. Please have a plan for storing these items during the ceremony.

XI. PHOTOGRAPHY/VIDEOGRAPHY

A wedding ceremony at F.U.M.C. is a worship service. Photographers and/or Videographers should not be a distraction to the service. A digital recording of your ceremony is included.

A. Photographers/Videographers should check-in with the Wedding Coordinator upon arrival, before setting up any equipment.
B. Photographers/Videographers may not be stationed in the Chancel or any forward part of the Sanctuary. Equipment may be set up in the back of the Sanctuary.
C. All pre-ceremony photography/videography should be completed 30 minutes before the ceremony start time. Post-ceremony photography/videography should be completed within 45 minutes following the ceremony.
D. No flash photography during the ceremony.

E. Photographers may take photos, from a seated position, during the Processional portion of the ceremony, but should not distract.
F. Videographers must check-in with the church's AV Technician before using any wireless equipment. If outside equipment interferes with church equipment, the outside equipment will not be permitted.

XII. SPECIAL INSTRUCTIONS

All members of the wedding party and guests are expected to honor the guidelines below:

A. For safety reasons, items may not be thrown during the sendoff (i.e. flower petals, birdseed, rice, etc.)
B. Electronic devices should be turned off or silenced in the Sanctuary.
C. No unsightly or inappropriate materials may be used to decorate a wedding vehicle.
D. Please refrain from taking photos and/or videos during the ceremony.

XIII. SPECIAL INSTRUCTIONS - WEDDING PARTY

All members of the wedding party are expected to honor the guidelines below.

A. The wedding party should arrive at the church no less than one hour before the ceremony.
B. If pre-wedding photos are scheduled at the church, the wedding party must arrive one hour and 45 minutes before the ceremony.
C. All members of the wedding party, as well as anyone with a special role in the wedding (i.e. reader, ushers, program attendant, etc.) should attend the rehearsal.
D. If a Flower Girl(s) and/or Ring Bearer are participating in the ceremony, please consider their ages. We recommend children be five years of age or older. If they are younger than five, a responsible adult, not in the wedding party, must accompany the child(ren) until their role has been fulfilled.

XIV. MARRIAGE LICENSE

A marriage license may be obtained by the Bride and Groom from any Kentucky County Clerk as early as 30 days before the wedding. Please bring the marriage license to the rehearsal and give it directly to the Officiant. **If the marriage license is not obtained, the Officiant shall refuse to perform the wedding.** For more information, contact the Fayette County Clerk's Office at 859-253-3344 or visit their website at https://fayettecountyclerk.com/web/marriage.

XV. CANCELLATION

In the unfortunate event of a cancellation, fee consideration will be given on an individual basis. Payments are required for any services rendered prior to the date of cancellation.

Notes / Questions

"Love is patient; love is kind; love is not envious or boastful or arrogant or rude. It does not insist on its own way; it is not irritable; it keeps no record of wrongs; it does not rejoice in wrongdoing but rejoices in the truth. It bears all things, believes all things, hopes all things, endures all things."

1 Corinthians 13:4-7

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