



PLANNING
YOUR
WEDDING

Christ Church
United Methodist



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Dear Bride and Groom,

Congratulations on your engagement and upcoming marriage. Christ Church is a community of believers rooted in the worship of God and committed to reflecting the redemptive love of Christ. We believe a wedding ceremony is a sacred and important service of worship. A Christian wedding, focused on God, is one of the happiest days of your life. We rejoice with you as you anticipate your wedding - a celebration of lasting significance for you as bride and groom and for your families and friends.

This booklet has been prepared by our Worship Ministry Team and adopted by the Administrative Council. Your wedding date has been scheduled pending your review of these guidelines and your return of the signed contract enclosed in your packet assuring us that you agree to abide by the wedding policies outlined within this booklet. **Please return the signed contract within 30 days of receipt to make certain the date you have selected remains on our church calendar.** These guidelines are designed to help make your wedding both a beautiful and worshipful event.

We pray that your wedding will be the first step in a harmonious marriage and Christian life together. May God bless you as you journey through life together.

Christ Church Pastoral Staff

Christ Church United Methodist Clergy and Contact Persons

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Early Arrangements

Setting the Date and Reserving the Church

Several months in advance, the date and time for the wedding should be cleared through the pastors' administrative assistant. The date will tentatively be placed on the church calendar pending our receipt of the signed contract.

Weddings may not be scheduled on holiday weekends including: New Year's Eve, New Year's Day, Holy Week, Memorial Day and Labor Day weekends, Thanksgiving, Thanksgiving weekend, or during the month of December due to Christmas scheduling needs in the Sanctuary. Chapel weddings may be available in December.

Meeting with the Officiating Pastor

Christ Church United Methodist requires all weddings to be presided over and performed by a minister on our staff. At least six months before the date of your wedding, you will receive the name of the Christ Church pastor who will be officiating at your ceremony. After receiving this information, please make an appointment to meet with the officiating pastor in order to discuss the details of your wedding ceremony. If you would like a guest minister to assist in the service, this must be approved by the Christ Church Senior Pastor. The level of involvement of a guest minister during the wedding ceremony is at the discretion of officiating pastor of Christ Church.

The basic order of worship should be planned with the pastor and given to the wedding coordinator, who will prepare copies for the pastor, the sound coordinator and the organist. *If a printed order of service is to be used, the pastor will be able to make helpful suggestions and must review it before the final printing.*

Pastoral Counseling

Premarital counseling is required of all couples who wish to hold their wedding at Christ Church. Most pre-marital counseling is done at no additional cost through the Pastoral Counselor employed by Christ Church. As soon as your wedding date is set, the wedding couple will need to contact the Pastoral Counselor's office to make arrangements for pre-marital counseling. Please schedule as early as possible. If other pre-marital counseling arrangements need to be made, please have a conversation with the officiating pastor for your wedding to go over what other options are available to you.

Christ Church Wedding Coordinator

You will be assigned a volunteer wedding coordinator from Christ Church. This coordinator will be an invaluable resource for guiding you in your wedding planning and is provided free of charge to you.

Those who serve as Wedding Coordinators know our facility and are very experienced with wedding planning. They advise you on what works in our worship spaces, know what is permitted, and help you with the timing, organization and implementation of your wishes as they pertain to the actual wedding service and decoration of the worship space. They are available to meet with you during your planning process and will guide you through your rehearsal, as well as the wedding service itself.

Make an appointment to meet with your Christ Church Wedding Coordinator so they can begin guiding you in the early formation of your plans and answer any questions you may have.

All plans for decorating and equipment/personnel placement by photographers and videographers must adhere to the church's guidelines and must be approved by your Christ Church wedding coordinator.

Outside Wedding Consultant

Please make certain that any outside wedding consultant you have contacts your Christ Church wedding coordinator for clarification of guidelines.

For the occasions of the rehearsal and the wedding ceremony, it is the Christ Church coordinator who will be in charge. Your outside wedding consultant must take direction from them. Your outside wedding consultant will need to sign an acknowledgement that they have read through this booklet and will adhere to all policies and procedures set forth by the church.

Wedding Music

Please contact the Music Ministries at Christ Church as soon as your wedding date is set to arrange a meeting to plan the music for your wedding.

When considering music selections for your wedding, please keep in mind that the wedding ceremony is a Christian service of worship in the church and the music selected should reflect a Christian view of marriage. We are happy to discuss your choice of music and are prepared to suggest a wide range of possibilities. **All selections of music used by the organist, vocalists and instrumentalists must be selected in consultation with Associate Director of Music Ministries and approved by the officiating pastor.**

Musicians

If you decide to utilize an instrumentalist or soloist employed by Christ Church as a part of your wedding service, there is an additional fee that may be incurred. This fee will be in addition to the fees detailed under the section “Fees” and is payable to Christ Church United Methodist 30 days prior to the wedding. If you decide to contract an instrumentalist or soloist not employed by Christ Church, please do so in consultation with the Associate Director of Music Ministries. Recommendations can be made upon request, and you are responsible to contact the musician(s) and work out payment with them.

Decorations

The beauty of the church lies in its traditional elegance. Due to the design and sheer size of the Sanctuary and Chapel, certain elements of decoration work better than others in these spaces. Your Christ Church wedding coordinator can be helpful to you in discussing decorations.

Flowers

Flower tables are located on either side of the altar table for bouquets in both the Sanctuary and the Chapel. Floral arrangements are not allowed on or in front of the altar table. Artificial petals may be scattered by the flower girl in both the Sanctuary and the Chapel. **Real petals are not allowed in the Sanctuary.**

Candles

There are a variety of liquid wax-filled candles belonging to the church which are available for your use including candelabras, a unity candle and glass hurricane shades with candles. Candles/lanterns may not be used in the aisles.

Also available for your use is the wedding banner. An aisle runner, provided by your florist, is permitted in the Chapel only and should be 100' long. No tacks, nails, or tape may be used on any walls, doors, pews, or any woodwork. The wedding couple is responsible for any damages.

All decorations are to be removed immediately following the ceremony leaving the Sanctuary in its original condition and ready for worship services Sunday morning.

Photography and Videography

As marriage in the church is a religious service, we expect that all of those attending the service, including any hired professionals, not intrude on the solemnity of the occasion.

Photography

The professional photographer may take photos of each member of the wedding party as they process no further down the aisle than **6 rows from the back of the Sanctuary or Chapel. No flash photography is permitted during the ceremony.** Unlimited non-flash pictures may be taken from the balcony. If photographs at the altar area are to be taken prior to the service, they should be completed 60 minutes before the procession is scheduled to begin. The wedding party is welcome to return and re-enact the ceremony for pictures following the worship service.

It is the responsibility of the bride and groom to make sure that the policy is fully understood by their photographer. All photographers will need to sign an acknowledgement that he or she has read through the “Wedding Photography” form and will adhere to all policies and procedures set forth by the church.

A discreet sign in the Gathering Hall or Narthex will be in place to remind wedding guests that pictures may not be taken during the service.

Videography

The bride and groom must indicate their plans to have the wedding videotaped.

Video cameras are allowed in the balcony during the wedding service. One small, unmanned camera may be placed behind the pulpit or on the rail in front of the bell tables if it is low enough to be unobtrusive. The appropriateness of the camera size and position in the Sanctuary is the decision of the Christ Church wedding coordinator.

Videotaping must be done with available light. Supplemental lighting is not permitted.

If the videographer desires direct audio pickup of the pastor(s), wedding vows, solos, etc., advance arrangements should be made 30 days in advance for securing an audio feed from the sound console. If the videographer wishes to utilize his/her own wireless microphones, these plans must be coordinated with the Audio/Visual Manager in advance of the rehearsal to assure that there will be no interference between the videographer's mics and the sound system wireless mics. If it has not been coordinated beforehand, the videographer's wireless mics will not be permitted.

These guidelines have been established to help ensure that a worshipful, non-distracting atmosphere is maintained for your wedding. If there are any questions, we will be glad to discuss them with you or with the videographer. All videographers will need to sign an acknowledgement that he or she has read through the "Videotaping Weddings" form and will adhere to all policies and procedures set forth by the church.

Rehearsal and Ceremony

Rehearsal

Before every wedding at Christ Church, a wedding rehearsal must take place. Most of our wedding rehearsals are held the evening before the wedding at 5 pm in the sanctuary or chapel, although that is flexible if prior arrangement is made. It is important that everyone in the wedding party be on time for the rehearsal so that it may begin and end in the one hour time that has been allotted. **The Christ Church wedding coordinator and the officiant who have been assigned to your wedding are in charge of the wedding rehearsal.**

What to decide in preparation for the rehearsal.

- By this time, you have worked with our Associate Director of Music Ministries and selected music for the “seating of the mothers”/grandmothers/stepmothers.
- All music selections and musicians should have been selected after consulting with our Director of Music Ministry. The organist does not attend the wedding rehearsal.
- Decide on the pairings of the groomsmen/ushers seating the mother/grandmothers/stepmothers. Please inform all of them of the arrangement for this, as it will be rehearsed.
- If you desire someone to read scripture, this decision should be made prior to the rehearsal. Be sure the scripture reader knows which scripture passages they are reading and which version of the Bible you want it read from. It would be helpful to get this information to your readers ahead of time so they can practice the reading.
- If you intend to serve communion at the wedding, you should have your communion servers selected.

Who should attend the wedding rehearsal

- Bride and Groom
- Both sets of parents/step-parents
- Grandmothers, if they are being formally seated during the “seating of the mothers”.
- Entire wedding party, including ushers, flower girl and ring bearer, if you have them.
- Scripture Readers
- Communion Servers (if Holy Communion will be served)

What to bring

- Marriage license – please give this to the Officiating Pastor
- Wedding Programs
- Any paperwork that your wedding coordinator does not yet have.

Ceremony

All persons participating in the wedding should be present at the church at least one hour before the appointed time for the wedding. The wedding must begin on time. When the wedding is set for 6 pm, this means the wedding processional begins at 6 pm.

The Christ Church wedding coordinator will be on hand to guide the ushers in seating the relatives and special guests, direct the order of the processional and make certain all details of the wedding are executed smoothly.

Communion may be served during the ceremony as long as all guests are invited to participate.

Facilities

The Sanctuary has 25 pews and the aisle is 96' long. It has a seating capacity of 1200. There are 8 full length glass windows. The sizes of the window sills vary.

The Chapel, including the balcony, has a seating capacity of 750. On the main floor there are 21 pews on each side of the aisle, which is 76' 9" long (from chancel area to back wall).

Room 156 is used as a dressing area by the bride and her attendants. Room 132 is used by the groom and groomsmen. Members of the wedding party are asked not to leave items of value in these rooms for security reasons.

Fees

The use of the Sanctuary and Chapel for weddings is made available to Christ Church members as a part of the ministry of the church to its people. There is a fee for use of the facility, which includes utilities and preparation of the Sanctuary or Chapel for your wedding and for the next service of worship. These fees are reviewed and set by the Board of Trustees. Effective January 1, 2023, the fees are \$1,200 for the Sanctuary and \$1,020 for the Chapel. This includes:

- use of the Sanctuary or Chapel
- two separate rooms for the bridal party to use in preparation for the wedding
- custodian
- sound technician
- organist/pianist
- volunteer wedding coordinator

You may use an organist not employed by Christ Church, but organists employed by Christ Church have right of first refusal. Using an outside organist does not reduce the fees for a wedding.

The service fee should be mailed to Christ Church United Methodist, to the attention of the Pastors' Administrative Assistant. Make your check payable to Christ Church United Methodist and indicate the wedding couple's last names and date of the wedding in the memo line.

A deposit of 50% of the above fee is due upon reservation of the church with the remainder due at least 30 days prior to the wedding. Please make your check payable to Christ Church United Methodist and send it to the attention of the Pastor's Administrative Assistant.

Pastor

Weddings are seen as a ministry of the pastors of Christ Church United Methodist so there is not a fee charged for a pastor from Christ Church to preside at the service. If you would like to express your gratitude to the pastor, an honorarium is an appropriate way to express appreciation and should be presented personally. The amount of the gift is at your discretion but a recommended range for this gift is \$0 to \$300.

Important Notes

Alcoholic beverages are **never permitted** on the church property. This includes the building and the parking lot. We ask that you respect this request and the sanctity of the space.

Smoking is **not permitted** anywhere in the church.

The church will be open during the service and while every effort is made to maintain security, Christ Church cannot be held responsible for valuables left unattended or unlocked. The church cannot be responsible for anything lost or left at the church.

Please be aware that a cry room and special needs room are available for your guests accessible through the Gathering Hall for Sanctuary weddings. In both of these rooms, your guests can see and hear the wedding ceremony.

The Service of Christian Marriage is found in the United Methodist Hymnal pages 864-869. It is provided for couples who wish to solemnize their marriage in a service of Christian worship, parallel in its structure to the Sunday worship service which includes the Proclamation of the Word with prayer and praise. Christian marriage is proclaimed as a sacred covenant reflecting the Baptismal covenant. Everything about the service is designed to witness that this is a Christian marriage.

Suggested Order of the Wedding Ceremony

Below is a sample order of service for your wedding ceremony. Please familiarize yourself with it and bring it to your consultation with the pastor and the minister of music. At that time you can discuss any changes you would like to make.

Entrance

Seat Grandparents

Seat Parents

Processional

Greeting

Declaration of Intention

Declaration by the Man and the Woman

Response of the Families and People

Prayer

Proclamation and Response

Scripture

Homily

Intercessory Prayer

The Marriage

Exchange of Vows

Blessing and Exchange of Rings

Lighting of the Unity Candle (optional)

Declaration of Marriage

Blessing of the Marriage

Holy Communion (optional)

Taking the Bread and Cup

The Great Thanksgiving

The Lord's Prayer

Breaking the Bread

Giving the Bread and Cup

Sending Forth

Dismissal with Blessing

Recessional

Parents are Escorted Out

Grandparents are Escorted Out



Checklist for Planning Your Church Wedding

As soon as you can:

- Call the church and reserve the Sanctuary or Chapel.
- Turn in deposit of 50% of wedding fees to secure the date.
- Once you receive your packet, review this booklet and sign and return the contract within 30 days of receiving it.

At least six month before the wedding:

- Contact your Christ Church wedding coordinator to set up a time to meet.
- Once you receive the name of the pastor assigned to your wedding, call and make an initial appointment.
- Schedule an appointment with the pastoral counselor at church.
- Call the Christ Church music staff and arrange to meet with someone about the music for the ceremony.

At least three months before the wedding:

- Check in with the wedding coordinator about decorations, photographer, videographer, flowers.
- Finalize the time of the wedding and contact the pastor's office and the musicians.
- Check the time of the rehearsal and contact the pastor's office if the time needs to be changed.

At least one month before the wedding:

- Make sure all the remaining fees are paid to the church.
- Turn in all your paperwork to the wedding coordinator and/or pastor.
- If you are planning a printed program for the wedding, have the pastor's office review it before printing.
- Schedule your final meeting with the wedding coordinator and pastor to finalize the service.

At the Rehearsal:

- Make sure you, your bridal party and families arrive on time.
- Bring the marriage certificate.

Day of the Wedding:

- The wedding party arrives no later than one hour before the ceremony begins.

Notes and Questions



Notes and Questions

OUR MISSION

Becoming living proof of God's love, one person at a time.

OUR VISION

Healing Divides as we:



FOLLOW JESUS

Becoming who God is calling you to be by experiencing the power and presence of Christ in a spiritually authentic small group.



PLANT NEW FAITH COMMUNITIES

Supporting fresh ways to bring the light of God to new communities of people.



BLESS CHILDREN

Meeting the basic needs of food, shelter, education, hope and love for Louisville's children and adolescents.

OUR STRATEGY

