



## **YOUR WEDDING AT FIRST UNITED METHODIST CHURCH (FUMCL)**

### **Leavenworth, Kansas**

We know that this is a very important time in your life! We are glad that you have selected this church and this community of faith to celebrate your wedding. We are happy to be involved in the planning of this very special event in your life.

You have chosen to be married in a Christian Church, by a Christian minister, using a Christian service. The wedding service is primarily a Service of Worship. Ultimately, as in any worship experience, God is to be glorified, the Christian home is to be honored, and the name of Jesus Christ is to be uplifted.

### **SETTING THE DATE**

As soon as possible, you should contact the administrative assistant of the church (913) 682-5374 for setting the date and time for your wedding, rehearsals, and reception (if desired). The administrative assistant will check with the Pastor for clearance of the date and time. Once cleared, a \$50 deposit is required to add the date to the church calendar. **Please do not print wedding invitations before the date has been reserved by the office and placed on the church calendar.** The \$50 deposit is refundable up to 30 days before the wedding if you choose not to have your wedding at the First United Methodist Church.

Once the date is on the calendar the church's administrative assistant will work with you and answer all your questions regarding your wedding in our church. Contact the church administrative assistant to set a date and time for mandatory pre-marital counseling with the Pastor.

## **WEDDING COORDINATOR (S)**

If you decide to use the Church wedding coordinator instead of an outside consultant, they will help you with your arrangements in regards to your wedding and rehearsal in the First United Methodist Church. This is not mandatory but if you choose to use our coordinator, there will be a fee as listed further down in this covenant. Once the date is confirmed, the wedding coordinator will be your primary point of contact in dealing with the FUMC. The church administrative assistant will give you the name and phone number of our wedding coordinator.

## **OFFICIATING MINISTER**

All weddings held at FUMC will be officiated by the appointed Pastor or an approved Pastor associated with the Protestant Christian tradition to help preside. The wedding license will be handed to the officiating Pastor prior to the wedding rehearsal.

## **PRE-MARITAL COUNSELING**

You will need to set a time for pre-marital counseling with the Pastor. In most cases, there will be three or four counseling sessions one hour in length preceding the wedding.

## **WEDDING BULLETIN (optional)**

A bulletin announces to the wedding guests that this is a worship service and serves as a memento of the occasion. Many beautiful and attractive designs for bulletin covers are available at bookstores or Christian bookstores. If you provide the bulletin cover, the church can print the bulletin for you for a nominal fee.

## **WEDDING REHEARSAL**

Usually the rehearsal will take place the evening preceding the wedding. The rehearsal will be directed by the Pastor and assisted by staff or wedding coordinator. The wedding procedures and protocol will be explained at the rehearsal. The bride, bridegroom, attendants, ushers, parents of the bride and groom, candle-lighters and other wedding participants are expected to be present at the time of rehearsal. If you desire to use the FUMC Fellowship Hall for a catered rehearsal dinner, please make arrangements with the staff or wedding coordinator.

## **MUSIC FOR THE WEDDING (Organist and Soloist)**

We have some wonderful musicians on staff at FUMC. If you wish to attain the services of our church organist/pianist and/or a soloist, please contact us for information. The FUMC Music and Arts Ministry will be happy to share this occasion for a suggested honorarium as listed in this covenant. If you would like to arrange for a soloist from our church, contact the Administrative Assistant or wedding coordinator to be put in contact with the church's Director of Music and Arts Ministry to recommend soloists. At some point in time you will need to schedule a date and time to meet with the organist and/or soloist to select music for your wedding.

## **WEDDING RECEPTION**

The Fellowship Hall and kitchen are available for a cake and punch reception for a rental fee. Candles can be used during the reception, and we can make arrangements for them, but special care should be taken.

## **NURSERY**

The FUMC nursery is available for use during the wedding, reception, or rehearsal dinner. For everyone's safety we require at least 2 FUMCL trained nursery workers if you desire to use the nursery. These people are Red Cross or Safe Gatherings trained who could be available for these times if you request them. See the fee schedule below for the hourly charge for the nursery workers.

## **FEES AND HONORARIUMS**

Listed below are fees and honorariums for having a wedding at FUMC. Please arrange with the wedding coordinator to determine which fees and honorariums will apply to you.

Fees:

Sanctuary, Wesley Hall and Choir Room	\$250
Chapel (Education building)	\$125
Use of Fellowship Hall and Kitchen for Rehearsal	\$100
Use of Fellowship Hall and Kitchen for Reception	\$100
Wedding Coordinator	\$20/hour with a minimum of 3 hours
Custodian (with reception)	\$100
Custodian (without reception)	\$ 85
Use of sound board and audio support	\$ 50
Nursery (optional)	\$ 15/hour each worker (2 workers)
Candelabra (Candles included)	No charge (unless damaged)
Pew Lanterns (Candles not provided)	No charge (unless damaged)
Kneeler	No charge (unless damaged)

Suggested Honorariums:

Pastor	\$300
Organist/pianist (dependent on amount and type of music)	\$200
Soloist (dependent on amount and type of music)	\$100

You may consider an honorarium for others performing services for you not arranged by the church, such as additional musicians. In considering the honorarium, attention should be given to the amount of time spent in preparation, rehearsal, and follow-up.

All fees and honorariums are due one week prior to the wedding. Coordinate with the Administrative Assistant for when and where to pay the fees and honorariums.

### **SOME GENERAL RULES**

1. Because this is a public place, Kansas Law prohibits smoking on any of the FUMC campus. Our Methodist guidelines prohibit the use of alcohol in any of the FUMC buildings or the church grounds.
2. We ask that you use alternative ways to celebrate the wedding instead of rice or birdseed. Some suggestions are bubbles or ringing of bells. These options are environmentally friendly and make clean-up much easier.
3. If you plan to have a Flower Girl scatter flower petals, there are a wide variety of silk petals available. This avoids damage to the carpets.
4. We suggest you inform the professional photographer and your guests not to take flash pictures or move about during the service as this is distracting from the sanctity of the service.
5. Video-taping during the wedding in the sanctuary is permitted from the balcony, if it does not distract from the service.
6. We ask that services not be scheduled to end no later than 7:00 p.m. on Saturdays so the church can be properly prepared for Sunday services.
7. There are certain weeks where the church is especially busy, such as Holy Week (the week prior to Easter) and the week prior to Christmas. Those days and Sundays are not available for weddings.

### **OTHER WEDDING NOTES**

1. If you have a private wedding coordinator, you can work with them for flowers, altar, sanctuary, rehearsal, and reception decorations. If you choose to use our coordinator, we will help you with these items.
2. The wedding party may have access to the church sanctuary and dressing room areas 24-hours prior to the wedding and not more than two hours after the wedding. If additional time is needed, please make your needs known to the church staff or wedding consultant.

3. The church has candelabra and pew lanterns that you may use for your wedding. For safety reasons, we ask that you please extinguish the candles as soon as possible after the wedding.
4. A kneeling bench is available if the couple would like to use it for prayer during the wedding ceremony.
5. When pictures are taken before the service and the Pastor is requested to be in one of the pictures, please take the picture with the Pastor at the end of the session. If the pictures are taken following the service, please take the picture with the Pastor first.

### **WHAT NEXT?**

Now that you have read all this, what do you need to do? Pause for a moment and say a prayer for your soon to be life partner and ask God to bless your marriage. Contact the church staff to set the wedding date and make your \$50 deposit. The administrative assistant will set up an appointment with the Pastor for pre-marital counseling. At this time, you can share your plans for your wedding and ask any questions. Following this meeting, sign and turn in the contract to the church office. Take a deep breath. Keep smiling. Have fun. We look forward to making your wedding a beautiful time in your life.

**"What God has joined together, let no one separate" (Mark 10:9)**

**WEDDING RESERVATION CONTRACT**  
**FIRST UNITED METHODIST CHURCH**  
422 Chestnut  
Leavenworth, Kansas 66048  
913-682-5374

Names of Bride and Groom \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Time of Wedding \_\_\_\_\_

Rehearsal Date \_\_\_\_\_ Rehearsal Time \_\_\_\_\_

PLEASE MARK APPROPRIATE ITEMS.

**Fees:**

- |   |                                  |
|---|----------------------------------|
| <input type="checkbox"/> Sanctuary, Wesley Hall and Choir Room            | \$250                            |
| <input type="checkbox"/> Chapel (Education building)                      | \$125                            |
| <input type="checkbox"/> Use of Fellowship Hall and Kitchen for Rehearsal | \$100                            |
| <input type="checkbox"/> Use of Fellowship Hall and Kitchen for Reception | \$100                            |
| <input type="checkbox"/> Wedding Coordinator (optional)                   | \$20/hr with minimum of 3 hours  |
| <input type="checkbox"/> Custodian (with reception)                       | \$100                            |
| <input type="checkbox"/> Custodian (without reception)                    | \$ 85                            |
| <input type="checkbox"/> Use of Sound Board and audio support             | \$ 50                            |
| <input type="checkbox"/> Nursery (optional)                               | \$ 15/hr each worker (2 workers) |
| <input type="checkbox"/> Candelabra (Candles included)                    | No charge (unless damaged)       |
| <input type="checkbox"/> Pew Lanterns (Candles not provided)              | No charge (unless damaged)       |
| <input type="checkbox"/> Kneeler  | No charge (unless damaged)       |

**Suggested Honorariums:**

- |   |       |
|---|-------|
| <input type="checkbox"/> Pastor   | \$300 |
| <input type="checkbox"/> Organist/pianist (dependent on amount and type of music) | \$200 |
| <input type="checkbox"/> Soloist (dependent on amount and type of music)          | \$100 |

Total fees and honorariums (payable one week before wedding) \$ \_\_\_\_\_

I have read and agree to the wedding event covenant of the First United Methodist Church. I agree to pay the fees and honorariums as marked above.

**BRIDE:**

Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Day Phone: \_\_\_\_\_  
Evening Phone: \_\_\_\_\_

**GROOM:**

Signature \_\_\_\_\_  
Name: \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Day Phone: \_\_\_\_\_  
Evening Phone: \_\_\_\_\_

Names of Bride and Groom \_\_\_\_\_

Wedding Date \_\_\_\_\_

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*Office Use Only:*     \$50 Deposit Paid (date received) \_\_\_\_\_

*Fees and Honorariums*

\$ \_\_\_\_\_     *paid for*     \_\_\_\_\_

\$ \_\_\_\_\_     *paid for*     \_\_\_\_\_

\$ \_\_\_\_\_     *paid for*     \_\_\_\_\_

\$ \_\_\_\_\_     *paid for*     \_\_\_\_\_

\$ \_\_\_\_\_     *paid for*     \_\_\_\_\_

\$ \_\_\_\_\_     *paid for*     \_\_\_\_\_

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