

St. Luke's United Methodist Church

222 N.W. 15th Street
Oklahoma City, OK 73103

Official Wedding Handbook/Policy

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St. Luke's United Methodist Church

~ About Christian Marriage ~

The mission of St. Luke's United Methodist Church in Oklahoma City, Oklahoma is to Share the love of Christ, Grow in our faith and Serve the community. We are pleased and honored to offer the Wedding Ministry for the very special occasion of holy marriage. The responsibility of the church, both to God and the person's the church ministers to, is to provide for the expression of the Christian meaning of marriage. The wedding is one of the most joyous and sacred days of your life, and the ministers, staff and congregation of St. Luke's Methodist Church are eager to share in both the joy and sacredness of the occasion and are available for both our members and visitors to the congregation

A service of Christian marriage should explicitly and symbolically emphasize the Christian view of marriage. We believe you will find our service will do precisely that for your wedding.

In planning for your marriage you will work with members of the church staff, who are dedicated to help make each wedding at St Luke's a significant and celebrative act of Christian worship. They will bring to their conversations with you their special skills and training in worship, music and Christian theology. They will seek to join you in planning a wedding that is true to our Christian commitment as well as personally meaningful to those planning to be married. They understand that, as in everything we do as Christians, our personal preference in planning the marriage service is disciplined by our commitment to honor God in worship and to witness integrity to your Christian marriage.

The Board of Trustees of this congregation has authorized the publication of this booklet in order to assist those planning weddings to be familiar with our practices and procedures.

A STATEMENT OF WEDDING POLICIES AT ST. LUKE'S

We at St. Luke's United Methodist Church are please to have the opportunity to share information with you about our wedding policies at our church. We hope that this statement will answer many of your questions and help you plan your wedding.

WHO MAY BE MARRIED AT ST. LUKE'S

The Sanctuary, Watchorn Chapel and Mansions of St. Luke's Chapel or Gardens are available only when the bride, the groom, or one of their parents or grandparents is a member of this congregation. The outside community is welcome and must be granted permission to have a wedding at St. Luke's by the Senior Pastor or Executive Staff. Non-members cannot secure a wedding date on the St. Luke's calendar more than 12 months prior to the event.

THE WEDDING

Weddings may be held when services and events are not scheduled in the sanctuary, chapels or gardens excluding holidays or special times recognized by the church.

New Years Eve/Day, Week proceeding Easter Sunday, Memorial Day Weekend, Fourth of July, Labor Day Weekend, Thanksgiving Holiday including days in which the church will be closed or a Holiday creating a long weekend.

Saturday weddings may be scheduled in the morning or afternoon up to 6:00 p.m. Weddings with receptions in the church facilities are to be scheduled no later than 6:00 p.m. and must be concluded by 10:00 p.m.

MINISTERS

St. Luke's Clergy

One of the Clergy of St. Luke's shall be present at all weddings and will be in charge of the wedding. Persons planning to be married must secure a St. Luke's minister of their choice before the reservation is finalized.

Christian ministers are called to be "your servants of Jesus' sake" (II Corinthians 4:5). Ministers are not called merely to perform ceremonies but rather to be Christ's agents in assisting persons to enter Christian marriage and to witness to this purpose in a genuine act of worship. Therefore, the ministers at St. Luke's will have preparatory conferences with those to be married so the minister may get to know both persons and prepare them for the ceremony and marriage itself. Please contact the minister at least one month prior to the wedding to set a date for this consultation.

MINISTERS

Other than St. Luke's Clergy

Persons desiring someone other than a St. Luke's minister to assist with the wedding ceremony must secure the approval of the minister to our Senior Pastor or Executive Staff prior to issuing an invitation to the guest clergy person. One of the Clergy of St. Luke's shall be present at all weddings and will be in charge of the wedding. Copies of wedding vows and all verbiage said during the ceremony must be provided to the St. Luke's minister and approved prior to one week before the wedding.

SCHEDULING YOUR WEDDING

Scheduling your wedding dates should be one of the first items to receive your attention by contacting Linda Alden 405.297.0227 or the church office 405.232.1371. The date of the wedding is set in consultation with the Wedding Director and Coordinator, resident minister, and the church calendar. In order to secure the facilities, you must submit the non-refundable deposit with one check and the cleaning deposits with another check. A tentative reservation of a requested date is made at your first inquiry. The tentative reservation is held for two weeks, at which time you must submit the two deposit checks.

Reception dates may also be secured with a check for the reception clean-up deposit check at the time of booking. The reception clean-up deposit will be retained by the wedding director coordinator until she is ensured the entire facility is left in the manner as when the wedding party arrived. At that time the clean-up check will be returned appropriately.

WEDDING DIRECTOR AND COORDINATOR

The Wedding Director and Coordinator represents St. Luke's and shall have total control of your wedding to ensure that your wedding and St. Luke's is represented in the manner appropriate to the Ritual of the United Methodist Church. The coordinator works with both bride and the minister to help plan and organize the wedding party entrance and exit, as well as several other aspects of the wedding and over see any other facilitation needs within the church.

REHEARSAL

Wedding rehearsals will be limited to one hour. It is very important that the time indicated for the rehearsal will be observed. If participants arrive late, a full rehearsal will not always be possible. Please inform your wedding party of the importance of being on time. The custodial fee for the rehearsal includes 1 hour for the rehearsal. Rehearsals that go beyond one hour shall incur additional custodial fees.

WEDDING SERVICE

Wedding ceremonies lasting longer than one hour will incur additional fees based on the needs of that specific service.

Weddings can be held in the sanctuary which seats 1380 (710 in the main floor and 670 in the balcony), Watchorn Chapel seats 100 in the main floor and 30 in the balcony, Mansion at St. Luke's Chapel seats 15, the Library seats 80, St. Luke's Gardens can accommodate seating of 130. St. Luke's is not equipped to provide outside materials such as seating, which would need to be rented from a rental company.

The facility fee for the wedding includes 1 hour for rehearsal, 2 hours before the scheduled time of the wedding, 1 hour during the wedding, and 1 hour after wedding for clean-up. Additional time will incur additional fees and billed as appropriate.

In very unusual circumstances, St. Luke's must have the option to make changes to accommodate ministries such as funerals. In this case, special care will be provided to ensure your wedding ceremony is accommodated.

Various times throughout the year the facility and Sanctuary may be decorated for liturgical seasons such as Easter, Advent and Christmas. Beginning with the first Sunday of Advent decorations will be in place and may be used, free of charge. Once these decorations are in place, they are not removed until the end of the liturgical season. Additional floral arrangements may not be used during this time.

ORGANIST AND WEDDING MUSIC

It is the policy of St. Luke's to use our church organist for all weddings. A consultation with our church organist needs to be scheduled at least one month prior to the wedding. Our organist will work with the bride and groom in selecting music for the wedding. The church organist does not attend rehearsals.

The wedding is a service of worship. All music played or sung during the wedding should emphasize the Christian view of marriage and contribute to the worship aspect of the service. The selection of all music is accomplished in consultation with the organist who will have final approval of all wedding music to be played or sung. All music must have live accompaniment, there will be no taped or pre-recorded music. The bride and groom are responsible for the purchase of any music not currently found in the St. Luke's music library. No photocopied music is allowed.

St. Luke's has many qualified musicians available to sing for your wedding. It is not the responsibility of the organist to teach a non-professional vocalist the solo selection.

THE ST. LUKE'S CARILLON

The carillon may be played either before and/or after the wedding. There is an additional fee and the arrangements for the carillon can be made at the music consultation meeting with the organist.

RECEPTIONS

St. Luke's has many warm and inviting venues for wedding receptions. St. Luke's will provide round tables and chairs in the following venues: The Fellowship Hall will seat up to 100. Watson Parlor will seat up to 40. The Library at the Mansion at St. Luke's will seat up to 64. The Gardens accommodates 200 people however, St. Luke's is not equipped to provide tables and chairs in this venue. These materials would need to be rented from a rental company.

The facility fee for the reception includes a set-up time of 2 hours before the scheduled time of the wedding, 2 hours after the wedding for the reception, and 1 additional hour after the reception for clean-up.

The reception will require an additional clean-up deposit check at the time of booking. The check for the clean-up deposit will be retained by the wedding director coordinator until she is ensured the reception facility is left in the manner as when the wedding party arrived. At that time the clean-up check will be returned appropriately.

FLOWERS AND DECORATIONS

Please provide your florist these guidelines for the use of flowers and decorations for weddings at St. Luke's United Methodist Church.

In the building of this facility, great care was taken to make it a place of beauty and inspiration. Therefore, the floral decorations should be kept as simple as possible.

1. Decorations may not be attached to the pews or other furniture by pinning, gluing, nailing or taping.
2. Nothing shall be moved in the Sanctuary.
3. Candles must be of the drip-less variety. The florist will be responsible for cleaning the wax from all floor coverings and furniture in the event of spillage. The florist shall also be responsible for any resulting damage to all floor covering and furniture. We also require plastic sheeting on the altar to protect the marble. It is the wedding party or florist responsibility to remove the sheeting at the conclusion of the service.
4. We also require plastic sheeting to help protect all furnishing. It is the wedding party or florist responsibility to remove the sheeting at the conclusion of the service.
5. Decorations, flowers, candles, etc., must be removed from the building immediately following the service.
6. The altar is a sacred symbol in our worship. We ask that nothing other than flowers and candles be placed on the altar table to remain clearly visible to the congregation at all times during service of worship.
7. Aisle cloths may only be used when professionally installed by a professional florist because of safety reasons.

If the bride and groom desire a unity candle, it will be their responsibility to provide all supplies (i.e. unity candle, two tapers and candleholders). These candles must be smokeless and drip-less. You are also required to have plastic sheeting on the altar to protect the marble and to remove the sheeting at the conclusion of the service.

The main request is for the use of common sense, courtesy, and consideration in the use and placement of decorations. Your cooperation in following these rules will be greatly appreciated.

The wedding party may prefer to leave their wedding flowers for the Sunday worship service. Please let the Wedding Directory and Coordinator know as soon as possible so the wedding party names may be included in the Sunday bulletin and church newsletter showing our appreciation.

PHOTOGRAPHY/VIDEOGRAPHERS

An important element of your wedding will be the memories of that special day. This day will be remembered by professional pictures. St. Luke's has a preferred professional wedding photographer's that we highly recommend to provide that element of remembrance and our preferred photographers are experienced in our policies that are strictly enforced. St. Luke's also has videographers on staff that can video this very special day.

If other Photographers/Videographers are used they will be required to comply with the following guidelines and provide a verbal or written agreement.

1. The photographer/videographer should arrive no earlier than 2 hours prior to the scheduled wedding time.
2. Upon arrival in the building the photographer/videographer should immediately confer with the wedding director and coordinator so that our procedures will be made clear.
3. Photographer and videographer may be taken in public areas of the church up to 30 minutes prior to the wedding at which time the bride, groom and their attendants should be in their designated dressing rooms.
4. NO FLASH PHOTOS are to be taken in the sanctuary or chapel from the time the first guests are seated until the recessional of the bride and groom. Flash pictures of the bride or bridesmaids may be taken as they enter from the rear of the room.
5. NO FLASH PICTURES are permitted following the processional. The photographer and videographer are not allowed down the aisle and must remain in one position at the rear of the sanctuary between the two center sections. Flash photos may once again be taken during the couple's recessional.
6. Non-flash picture may be taken from the back doorway and/or balcony of the sanctuary or chapel during the service. Flash pictures may be taken as the couple leaves the sanctuary or chapel.
7. Please limit the number of photos during the ceremony as it is very distracting to the wedding party and those attending your ceremony.
8. Photographers should stand at the door or balcony rather than in the aisle.
9. The church or Wedding Director and Coordinator reserves the right to deny access to the building to those photographers/videographers violating our regulations.
10. The Wedding Director and Coordinator reserve the right to ask the photographer/videographer to leave the building if they violate these regulations at any time.

THE WEDDING PARTY

It is expected that the wedding party, family members and guests of the wedding party will recognize that the church is a house of God, and will conduct themselves at all times in a manner acceptable to a place of worship. No smoking, alcoholic beverages or illegal substances are permitted on the entire church premises including parking lots at any time. The wedding rehearsal or wedding will not be performed if any member of the wedding party or family is under the influence of alcohol or illegal substances or if alcohol or illegal substances are observed on the premises or parking lot by the minister or the Wedding Director and Coordinator.

It is the obligation of the bride and grooms to make these rules known to the members of the wedding party and their families.

THE DRESSING ROOMS

St. Luke's has gone to a great deal of effort to make the Bride's Room a place of comfort and elegance. The bride and her party may dress at the church. Customarily, the groom's party dresses away from the church, however a like courtesy will be extended to the groom and his attendants upon request. It is the responsibility of the bride and groom to arrange for the care of the property of the wedding party before, during and after the wedding, as well as the removal of such items immediately following the service. The church will not be responsible for any articles belonging to any person in the bridal party, any guest at the wedding or any vendor serving the wedding for anything lost or stolen.

MARRIAGE LICENSE

The St. Luke's minister can only perform weddings in full accordance with the law. Please do not overlook the necessity for careful compliance. The wedding cannot take place without a marriage license. The license is to be given to the minister of St. Luke's or Wedding Director and Coordinator at the rehearsal.

RESTRICTIONS

Because of city ordinances and other restrictions, confetti, rice, birdseed and sparklers are not to be distributed and/or thrown inside or outside the facility. Only bubbles used outside the church may be used for this tradition. Bubbles may not be used inside the facility.

If you choose to have your wedding reception in any of our buildings, smoking and alcoholic beverages of any kind are explicitly prohibited.

WEDDING FEES

St. Luke's has a flat fee for weddings that covers the use of the facility, wedding director and coordinator, St. Luke's minister's honorarium, organist, audio technician and facility care. Any other fees are separate and discussed as appropriate.

The wedding will be secured with a check for the non-refundable deposit and the clean-up deposit check at the time of booking. The non-refundable deposit will be deposited to hold your wedding. The check for the clean-up deposit will be retained by the wedding director coordinator until she is ensured the entire facility is left in the manner as when the wedding party arrived. At that time the clean-up check will be returned appropriately.

Deposits and clean-up fees are paid to secure the facility for your wedding. The remainder of all fees will be accepted at anytime and must be paid no later than the Monday prior to your wedding.

Wedding Fees (Rehearsal & Ceremony)

	Sanctuary or Garden's at St. Luke's	Watchorn Chapel	Mansion Chapel
DEPOSITS			
Reserving Facility	\$250.00	\$250.00	\$150.00
Clean-up Fee (Refundable)	\$250.00	\$250.00	\$150.00
FLAT FEE			
Facility and Staff	\$1250.00	\$650.00	\$300.00
TOTAL FEES	<u>\$1400.00</u>	<u>\$900.00</u>	<u>\$450.00</u>

St. Luke's soloist, carillon and videographer fees are in addition to all other fees.

The non-refundable deposit fee for the facility is required at the time the wedding is confirmed with the Wedding Director and Coordinator. This fee is applied to the wedding fees.

The refundable clean-up fee is also required at the time the wedding is confirmed. This fee is in addition to all other fees/deposits, paid by separate check and retained by the Wedding Director and Coordinator and refunded if the facility is cleaned and left in the same condition as when arrived.

Receptions

Christian Life Center, Fellowship Hall Mansion Library, Parlor and Mansion Garden's

St. Luke's has a flat fee for receptions that covers the use of the facility, wedding director and coordinator and facility care. Any other fees would be separate and discussed as appropriate.

The reception will be secured with a check for the clean-up deposit check at the time of booking. The check for the clean-up deposit will be retained by the wedding director coordinator until she is ensured the entire facility is left in the manner as when the wedding party arrived. At that time the clean-up check will be returned appropriately.

	Christian Life Center	Fellowship Hall Mansion Garden's Mansion Library	Parlor
DEPOSITS			
Clean-up (Refundable)	\$500.00	\$500.00	\$250.00
FLAT FEE			
Facility and Staff	<u>\$1,250.00</u>	<u>\$750.00</u>	<u>\$400.00</u>
TOTAL FEES	\$1,250.00	\$750.00	\$400.00