



— B O C A G R A N D E —

Lighthouse Church

A United Methodist Congregation

January 2016

~Wedding Policies and Guidelines~

A Word to the Bride and Groom

We are delighted that you are considering the Boca Grande "Lighthouse" United Methodist Church for your wedding. We believe that sharing with couples as they bring their lives together in the Spirit of Christ is an important ministry of the church and look forward to working with you to make your wedding a memorable day and helping you prepare for a healthy, growing marriage.

The purpose of this information is to help you plan for a wedding that will be an expression of your faith, a witness of your love for each other, and a time of deep commitment. These policies and guidelines are a result of years of experience and hours of thoughtful preparation, and will help to create a worshipful, joyful atmosphere for your wedding.

Through every step of the planning, including the wedding ceremony itself, you will have the support of the Pastor and the wedding sexton.

If, after reviewing our Guidelines, you decide that BGUMC is the place for your special day, please call our Administrative Assistant at 941-964-2479 to schedule your wedding. She will provide you with contact information to our wedding sexton in order to proceed with your plans. We look forward to sharing and growing with you.

His Grace and Peace

Scheduling

After reviewing these guidelines please call to schedule your wedding with our administrative assistant at 941-964-2479. She and the pastor will determine if the date and time are available. **The date will be confirmed once a signed copy of this agreement and a deposit has been received.**

Pre-marital counseling is a prerequisite for marriage at Boca Grande United Methodist Church.

The Pastor

The Pastor of our church will work with you to make your wedding a meaningful expression of your commitment to each other and to Christ, and to help you prepare for a lifelong covenant of growth and love.

Our pastor will officiate at your wedding. **Other clergy may assist in the ceremony, but our pastor is the principle officiate.** He is responsible for all activities on the church property. When he is not present, that responsibility is delegated to the wedding sexton. **The church premises are not available for rent.**

The United Methodist Church requires that couples receive counseling from the pastor regarding the meaning of Christian marriage, preparation for a healthy marriage, and any concerns of the bride and groom. The number and the length of these sessions will be discussed by the couple and the Pastor.

Please contact the administrative assistant (941-964-2479) for an appointment to begin counseling. While the pastor prefers face to face meetings, geographic reasons and distance may require teleconferencing, Skype or Facetime. The church continues to be interested in you and your marriage after the wedding. The pastor is available for counseling at any point throughout your marriage.

The pastor is also available to officiate at a wedding in a venue other than the church sanctuary. If this is your choice, please contact the Pastor directly for availability and a separate fee structure. Pre-marital counseling will still be required.

The Marriage License

The pastor must receive the marriage license prior to the ceremony. Licenses can be obtained from Charlotte County, Murdock Circle, Port Charlotte, or any other Florida county office.

The Wedding Sexton

To insure that details of your wedding ceremony are properly planned and carried out in accordance with our church policies, we provide the services of a wedding sexton. You will need to make an appointment with her when the wedding date is confirmed to review plans, clarify policies, discuss options, and resolve any questions you may have about the wedding rehearsal and the wedding ceremony.

At the rehearsal, the pastor and wedding sexton will lead the participants through the details of the wedding ceremony and ensure that each person understands what is to happen on the day of the wedding.

Every wedding in the Sanctuary that includes invited guests, must include the services of our wedding sexton. A personal wedding coordinator is welcome to assist the bride and her attendants, but that person will work with our wedding sexton in assuring that all policies and guidelines are observed.

The Wedding Ceremony

The wedding is a service of worship in which we celebrate God's gift of human love and affirm the covenant between a man and woman in holy matrimony. Our pastor will use the United Methodist Order of Worship for the Service of Christian Marriage. Changes or additions to the service may be made in consultation with the pastor. Issues you will need to make regarding the service include:

- Music selections and instrumentation
- Participation of others in ceremony
- Times for rehearsal and ceremony
- Special music and solos
- Readings, scripture selection and personal vows
- Holy Communion
- Family participation, unity candle, special prayers
- Pastor approval for the order of service prior to printing the pro-

Music

Music is a vital part of this sacred service. Its purpose is to maintain and help create a spirit of Christian worship. Instrumental and vocal music selections are decisions to be made by the wedding party. The church has available to you its own organist and pianist if you desire. Discussions of music will be made with the music director of the church. An additional instrumentalist and/or vocalist(s) can be discussed with the music director.

It will be your responsibility to contact the organist/pianist early in your planning to discuss the date, time, music and any special arrangements with the vocalist, soloist or additional instrumentalist.

Payments are to be paid in full to musicians/vocalists in advance of the wedding rehearsal.

Flowers and Decorations

Since our church is already furnished as a place of dignity and beauty, few decorations are needed and these should be carefully planned. You must give a copy of the ***Church Policy for Florists*** to your florist (See page 10, Appendix D).

Traditionally it is the responsibility of the bride and groom (or their family) to arrange decorations with a florist. In the placing of flowers, palms or other enhancements, care must be taken to insure that the floors, carpets, walls and pews and furnishings are sufficiently protected from damage.

Decorations may not be hung or suspended from the walls. Ribbon, bows or other arrangements of flowers may be hung from the pews. No nails, screws, wires, tacks, or tape may be used in decorating.

You may talk to your florist about building a Unity Candle arrangement into your floral centerpiece. Only dripless candles should be used. The church does not have a Unity Candle or any candelabras. Aisle candles are not permitted due to the fire code.

If your wedding is to be held during a church seasonal celebration, such as Easter or Christmas, it must be planned around the church's seasonal decorations.

The church can be opened to receive delivery of flowers, pictures, and other wedding preparations 2 ½ hours prior to the event. The physical address of the church is **300 Gilchrist Avenue, Boca Grande, Florida - 33921**. The florist, family, or decorator must remove all decorations no later than one hour following the wedding and will be responsible in the event any damages to the church premises. Altar flowers may be left for the Sunday worship services. An announcement will be placed in the Church Bulletin. Please advise the administrative assistant in the church office if you wish to leave your flowers.

Dressing Rooms

The “groom’s room” is located adjacent to the Chancel area and has a separate outside entrance and restroom facilities.

The bride and her attendants can use the classrooms as dressing and waiting areas. The church cannot be responsible for personal items before, during, or after the ceremony. We request that all personal items be removed following the ceremony. We ask that anything brought in by you, your party, or your florist, be removed. Please leave the facilities in as clean a condition as you found them.

The Wedding Party

Confetti, rice, or birdseed is not permitted inside the buildings or on the church grounds. Real rose petals are also not permitted as they may stain the surfaces they come in contact with. Paper and silk petals are permitted.

The bride and groom must ensure that these policies are made known to and followed by all members of their wedding party.

Please ensure that your wedding party is fully aware of the start time for the rehearsal so that it can be completed in a timely manner. One hour is allotted for the rehearsal. If a time delay is incurred, there will be a penalty of \$100 for each 30 minutes of delay. This is in consideration of the professionals involved (pastor, wedding sexton, musicians, soloists, custodial staff, etc.) as well as other church events which may be affected.

Total time allotted for the use of the Sanctuary is 5 hours, allowing time for delivery of flowers, photos prior to the ceremony itself, and removal of all personal items and decorations.

Photography

Pictures are a cherished part of weddings. Because a wedding is a sacred occasion, certain procedures must be followed and it is the bride and groom’s responsibility to inform the photographer of the policies of this church. Please give your photographer a copy of the church’s ***Policy for Wedding Photographers*** (page 11, Appendix E). Flash pictures may be taken before the wedding and during the

Sanctuary Sound System

When the church's sound system is used for vocal accompaniment, one of our sound technicians **must be present to operate the equipment**. There will be a charge for their time and service. This will be coordinated through our wedding sexton, and payment made directly to the technician prior to the Wedding service.

Schedule of Service Fees—Pastor's Fees, Church Personnel Fees, and Church Facilities Fees

Weddings are considered an important ministry of Lighthouse United Methodist Church. There are fees and charges associated with the use of the church facilities, as well as for the services of the pastor and church personnel. All fees are due and payable **three weeks prior** to the scheduled wedding ceremony. The fees for the pastor, musicians, soloists, technicians and wedding sexton are payable directly to the individual prior to the wedding service. The facilities fees are payable by check to:

Boca Grande Lighthouse UMC, PO Box 524, Boca Grande, FL 33921

Please include the bride and groom's full names on the check.

Schedule A—Wedding Service Fees for Church Members

Members are defined as the bride, groom, at least one of the parents or grandparents who have been members of the congregation for a minimum of six months prior to the scheduled wedding.

Non-refundable deposit (reserves wedding date and is applied to total fees)	\$350.00
Use of sanctuary (including groom's room and bridal room)	800.00
Use of fellowship hall (including kitchen)	1,000.00
Pastor's fees (payable directly to pastor prior to wedding service)	750.00
Organist/pianist (base fee, payable directly to musician)	300.00
Sound technicians (if applicable, payable directly to technician)	100.00
Wedding Facilitator (payable directly to director)	500.00

*All wedding parties are required to use our in house Wedding Facilitator

Schedule B—Wedding Service Fees for Non- Church Members

Non-refundable deposit:	\$650.00
(The deposit holds your wedding date and is deducted from the total)	
Use of Sanctuary, includes custodial services (Includes groom's and bride's rooms)	1300.00
Pastor's Fee (check to be written directly to Pastor)	1000.00
Organist/Pianist (Base fee, check to the musician directly)	200-500.00
Wedding Facilitator	600.00
Sound Technician (if applicable)	100.00
Use of Fellowship Hall	1000.00

**Financial Assistant
BGUMC
P. O. Box 524, Boca Grande FL 33921
bgumcfinance@embarqmail.com**

All fees must be paid three weeks prior to the wedding date. Include name of bride/groom and the date of the wedding.

Please sign, date and mail a copy of this page, along with the non-refundable deposit for \$350 (members), \$650 (non-members) to the above address.

**I, (please print) _____, have read and agree to the
Wedding Policies and Guidelines of Lighthouse United Methodist Church.**

Signature _____ Date_____

Phone: _____ Email: _____

Address: _____

Date of Wedding: _____

Checklist: Steps to Your Wedding

After reviewing the wedding guidelines please contact the administrative assistant (941-964-2479) to determine if the date you desire is available on the church's and wedding sexton's calendars, and to schedule appointments for premarital counseling sessions.

- Make an appointment with the wedding sexton to discuss church policies and confirm the date. (941-855-1307)
- Pay the security deposit to secure the church facilities and the date on pastor's calendar.
- Contact the music director for consultation of musical needs.
- Give your florist a copy of ***Church Policy for Florists*** (copy page xx, Appendix D)
- Give your photographer a copy of ***Church Policy for Wedding Photographers*** (copy page xx, Appendix E).
- Before printing, let the wedding sexton review your wedding program or bulletin.
- Three weeks prior to your wedding, submit your check payable to BGUMC, in care of the Financial Assistant, Boca Grande United Methodist Church.
- Give the marriage license to the pastor prior to the wedding.

Church Policy for Florists

Please give a copy of this page to your florist.

The building will be open for flowers to be delivered 2½ hours before the ceremony.

All decorations must be removed no later than 45 minutes after the ceremony. If the bridal couple wants to leave flower arrangement(s) in the church for Sunday services, our wedding sexton will move them to the proper place.

Bows and flowers may be used on the pews but only attached with ribbon, chenille stems, or plastic pew clips. No tape, tacks, staples, plastic, wire or nails may be used to secure decorations to any surface in the church.

Nothing is to be hung on the wooden shutters on the side windows.

If the wedding is scheduled during a seasonal celebration such as Christmas or Easter, decorations already in place may not be removed or relocated. For example, during Christmas, we have wreaths and greenery as well as a large tree on the Chancel.

Adequate precautions must be taken to protect the carpet, woodwork and furnishings.

We discourage the use of an aisle runner.

No candles are permitted in the aisles or attached to the pews. Drip-free candles are to be in the Chancel area only.

No alcoholic beverages are permitted on church property, inside or outside any building at any time. Smoking is not permitted.

Please speak to the wedding sexton if there are any questions regarding these policies.

Church Policy for Wedding Photographers

Please give a copy of this page to your Photographer.

Because a wedding is a worship service of joy and dedication, we expect photographers and videographers to treat the wedding service with respect and dignity. Policies of BGUMC are as follows:

Pictures may be taken (without flash) during the ceremony from an unobtrusive location.

It is suggested that photographers arrive early enough to set up their equipment before guests arrive.

