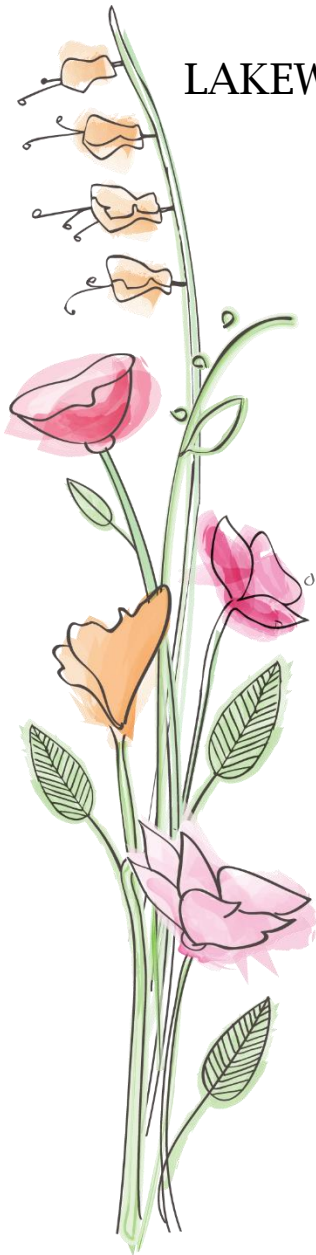


LAKEWOOD UNITED METHODIST CHURCH

WEDDING INFORMATION



LAKEWOOD UNITED METHODIST CHURCH

15700 Detroit Avenue

Lakewood, OH 44107

216-226-8644

office@lkwdumc.org

www.lkwdumc.org

Pastor

Robin D. Dillon

LAKEWOOD UNITED METHODIST CHURCH
15700 DETROIT AVENUE
LAKEWOOD, OH 44107
216-226-8644
office@lkwdumc.org

WEDDING REQUEST FORM

Name: _____

Address: _____

Phone: _____ E-mail: _____

Bride: _____ Groom: _____

Member of LUMC: Yes or No

Date Requested: _____

Minister Requested: _____

Sanctuary/Chapel/Other location: _____

Please submit form to the church office and you will be contacted by one of the pastors.



INTRODUCTION

This booklet will answer many of your questions. As you meet with one of the pastors and speak with members of the staff, please feel free to ask any other questions that you may have.

Wedding Coordinator

The pastors strongly suggest the couple identify a responsible person (family/friend) who might serve as a “wedding coordinator.” For the rehearsal and day of wedding, there are some logistics that need attention while the pastor is attending to service details thus having a “wedding coordinator” present would be useful.

SCHEDULING YOUR WEDDING

A wedding can be scheduled on the church calendar once a Pastor has been consulted about the wedding. It is wise to meet with one of the pastors as soon as possible once you have decided to get married.

****For weddings outside the church but performed by one of our pastors, all paperwork must be filled out and information regarding the location returned to the church office.**

Dates for the wedding and rehearsal are made by the officiating clergy and Office Administrator. **The wedding date is confirmed upon receipt of the \$100/\$50 non-refundable deposit.**

Once confirmed, pre-marital counseling will be scheduled with the pastor performing your wedding. What to expect in pre-marital counseling:

- Meet for approximately 3 sessions or a part of a larger group experience
- Be prepared to share general information about yourselves and relationship
- Talk about what it means to get married in the church or by a pastor as part of a Christian wedding
- Talk about what it means to have a healthy marriage
- Spend some time working through the details of your ceremony
- Couples will read the resource, “Things I wish I’d known before we got married” and “5 Love Languages,” by Gary Chapman
- Couples will take the 5 Love Languages survey

ORDER OF SERVICE

The order of the wedding service will be thoroughly discussed in the pre-marital sessions with the pastor.

MUSIC

At first counseling session, pastor will discuss order of service and music options. The church organist will be scheduled to play for your wedding. If you would like to make other arrangements please notify the Office Administrator. Couples are encouraged to have a conversation with the LUMC organist. The actual selection of music can be arranged over the telephone or face-to-face. Couples should be mindful of the church setting of the wedding service when choosing musical selections.

Vocalists or other special music may be discussed with the pastor. If the music involves the organist, he should be consulted in a timely manner.

DECORATIONS AND THE FLORIST

The church owns and makes available the candelabra and kneeling rail if you want to use them. You should select your florist soon after confirming the date of your wedding. In selecting the florist, be certain they are familiar with the style and design of Lakewood United Methodist Church. The florist must understand that no tape is to be used on painted walls or woodwork, including ends of the pews. Alternate methods of attaching bows or flowers must be used. The florist should be in contact with the Administrative Assistant concerning set-up time and flower delivery.

PHOTOGRAGHS/VIDEOS

In order to honor the religious nature of the wedding service, please adhere to the following guidelines:

- During the wedding processional and after, and including the traditional kiss between bride and groom, both guests and professional photographers may use flash photography. We ask that guests remain seated while taking photographs.
- From the end of the processional to the kiss (the ceremony), we ask that guests refrain from taking photographs.

- Professional photographers may photograph the ceremony itself; however we ask that they be as *discreet as possible* in doing so.

Please share this information with your photographers.

THE REHEARSAL

A rehearsal is suggested prior to the wedding date. This must be scheduled with the Office Administrator and Pastor who is performing the wedding service. The church custodian will be present to open the church prior to your arrival. Rehearsals take approximately one hour and should start on time. Please bring Marriage License to the rehearsal. You may present the Honorarium to the pastor at this time if you have not done so already.

THE DAY OF YOUR WEDDING

The church custodian will open the church an hour and half before the scheduled wedding time. If you need access to the church prior to that time, you will need to consult with the Office Administrator. Extra custodial fees may be charged if more time is needed in the Sanctuary or Chapel.

The bride and bridesmaids will dress and prepare on the lower level Choir Room. The groom and his attendants will dress and prepare in the Cafe Room.

AFTER THE CEREMONY

Lakewood United Methodist Church does **not** allow the throwing of birdseed, rice, rose petals or any product that requires special clean-up. Bubbles or similar items are acceptable for greeting the bride and groom as they exit the church.

Please make sure all items are removed from church following the ceremony and pictures. This task could be done by the wedding coordinator. The building is locked following the wedding and no one will be able to access the building until the following day.

OFF SITE WEDDING FEES

Name: _____

Address: _____

Wedding Date: _____

Site/Venue of Wedding: _____

Venue Contact Name and Phone #: _____

Pre-marital Books \$20 or purchase on your own

Mileage/travel expenses \$ TBD by pastor

Total \$

PASTOR HONORARIUM \$350

A check made out to the pastor for the honorarium is due at the time of the rehearsal or before. Please present Marriage License to the pastor at Wedding Rehearsal. The honorarium for a Pastor by a member is optional but strongly encouraged and is required of non-church members. The honorarium fee is **not** included in the fees paid through the church office.

All remaining fees are due and payable in the church office three weeks prior to the wedding.

WEDDING FEES

Name: _____

Address: _____

Wedding Date: _____

Non-Refundable Fee
(Applied to wedding fees)

\$100 for Sanctuary/\$50 for Chapel

	<u>Non-Members</u>	<u>Members</u>
Sanctuary	\$500	\$100
Chapel	\$200	\$50
Custodian Fees include time for set up prior to rehearsal as well as wedding set up and take down. Extra fees may be charged if more time is needed in the sanctuary or Chapel.	\$150	\$150
Organist **Soloist/Special music must be arranged and paid for by the couple.	\$150	\$150
Candelabra	\$50	\$50
Pre-marital books (Couples may also purchase books on their own)	\$20	\$20
Sound Tech (Rehearsal and wedding)	\$100	\$100
Deposit	\$	\$
Total	\$	\$

PASTOR HONORARIUM \$350

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All remaining fees are due and payable in the church office three weeks prior to the wedding.

WEDDING INFORMATION SHEET

Non-refundable Deposit _____

Date _____

Wedding Information for: _____

Performed by: _____

Bride's Name: _____

Bride's Address _____

Bride's Age _____ Telephone # _____ Cell# _____

Bride's Occupation: _____ E-mail: _____

Bride's Church Affiliation: _____

Groom's Name: _____

Groom's Address: _____

Groom's Age _____ Telephone # _____ Cell# _____

Groom's Occupation: _____

Groom's Church Affiliation: _____

Wedding Date _____ Time _____

Rehearsal Date _____ Time _____

Location of wedding: church sanctuary or chapel _____

Or other location _____

Members of Wedding Party

Maid of Honor _____ Best Man _____

Other Bridesmaids and groomsmen _____

Flower Girl or Ring Bearer _____

Who will escort the bride _____

Organist or Other (must be approved by pastor or organist): _____ Other Music: _____

Soloist _____ Florist _____ Photographer _____

Number of guests _____ Candelabra? Yes/No _____ Kneeling Rail? Yes/No _____

Reception Plan _____

Live Stream: Yes/No _____

Cc: Office Administrator Custodian Organist Minister Sound/Media