

## CHURCH FACILITY USE FOR WEDDINGS

	<b>Members</b>	<b>Non-Members</b>
Security Deposit	N/A	\$50
Security deposit is due with the completed agreement. It is non-refundable in the event of cancellation by the bride and groom.		
Sanctuary	N/A	\$350
Stringer Auditorium	N/A	\$250
Kitchen	N/A	\$300
Pastor	Honorarium	\$500
Organist	\$150	\$200
(extra for soloist)	\$50	\$50
Sound Tech	\$25/hr	\$35/hr
Custodial fee		
Ceremony	\$150	\$250
Ceremony & recptn	\$250	\$500
Extra hours	\$25	\$45

Half of the fee payment is due at the time of the agreement signing. All checks should be made out to the Lansdale United Methodist Church, except for the organist, custodian, and sound tech which should be paid to the individual.

## WEDDING GUIDE FOR THE LANSDALE UNITED METHODIST CHURCH



Lansdale United Methodist Church  
300 North Broad Street  
Lansdale, PA 19446  
215 855-1534  
office@lansdaleumc.org  
Pastor J. William Lentz, Jr.

## **GREETINGS TO THE BRIDE AND GROOM!**

We are pleased that you are considering celebrating your service of Christian marriage within the family of the Lansdale United Methodist Church (LUMC). Your wedding should be one of the most joyous occasions of your life! It will be a sacred event, as you, in the presence of God, your family, and your friends, enter into a covenant with one another to build a strong lifelong marriage.

This guide will provide you with information about policies and available resources for weddings at LUMC, which will be helpful to know as you prepare for your wedding. Our church welcomes both member and non-member weddings. It is our desire to work closely with you to plan a meaningful service.

Please read the contents of this guide thoroughly and thoughtfully. It is important that you understand and agree to abide by the policies set forth here before you make a final decision to celebrate your service of Christian marriage at LUMC.

We are honored that you are considering this site for your wedding, and look forward to our time together!

The Pastor, Staff, and Congregation of  
Lansdale United Methodist Church

## **BUILDING USE POLICY**

When you choose to married at the LUMC, you agree to honor these church policies which may affect your rehearsal, wedding, and reception.

- No alcoholic beverages are allowed on church property
- No use of tobacco is permitted on church property
- No red or purple beverages are to served on church property
- No furniture may be moved without permission form appropriate staff persons or pastor
- No throwing of rice or bird seed is permitted inside or outside of the building
- No bubbles are permitted inside the building

## **REFUNDABLE SECURITY DEPOSIT**

A security deposit is required at the time of agreement signing. Not abiding by our policies (stated above) will cause forfeiture of the security deposit. If the facilities are left in an acceptable manner and all rules and policies are followed, the deposit is returned to the bride and groom within two weeks of the wedding.

## **MARRIAGE LICENSE**

You must have a valid marriage license from the state of Pennsylvania to be married at the LUMC. Please bring the license to the wedding rehearsal.

## SCHEDULING

### HOW?

Weddings and rehearsals are scheduled through the church office 215 855-8364 according to the following process:

- Inquiries about available dates can be made at any time
- All persons inquiring about a wedding at LUMC must secure and read the church's official wedding guide
- The full completion of the "Wedding Agreement" and the payment of security deposit secures a permanent date and time for your wedding and rehearsal on the church calendar.
- In the event of cancellation by the bride or groom, the deposit is non-refundable.

### WHEN?

Weddings can be celebrated most days of the year. However, please pre-check with the pastor for times that may conflict with the church's calendar.

## WEDDING CHECKLIST

- Read this LUMC Wedding Guide
- Select and schedule a date and time for the wedding
- Select and schedule a date and time for the wedding rehearsal
- select and schedule a date and time for the wedding reception
- Select a LUMC pastor for your wedding
- Complete and return the Wedding Agreement to the church
- Receive a copy of the completed Wedding Agreement
- Contact LUMC organist
- Secure photographer
- Secure flowers, decorations, and accessories
- Reserve church nursery for childcare (if needed)
- Contact and meet with officiating pastor
- Secure marriage license

## PLANNING THE CEREMONY MUSIC

The organist at LUMC has the responsibility of playing for all weddings that are held in the sanctuary. All music requests must be submitted to the organist, Ruth Rineer, two months prior to the wedding and a consultation scheduled to discuss music and performers. She can be reached at 215 855-7191 or by email [ruth.e.rineer@gmail.com](mailto:ruth.e.rineer@gmail.com). Her basic fee for the wedding is \$150 for members. There will be an additional charge for the organist to find and/or accompany a soloist which is \$50 for 1-2 songs and \$25 for each additional song. The church organist receives a bench fee of \$75 if a guest organist is approved or prerecorded music is used.

## PHOTOGRAPHY

Since the wedding ceremony is a sacred service of worship, all photographers (amateur and professional) are asked to respect the sanctity of the occasion. It is the responsibility of the bride and groom to instruct all photographers that there is to be no "flash" photography during the wedding. Flash photography is allowed before and after the ceremony, and can be used during the processional and recessional.

**Videotaping** of the ceremony is permitted only when the video camera is mounted and at a stationary location. Personnel using the video equipment must be as unobtrusive as possible. Supplementary lighting is not permitted to be used with video cameras during the ceremony.

## SOUND TECHNICIAN

Any pre-recorded music, pictures, etc. that will utilize the sound system must be given to the sound technician at least 3 days prior to the ceremony. If it becomes necessary for the technician to adapt the recordings to work with our system, an extra charge of \$25/hour for their time will be charged.

## FLOWERS, CANDLES, AND ACCESSORIES

The two seven candelabra are available to you at the cost of \$1/candle (\$14). If you wish to have a unity candle, you will need to purchase it yourself. If center aisle candles are requested the cost is \$150 plus the cost of candles (\$16). Use of rice, bird seed, fireworks, or confetti is prohibited on church property. Any attaching of decorations or flowers to pews, windows, or other locations is to be done with florist tape, ribbon, or pew holders. Bubbles are allowed outdoors only. The church does not own an aisle runner, so if one is desired it must be bought or rented.

None of the sanctuary appointments, including paraments, may be removed without the approval of the pastor. White paraments are available for use. A member of the altar guild will change the paraments if requested. Weddings scheduled between Thanksgiving and Christmas may not remove Advent and Christmas decorations present in the church building.

## SET-UP AND PREPARATION

The church is available for two hours prior to the wedding for set-up, preparation, and pictures. The church will be available following the wedding for take-down and pictures. Please speak with the officiating pastor about any time constraints due to other weddings or church programs. Dressing rooms can be made available.

## RECEPTIONS

If you wish to have a reception at the LUMC, caterers must be approved by the Kitchen Manager. Use of the kitchen is for serving only. Cooking must be done off site. A diagram of set up must be submitted 7 days before the wedding.

## NURSERY

If you wish to utilize the LUMC Nursery at any time (wedding, rehearsal, reception), arrangements will need to be made through the administrative assistant. Only LUMC personnel may staff the LUMC nursery. It is your responsibility to contact the church to set up a personal consultation as you consider nursery needs for your wedding.

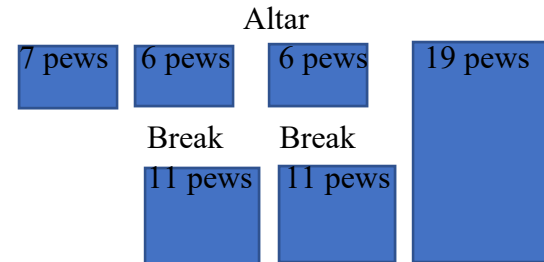
## SOME FACILITY BASICS

Sanctuary capacity: 340

Length of aisle in Sanctuary: 66 feet

Fellowship Hall capacity: 175 with tables, 250 with chairs only

Pew layout in sanctuary



## PREPARATION SESSIONS WITH THE PASTOR

In most cases you will have at least two meetings with your officiating pastor to plan the wedding ceremony and discuss your understanding of the commitment you are making. This marriage preparation program is intended to help you better understand yourself, your partner and your relationship. The time spent with the pastor will help you identify both areas of strength and of needed growth in your relationship, and will help you look at issues such as communication, family backgrounds, conflict, personality characteristics, roles, and expectations. Topics such as effective ways of talking and listening to your partner, and developing strategies for conflict resolution also are discussed.