

St. Luke's United Methodist Church  
1150 West Fifth Avenue  
Columbus, Ohio 43212  
(614) 488-9695



### Wedding Guide

Our St. Luke's family is pleased you are considering being married here. Getting married in our church indicates you are creating a covenant with God and with each other. It is a religious ceremony whereby that covenant is expressed publicly. We believe this to be a sacred moment, rather than a secular one.

In preparation, there will be a series of four meetings with the Pastor to review expectations – both spiritual and of each other. The initial meeting is to become acquainted and to decide whether the wedding should take place at St. Luke's. If so, then three additional meetings will be scheduled and the remainder of this Guide will apply.

The sanctuary can accommodate approximately 150 people in addition to the immediate family. The aisle is approximately 48-feet long and there are 14 full pews and 1 partial pew on each side. The maximum capacity of the Fellowship Hall is 130. The church is handicap accessible.

### Wedding Policy

- You, the bride and groom, are the responsible parties and as such are the persons the church representatives will deal with.
- The deadline for notifying the church as to whether or not you will proceed with the wedding is two weeks after the initial meeting with the Pastor.
- The wedding and rehearsal dates will be assured only upon receipt of the signed Questionnaire and a \$200.00 non-refundable deposit.
- The Pastor must have the marriage license in hand no later than the rehearsal.
- The bride and groom are limited to a maximum of five attendants each.
- **No picture taking is permitted during the ceremony**, except by your professional photographer and those must be without flash.
- Aisle runners may be used but must be discussed with the wedding coordinator.
- Flower petals may NOT be "thrown" in the Church.
- Neither rice nor balloons may be used to fete the wedding couple. Anything environmentally friendly is acceptable. Examples are bubbles, grass seed, or birdseed. (Note: some birdseed contains hot pepper to keep squirrels away.)
- The services of our church Wedding Coordinator are required.

- Choices of decorations need the concurrence of our Wedding Coordinator.
- Make your own arrangements for pick-up of rented items. Our staff will not be responsible for admitting anyone to the church for this purpose.
- All fees are to be paid in full by the time of the wedding rehearsal.

### Facility Use Policy

- You, the bride and groom, are to see that your guests abide by facility use policy.
- No smoking is permitted in the building or on the grounds.
- Neither alcohol nor street drugs are permitted in the building or on the grounds.
- Children must always be in the company of an adult.
- We discourage parking in front of neighboring homes and would appreciate your cooperation. Extra parking locations are available for evening and weekend weddings at American Orthopedics and the John Quint Funeral Home across the street on 5<sup>th</sup> Avenue and the Columbus Board of Education lot at the corner of King and Virginia Avenues.

### Procedures

- Contact the church at (614) 488-9695 or email at [www.weddings.stlukeson5th@gmail.com](mailto:www.weddings.stlukeson5th@gmail.com). We will check your date with the church calendar and with the Pastor. If both are clear, a tentative hold will be placed on the date and a wedding packet including a Questionnaire will be emailed to you. Your date will be held for 30 days.
- If you want a tour please contact the wedding coordinator at the above email address to arrange a time.
- After reviewing the wedding packet, contact the church to set up an initial meeting with the Pastor. Also, complete the Questionnaire and bring it with you to this first meeting.
- After the initial meeting, and if the decision is to proceed, sign the Questionnaire and give it to the Pastor or mail it to the church office along with a \$200.00 non-refundable deposit. (Clearly mark your check with "wedding deposit and your name") After review, a signed copy of the Questionnaire will be returned to you. If your decision is not to proceed, call the church office immediately so that we may make the date available to others.
- If you desire an organist, make arrangements immediately with:
  - a. The church organist, Nate Terry (740) 868-7524 or [nateterry15@gmail.com](mailto:nateterry15@gmail.com)
- Schedule the remaining meetings with the Pastor (number will be provided at the initial meeting).
- At the rehearsal, give your marriage license to the Pastor.
- Pay fees that have not previously been paid to the Wedding Coordinator.

Non-member wedding fees for St Luke's UMC (at time of inquiry)

Sanctuary and use of the building (cash or check to St. Luke's UMC)	\$400.00
<ul style="list-style-type: none"> <li>• \$200 non-refundable deposit</li> <li>• \$200 due at the rehearsal</li> </ul>	
Clean-up (cash in envelope marked "Clean-up")	\$100.00
Organist, if desired (cash or check to the musician)	\$200.00
Wedding Coordinator (cash or check to St. Luke's)	\$200.00
Audio Engineer	\$ 50.00
Minister (cash or check to Pastor)	<u>\$300.00</u>
Total wedding fees:	<u>\$1,250.00</u>

Important Notes

- The Pastor has the discretion to change the fee schedule on a case-by-case basis.
- The sanctuary and use of the building is for a four (4) hour time block. There is an additional charge of \$50/hour after four (4) hours.
- The wedding date is not secured until the church office receives the \$200 non-refundable deposit.
- All fees are to be given to the Wedding Coordinator at the rehearsal.

Questionnaire

Date/Time Wedding \_\_\_\_\_

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

**GROOM**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

**BRIDE**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

Print both Complete Names to be used in the Ceremony:

\_\_\_\_\_

\_\_\_\_\_

How does the couple want to be introduced at end of the Ceremony?

\_\_\_\_\_

Will you be using the Church Candelabra? \_\_\_\_\_

Will there be an Aisle Runner? \_\_\_\_\_ (*Must consult Wedding Coordinator*)

Will there be Unity Candle/Mother's Candle? \_\_\_\_\_

Will there be a Ring Bearer? \_\_\_\_\_ Age \_\_\_\_\_ Flower Girl? \_\_\_\_\_ Age \_\_\_\_\_

Number in Bride's party: \_\_\_\_\_ Number in Groom's party: \_\_\_\_\_ (*Exclude bride and groom*) (must be 5 or less on each side)

Will Groomsmen be Ushers? \_\_\_\_\_ Candle Lighters? \_\_\_\_\_

Will the Bride and/or her attendants be dressing at the church? \_\_\_\_\_

We will go forward with the wedding based on the Wedding Guide and fees of \$ \_\_\_\_\_. Bride's

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Groom's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Pastor's Signature \_\_\_\_\_ Date: \_\_\_\_\_