



## WEDDING POLICIES AND GUIDELINES

### Scheduling

After reviewing these guidelines please contact the church administrative assistant (941-964-2479) who will put you in touch with our wedding coordinator. The wedding coordinator and the Pastor(s) will determine if the date and time are available. **Upon receipt of a signed copy of this agreement and a deposit, the date will be confirmed.**

***Pre-marital counseling is a required prerequisite for marriage at Lighthouse United Methodist Church.***

### The Wedding Ceremony

A United Methodist wedding ceremony is a service of worship in which we celebrate God's gift of human love and affirm the covenant between a man and a woman in holy matrimony. Our Pastor(s) will use the United Methodist Order of Worship for the Service of Christian Marriage. **Changes and/or additions to this service will only be made after consultation with the officiating Pastor.**

### The Pastors

Our Pastor(s) will officiate at your wedding. **Other clergy may assist in the ceremony, but our Pastor is the principal officiant.** He/she is responsible for all activities on the church property. When he/she is not present, that responsibility is delegated to the wedding coordinator. **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 Pastors prefer face to face meetings, geographic reasons and distance may require teleconferencing.



The Pastors are also available to officiate at a wedding in a venue other than the church Sanctuary. If this is your choice, please contact the Pastors 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 the Charlotte County Justice Center located at 350 East Marion Ave, Punta Gorda, FL 33950, or any other Florida county office.

## **The Wedding Coordinator**

Any and all inquiries must be addressed to and approved by the wedding coordinator. At the rehearsal, the Pastor and wedding coordinator 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 coordinator. A personal wedding coordinator is welcome to assist the bride and her attendants, but that person will work with our wedding coordinator in assuring that all policies and guidelines are observed.

## **Music**

The principal musician for your ceremony will be the Director of Music Ministries (church organist/pianist). Discussions of music will be made with the Director of Music Ministries of the church. An additional instrumentalist and/or vocalist(s) can be discussed with the Director of Music Ministries. It will be your responsibility to contact the Director of Music Ministries early in your planning to discuss the date, time, music and any special arrangements with the vocalist, soloist or additional instrumentalist.

The Director of Music Ministries has the "right of first refusal" to play all weddings at the Lighthouse UMC of Boca Grande. The fee is payable to the Director of Music Ministries. You must contact the Director of Music Ministries for approval if you wish to use an outside musician as the principal musician for your wedding ceremony. If you choose an outside musician as your principal musician, you will be required to



pay a \$375 member/\$500 non-member bench fee to the Director of Music Ministries. 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).

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 ensure that the floors, carpets, walls, 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 coordinator, 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.

**NO ALCOHOLIC BEVERAGES OF ANY KIND ARE ALLOWED ANYWHERE ON CHURCH PROPERTY AT ANY TIME BEFORE, DURING, OR AFTER THE WEDDING REHEARSAL AND CEREMONY.**



## Photography

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). Flash pictures may be taken before the wedding and during the processional and the recessional.

## Sanctuary Sound System

Considering that the use of the sound system is required for all weddings in the Sanctuary, one of our sound technicians will be present to operate the equipment. There will be a charge for their time and service. This will be coordinated through our wedding coordinator, 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.** All 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.

You can also pay online by clicking [HERE](#), under "Funds," select "Wedding Payment."



## 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)	<b>\$350</b>
Use of Sanctuary, includes custodial services and wedding coordinator fee. <i>(Includes groom's and bride's rooms)</i>	<b>\$800</b>
Pastor's fees (payable directly to Pastor prior to wedding service)	<b>\$750</b>
Director of Music Ministries (base fee, payable directly to musician)	<b>\$375</b>
Sound technicians (Payable directly to technician)	<b>\$250</b>

**\*All wedding parties are required to use our in-house Wedding Coordinator**



## Schedule B—Wedding Service Fees for Non-Church Members

Non-refundable deposit (The deposit holds your wedding date and is deducted from the total)	<b>\$650</b>
Use of Sanctuary, includes custodial services and wedding coordinator fee. <i>(Includes groom's and bride's rooms)</i>	<b>\$1,300</b>
Pastor's fees (check to be written directly to Pastor)	<b>\$1,000</b>
Director of Music Ministries (base fee, payable directly to musician)	<b>\$500</b>
Sound technician (Payable directly to technician)	<b>\$250</b>



**Financial Assistant**  
**Lighthouse United Methodist Church**  
**P. O. Box 524, Boca Grande FL 33921**  
**chandrick@bglighthouseumc.com**  
**941-964-2479**

**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: \_\_\_\_\_**

**Name of Bride: \_\_\_\_\_ Name of Groom: \_\_\_\_\_**

**Bride's Phone: \_\_\_\_\_ Groom's Phone: \_\_\_\_\_**

**Bride's email: \_\_\_\_\_ Groom's email: \_\_\_\_\_**

**You can also submit this form online by clicking [HERE](#)**





## 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 coordinator's calendars, and to schedule appointments for premarital counseling sessions.

- Make an appointment with the wedding coordinator to discuss church policies and confirm the date.
- Pay the security deposit, by check or online, to secure the church facilities and the date on Pastor's calendar. To pay online, you can click [HERE](#), under "Funds," select "Wedding Payment."
- Contact the Director of Music Ministries for consultation of musical needs.
- Give your florist a copy of **Church Policy for Florists** (copy page 10)
- Give your photographer a copy of **Church Policy for Wedding Photographers** (copy page 11).
- Before printing, let the wedding coordinator review your wedding program or bulletin.
- Three weeks prior to your wedding, submit your check, or pay online by clicking [HERE](#), under "Funds," select "Wedding Payment." for all remaining fees, payable to Lighthouse UMC, in care of the Financial Assistant, PO Box 524—Boca Grande, FL 33921
- Give the marriage license to the Pastor prior to the wedding rehearsal.



## **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 coordinator 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 coordinator 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 Lighthouse UMC 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.