



*Wedding
Policies
and
Procedures*



10230 Mollylea Drive | Baton Rouge, LA 70815
(225) 924-6269 | www.broadmoormethodist.org

About Your Upcoming Wedding

We are pleased you have chosen to celebrate your wedding at Broadmoor United Methodist Church. The celebration of Christian marriage is an occasion of great joy and excitement and, at the same time, of great significance and reverence. It is a sacred ritual in which two persons pledge themselves to each other under the blessing of God and are united in the covenant of matrimony. To ensure your ceremony is a joyous occasion, the Worship Committee has prepared these guidelines to answer your questions. Our purpose is to help you plan a service of worship which is dignified and meaningful.

Minister and Ceremony

One of the ministers on the staff of Broadmoor United Methodist Church will perform the marriage ceremony. You may include a clergy relative or clergy family friend as one of the assisting ministers. Please speak to the minister conducting your wedding and he or she will extend an invitation to the other clergy.

A pre-marital conference with the officiating minister is required to consider the spiritual and theological aspects of the covenant of marriage. The officiating minister will explain at this conference the additional pre-marital requirements, such as pre-marital counseling, licensing, and more, for couples having their wedding at Broadmoor United Methodist Church.

If you wish to have programs/bulletins at your ceremony, you must provide a sample for review by the minister prior to having them printed. Broadmoor United Methodist church will not print programs/bulletins for the wedding.

Wedding parties are required to get the minister's approval before finalizing any wedding plans, including the sending of invitations.

Arrangements

To schedule a wedding at Broadmoor United Methodist Church, follow these requirements:

† ***Secure the date of your wedding and submit the "Wedding Application"*** form through Mary Saltzman. Mary will discuss the available dates on the church calendar with you. Should the date or time change, you must contact Mary Saltzman.

† ***Contact the minister officiating your wedding*** at least three months prior to your ceremony. You will want to contact the officiating minister early to schedule pre-marital conference and counseling at mutually convenient times.

† ***Contact the Associate Director of Music Ministries***, Dona Lusted, three months prior to the ceremony. She shall be consulted to assure that the musical selections are appropriate. The sound equipment in the Sanctuary has been specifically designed for the acoustics of the building. Therefore, no additional equipment or taped music may be used. Sound equipment shall be operated by our sound technician.

† ***Dates not available for weddings:*** New Year's Day, Holy Week, Memorial Day weekend, Fourth of July, Labor Day weekend, Thanksgiving Day, Christmas Eve and Christmas Day, Sundays, and other church-related holidays.

Wedding Director

A Wedding Director is assigned to each wedding. The Wedding Director will be present at the wedding rehearsal and service to assist the officiating minister.

Although you may have hired a Wedding Director not associated with Broadmoor United Methodist Church, it is to be understood that during all events held at Broadmoor United Methodist Church the officiating minister and Broadmoor United Methodist Church's Wedding Director are responsible for all of the procedures to be followed for your wedding.

Rehearsal Dinner / Wedding Reception

Broadmoor United Methodist Church, in addition to hosting your wedding, also has accommodations for either a rehearsal dinner, wedding reception, or both.

When the rehearsal dinner and/or wedding reception is on Broadmoor UMC's campus, the bride and groom will make their own arrangements with a licensed and insured, approved independent caterer. Broadmoor UMC will provide the reception room, kitchen, tables, white tablecloths, and chairs.

All trash must be picked up and brought to the dumpsters at the end of the parking lot. The kitchen must be cleaned, with any of Broadmoor UMC's dishes washed, dried, and put back in their respective places.

The Wedding Director's only responsibility is to ensure the bride and groom's arrival at the reception.

Wedding Fees

A non-refundable deposit of \$300 is required to reserve your wedding date. **Payment of all fees is required one month prior** to the wedding ceremony. **Checks should be made payable to Broadmoor United Methodist Church** and can be mailed to: *Broadmoor United Methodist Church, Attn: Mary Saltzman, 10230 Mollylea Dr, Baton Rouge, LA 70815.*

† **Wedding Ceremony \$900** (members), **\$1250** (non-members)

These fees include minister, organist, Sanctuary, bride's room, groom's area, wedding director, sound technician, and custodial fee.

† **Rehearsal Dinner for 2 hours \$500** (members), **\$700** (non-members)

each additional hour is \$200 (members), **\$300** (non-members)

† **Wedding Reception for 2 hours \$500** (members), **\$700** (non-members)

each additional hour is \$200 (members), **\$300** (non-members)

These fees include reception room, kitchen use, tables, white tablecloths, chairs, and custodial fee.

Note: *A member of Broadmoor United Methodist Church is a professing member for a minimum of twelve months prior to the wedding date. A member could be the bride, groom, or one of their parents.*

Decorations

The Sanctuary of Broadmoor United Methodist Church is a place of worship; therefore, the altar and pulpit will remain in their established positions. No decorations may be placed on the altar or altar rail. Our experience has shown that aisle cloths can be hazardous for the wedding party and may not be used. Thumbtacks or scotch tape should not be used anywhere in the church. A pair of brass candelabras with oil candles is available for your use, as well as a unity candle stand. You must provide your own unity candles. Flowers may be placed on the pedestals that flank the altar.

If you would like to leave flowers from your wedding for use in the following Sunday worship services, please contact Mary Saltzman at the church office (225-924-6269 or msaltzman@broadmoormethodist.org). It is Broadmoor United Methodist Church's tradition on Monday mornings to rearrange the Sunday worship services flowers into smaller vases and bring them to Broadmoor United Methodist church members in the hospital and nursing homes.

The florist shall be held responsible for any damage incurred through the decoration of the church. The florist is also responsible for the immediate removal of all decorations upon completion of the wedding.

No free-standing candle stands are allowed in the aisles. If using aisle candles, the candle stands must be secured to the arm rest of the pew. Bows or greenery should be attached with plastic pew clips.

Candle holders may be used along the sidewalk in front of the Sanctuary. Stake-type holders can be no more than twelve inches from the sidewalk. These must have glass globes.

Photography

Professional photographers are expected to be thoughtful in helping to preserve the spiritual atmosphere of weddings. The photographer may take pictures of the wedding party from the modesty rail until the end of the bride's processional. After the bride is at the chancel, marking the beginning of the worship services, timed exposures (no flash) from the balcony are permissible until "the kiss." Recessional photos may be made in the aisle from behind the pew of the last seated guest until the bride and groom pass. **No flash photographs may be taken during the ceremony by anyone, including your guests.**

Videotaping is permitted; however, the positioning of equipment should be cleared with the Wedding Director and must remain stationary. The videographer must check to make sure that the frequency of the microphones used to tape the wedding does not interfere with the church's sound system.

It is the bride's responsibility to ensure that the restrictions and rules are clearly understood by the photographer, relatives, and friends. *The photographer/videographer must sign and return the enclosed Wedding Guidelines for Photographer/Videographer at least two weeks prior to the wedding.*

Housekeeping

- † Smoking, alcohol, and illegal drugs are not permitted in the church or on the property.
- † The minister will refuse to perform a wedding for anyone considered to be under the influence of alcohol or other drugs at the time of the wedding.
- † Rice, birdseed, rose petals, or other objects are not to be thrown as it is a safety hazard.
- † Use of any church equipment must be approved by the Wedding Director.
- † No wax candles may be used unless they are in votive holders or have glass globes.
- † The church is not responsible for personal items used in the wedding or reception; nor is the church liable for articles which may be lost, stolen, or damaged. We ask that a friend or family member be selected to be responsible for these items on your behalf.
- † Food and drink are not permitted in the Sanctuary.
- † **If you are printing a wedding bulletin, please include instructions for your guests to turn their cell phones to the silent setting or to turn them off during the ceremony. No cell phone photos or videos are permitted in the Sanctuary during the service.**