

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. ***Flash***

***photography is prohibited during the ceremony by everyone.***

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 these rules are 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.

The minister will not perform the wedding for anyone considered to be under the influence of alcohol or other drugs at the time of the ceremony.

Rice, birdseed, rose petals, or other objects are not to be thrown because it's a safety hazard.

Use of all church equipment must be approved by the Wedding Director.

NO wax candles may be used unless in votive holders or glass globes.

The church is not responsible for personal items used for the wedding or reception; nor is the church liable for articles which may be lost, stolen, or damaged. Please have a family member or friend be responsible for these items on your behalf.

NO food or drinks 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 turn them off during the ceremony. No cell phone photographs or videos are permitted in the Sanctuary during the ceremony.***

## *Your 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, 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, these guidelines have been prepared to answer your questions. We want 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 officiate 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 UMC.

If you wish to have programs/bulletins at your ceremony, you must provide a copy for review to the minister prior to printing them. Broadmoor UMC will not print these for the wedding.

***Wedding parties should get the minister's confirmation of the wedding date and rehearsal date before finalizing any wedding plans, including the sending of invitations.***

## *Arrangements*

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

***Complete and submit the "Wedding Application" form*** through our coordinator. Our coordinator will discuss the available dates on the church calendar with you. Once the date and time has been approved and scheduled, you will pay the non-refundable deposit.

***A pre-marital conference with the minister officiating your wedding*** is required prior to your wedding date. The minister will decide if additional pre-marital sessions are necessary. Please schedule this date and time with the minister.

**Contact our Organist,** Dr. Dona Lusted ([dlusted@broadmoormethodist.org](mailto:dlusted@broadmoormethodist.org)), three months prior to the ceremony. She will discuss the musical selections that are appropriate for the ceremony in the Sanctuary. The sound equipment in the Sanctuary will be operated by Broadmoor UMC's Sound Technician.

**Dates unavailable for weddings:** Sundays, New Year's Day, Holy Week, Memorial Day Weekend, Fourth of July, Labor Day Weekend, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, and other church-related holidays.

**Exceptions with parameters for a New Year's Eve wedding:**

- Weddings before noon are calculated at a premium of 1.5X normal rates for all services and fees.
- Weddings after noon but before 6pm are calculated at a premium of 2X normal rates for all services and fees.
- No Weddings after 6:00p

## ***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 or with Broadmoor UMC's Chef. Broadmoor UMC will provide the reception room, kitchen, tables, white tablecloths, and chairs.

At the end of the night, all trash must be picked up and brought to the dumpsters outside. The kitchen must be cleaned, with all dishes and utensils put back where they were borrowed from.

The Wedding Director will ensure that the Bride and Groom arrive at the reception prior to her leaving for the evening, unless arrangements have been made ahead of time for extended paid work hours.

## ***Wedding Director***

A Wedding Director from Broadmoor United Methodist Church is assigned to your wedding. The Wedding Director will be present at the wedding rehearsal and ceremony to assist the Bride, the Groom, wedding party, and minister.

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

## ***Wedding fees***

A non-refundable deposit of \$500.00 is required to reserve your wedding date and time. **Payment of all fees is required one month prior to the wedding ceremony. A check payable to Broadmoor United Methodist Church can be mailed to: Broadmoor United Methodist Church, Attn: wedding facilitator, 10230 Mollylea Dr, Baton Rouge, LA 70815.**

**Wedding Ceremony \$1200 (members), \$1550 (non-members)**

Fees include: minister, organist, Sanctuary, bride's room, groom's room, 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)**

Fees include: reception room (AB 101), use of kitchen, tables, white tablecloths, chairs, and custodial fee

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

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

Fees include: reception room (AB 101), use of kitchen, tables, white tablecloths, chairs, and custodial fee

**Definition of Member:** A professing member of Broadmoor UMC for a minimum of twelve months prior to the wedding date. Member applies to 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. 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.

Flowers from your wedding can be left for use in the following Sunday worship services. Please contact the wedding facilitator at the church office (225-924-6269). Broadmoor UMC's tradition on Monday mornings is to rearrange the Sunday worship services flowers into smaller vases and bring them to people in the hospitals and nursing homes.

The florist will be responsible for any damage incurred through the decoration of the church. The florist is also responsible for the immediate removal of all decorations at the end of the wedding ceremony.

# *Wedding Policies and Procedures*



**Broadmoor**

United Methodist Church

10230 Mollylea Drive, Baton Rouge, LA 70815

(225) 924-6269

[www.broadmoormethodist.org](http://www.broadmoormethodist.org)

**BROADMOOR UNITED METHODIST CHURCH**  
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