

## ***Your Christian Marriage at West Heights United Methodist Church Information Packet***

We are glad you have requested to have your wedding at West Heights United Methodist Church. West Heights views a service of Christian marriage as an important event in the life of the church as well as the individuals and families being joined. It is our desire that your wedding be a memorable and joyful event. Just as we corporately celebrate life commitment events such as baptism, confirmation and memorial services, so we celebrate the union of two persons in marriage.

Any service of Christian marriage, we believe, must receive careful planning so that it can be the most meaningful event possible. Therefore counseling and planning your service with the minister is required. While there is a basic order of worship used by United Methodists, you are encouraged to be creative and work with the pastor to customize your ceremony to make it unique and memorable for yourselves and your friends and family.

The following is a guide intended to offer clear steps to the planning and celebrating of your Christian marriage service at West Heights including terms, policies and fees associated with weddings and receptions held here. The pastor, wedding coordinator and church staff are here to assist, please let us know as you have questions.

## STEPS TO HAVING A WEDDING AT WEST HEIGHTS UMC

Before you can have a wedding at West Heights United Methodist Church you must do **ALL** of the following.

☐☐Contact the church office at 722-3805 or [westheights@westheightsumc.org](mailto:westheights@westheightsumc.org) to check on tentative pastor and building availability and pick-up or have a wedding information packet (this document) sent to you.

☐☐Meet with the pastor. The pastor makes his/her own appointments and has to formally approve the date so you will need to make your appointment directly with the pastor. The office staff will generally take your information and have the pastor contact you. The Pastor will call to discuss your plans, double-check the proposed date with the Church calendar and staff to avoid conflicts, and then recontact you to confirm the date is available and set a schedule for counseling and planning the order of service.

☐☐After the Pastor has confirmed your proposed date, pay a \$75.00 non-refundable deposit to the church office. Be sure your check is clearly marked “wedding deposit” and for whose wedding. *Your wedding coordinator is not assigned, nor is the date on the church calendar reserved until after we receive your deposit.* Do not order invitations until this step and a meeting with the wedding coordinator has been completed.

☐☐Meet with your wedding coordinator to review fees, options and outline space usage plans. Advise the church office and the wedding coordinator if you are planning on having your reception here at West Heights and of any special space needs. The Pastor will have arranged a wedding coordinator when approving your proposed date and this person will contact you within 14 days of the church office receiving your deposit.

☐☐Pay all fees (less your deposit) no later than two weeks prior to the rehearsal / wedding date. Work with the wedding coordinator to be sure these are received in the office. Fees for the basic wedding package and various options are listed later in this brochure; the wedding coordinator will review them with you when you meet.

☐☐Bring marriage license with you the day of the rehearsal (or wedding in some cases, confirm arrangements with the Pastor).

**Again, please note: Your wedding is NOT on the church calendar until the pastor approves it; you pay your deposit, and meet with the wedding coordinator.**

## WEST HEIGHTS WEDDING TERMS, POLICIES AND INFORMATION

**ALCOHOL:** Out of respect for the sanctity of the church and honoring United Methodist tradition, alcohol is not allowed in or on the premises.

**ATTENDANTS:** It is suggested, if the reception is at West Heights UMC, that the bride have the following attendants:

- 1 person for the guest book.
- 1 person to take gifts (optional).
- 2 people to cut and serve cake.
- 1 person to serve the punch.

**BANNERS:** It is church policy that seasonal banners that hang from the rafters and weavings be left up during wedding ceremonies. Floor banners can be removed but need to be replaced following the marriage worship service.

**BIRDSEED:** Birdseed is allowed outside only. If birdseed is used an additional custodial fee will be charged due to the added clean up.

**CANDELABRAS:** Two standing candelabras are available for use, each holding nine 10" regular candles (you provide your own candles). You must advise your wedding coordinator if you wish to use the candelabras. Pew candles are also available, see PEW CANDLES.

**CANDLE HOLDERS:** See Candelabras and Pew Candles.

**CHANGING ROOM:** Changing rooms are available for both the bride and her attendants and the groom and groomsmen. The bride's room has a full-length mirror and is across from a bathroom. The groom's changing room is off a separate hall from the bride's room. Your wedding coordinator will show you these rooms.

**COUNSELING:** Counseling with the minister prior to the marriage worship service is required. The number of sessions will be worked out with the pastor at the introductory meeting. Most couples are asked to work through a copy of *Getting Ready for Marriage Workbook* by Hardin and Sloan together and discuss their conversations with the pastor over a few short sessions. Your unique ceremony is also planned during these sessions.

**DECORATIONS:** Decorations are the responsibility of the bride and/or the bride's family or appointees. Persons decorating may do so starting no earlier than three hours prior to the wedding. If it is expected that decorating will take longer than this or it is not possible to do the decorating in this time frame, special arrangements with the wedding coordinator must be made. An additional fee may be required.

**DELIVERIES:** All deliveries related to your wedding must be coordinated with your wedding coordinator so she can arrange to have doors unlocked and the alarm system disarmed.

**DEPOSIT:** A \$75.00 non-refundable deposit is required before your wedding date can be put on the calendar. Many couples choose to make the deposit after meeting with the pastor for the first time. You will not be assigned a wedding coordinator until you have paid your deposit. Be sure to give your deposit to the wedding scheduler in the church office.

**FEES:** There are separate fees for a wedding, a wedding reception, plus any additional services. Your coordinator will go over all fees with you, find out what services you will need, and the fees that apply. She will advise you how to make out the checks and will deduct your deposit. To get a ballpark figure of what you might expect to pay, please see the Fee Schedule at the end of this booklet. Please note that final fees will depend on the services you choose.

**FEE PAYMENT:** The deposit must be paid to the church office before your wedding date is officially on the calendar. Remaining fees must be paid no later than two weeks prior to the wedding or rehearsal date by mailing or delivering the funds to the church office.

**FLOWERS:** All flowers and floral arrangements are the responsibility of the bride. The florist should be at the church no earlier than 1 1/2 hours prior to the wedding. Floral arrangements and the name of the florist should be discussed with the wedding coordinator.

**FLOWER DONATIONS:** Some couples have chosen to donate some or all of their flowers to the church for the Sunday worship service. If you would like to do this, please tell your wedding coordinator so it can be arranged with the person who decorates our altar for Sunday.

**GIFT TABLE:** Gift tables are traditionally set-up outside the Sanctuary in the Narthex and in the entrance to the reception area. If you wish to have a gift table, you will need to inform your wedding coordinator.

**KNEELING BENCH:** A kneeling bench is available for use at no charge. You will need to advise both the pastor doing your wedding and the wedding coordinator if you are planning to use the kneeling bench in your wedding worship service.

**LOCATION:** West Heights United Methodist Church is located on the west side of Wichita at 745 N. Westlink. The closest main intersection is Central and Tyler. From Central and Tyler, you go west approximately 1/2 mile then turn north on Westlink. There are three parking lots, one on the north side, one on the south side and one on the west side. The closest parking lot to the Sanctuary is the north parking lot.

**MINISTER:** The wedding ceremony will be conducted by the pastor or associate pastor of West Heights United Methodist Church. An outside minister may conduct the service only after consultation and approval of the pastor of West Heights UMC, who will then contact the other minister to extend a formal invitation. Even if another pastor performs the ceremony, a West Heights' pastor must be present. All West Heights fees remain the same. Compensation of the other minister needs to be negotiated with that person separately.

**OFFICE HOURS:** Office hours of West Heights UMC are 8:00 a.m. to 12:00 noon and 1:00 p.m. to 5:00 p.m. Monday through Thursday. Weddings **MUST** be scheduled through the church office. Deliveries relating to your wedding that are to be made outside office hours need to be coordinated with your wedding coordinator so the door can be unlocked and the alarm system turned off.

**ORGANIST/PIANIST:** The regular organist/pianist of West Heights UMC shall play at weddings unless special arrangements have been made. Couples should plan to meet with the Director of Music to discuss music selections and customize your service. This cost is included in the basic wedding package. Outside musicians requesting to use Church organ or other instruments must be approved by the West Heights Director of Music and meet with the director for training and additional fees will apply.

**PEWS:** There are 17 pews on each side of the Sanctuary. The balcony has 6 pews on each side. Pews seat approximately 350, see **SEATING** for more information.

**PEW CANDLES:** Ten (10) pew candles are available for use for a fee. They are eight (8) feet tall, with a glass globe, and take a 10" standard candle. Candles are not provided.

**PICTURE TAKING:** Please inform your photographer that no pictures are to be taken during the ceremony with the possible exception of a time exposure from the balcony. Moving photographers and flashes are disrupting to the sanctity and dignity of the service. Flash pictures may be taken as the bride enters the Sanctuary or during the processional and recessional.

**RECEIVING LINE:** If you plan to have a receiving line, the bride is usually on the groom's right. The mother of the bride is at the beginning of the receiving line, followed by the father of the groom, mother of the groom, father of the bride, groom, bride, and other attendants if desired. If parents are deceased, separated or divorced, other arrangements may be made. This can be handled by consulting with your wedding coordinator or the pastor. There is no one right way.

**REHEARSAL:** The rehearsal is usually held the night before the wedding but may be at other times. Your rehearsal also must be scheduled with the pastor, wedding coordinator and church office / wedding scheduler. You will want to work out a convenient time for you, the members of your wedding party and the pastor. Generally everyone processing, speaking, or performing music (anyone with a moving part or cue) should be present so that timing and other details may be worked out. A good rehearsal leads to a smooth-flowing and memorable wedding service.

**REHEARSAL DINNER:** Our United Methodist Women (UMW) offers a limited number of Rehearsal Dinners. If you are interested in having a rehearsal dinner at West Heights, talk to your wedding coordinator. All Rehearsal Dinners must be pre-approved by the UMW. Minimum cost is \$8.00 per person. You may choose to have an outside caterer for the rehearsal dinner and hold it at West Heights. This must be pre-approved and a room use fee, a custodial fee and a kitchen coordinator fee will be charged.

**RICE:** Rice is **NOT** to be used. It is hazardous underfoot, and very difficult to clean up. Birdseed, wheat or flower petals may be used **outside only**. There is an additional custodial fee if these items are used.

**SEATING:** Seating in the Sanctuary, including the balcony, is approximately 350. Additional seating is available in the Choir Loft, Gallery West, Narthex and Chapel. Maximum seating varies by configuration of extra spaces, but is approximately 500 for sanctuary and Gallery West and 750 with all overflow space.

**SMOKING:** Out of respect for the sanctity of the church, smoking is not permitted on the church grounds.

**SOLOISTS:** Some couples wish to use friends or acquaintances as soloists and this is encouraged. If you do not have your own soloist, the pastor, organist or your coordinator may be able to suggest one. Note: Soloists will quote their own fees and will need to be paid separately. They will also need to rehearse with the church organist/pianist prior to the wedding rehearsal time.

**SOUND AND LIGHTING TECHNICIAN:** It is required that you have a sound and lighting technician and this is included in the basic wedding package. The sound system is sophisticated and certain settings need to be maintained for church use, thus it cannot be run by someone who is not experienced with this particular system.

**VIDEOTAPING:** Videotaping of the ceremony is allowed. If you have someone doing this, please tell the minister and your wedding coordinator so instructions can be given as to where equipment can be placed so as not to disrupt the service.

**WEDDING COORDINATOR:** A wedding coordinator is required for all weddings and receptions. Your coordinator will be assigned to you by the pastor / church office after your wedding date has been approved and your deposit paid. This person's role is to help make your wedding go smoothly and to assist you in understanding policies, answering questions on etiquette and tradition and working with the pastor to help you customize your service.

**WEDDING COORDINATOR DUTIES:** Your fees include a maximum of 6-10 hours of service from your wedding coordinator (6 hours for a wedding and an additional 4 hours with a reception). If you require more hours from your wedding coordinator, an additional fee will be added.

This is what you can expect from your wedding coordinator:

- Initial call within 10 days of being assigned.

- A meeting in person to review options, costs, and determine your needs.

- A second meeting or a longer first meeting if you are having a reception at West Heights.

- Attendance at your rehearsal.

- Arrival at the church 2 hours before the wedding to open doors, meet the florist, cake person, workers, etc.

- Attendance during the entire wedding to help things run smoothly.

- Assistance in getting your reception going and coordinating your attendants and the UMW workers, if you have a reception at West Heights.

## FEE SCHEDULE

Basic Wedding Package – Minimum Fee:  
Wedding Only – Non-member — \$745.00 \*

Note: The basic fee *includes*:  
Sanctuary use for wedding & rehearsal  
Church Organist / Pianist  
Wedding Coordinator, maximum 6 hours  
Pastor's Honorarium  
Counseling and Planning Time scheduled with Pastor  
Sound Technician  
Custodian

\*Note – immediate family of active West Heights members have the Sanctuary use fee waived, so minimum cost for members is reduced to \$545.00

### OPTIONAL SERVICES AND FEES

Soloist (if using church soloist)	\$100
Candelabras	no charge, however candles are not provided.
Pew Candle Holders	\$20, candles are not provided
Additional Custodial Fee - Wedding Reception	\$50
Additional Coordinator Fee - Wedding Reception	\$75

### Additional Reception Fees:

Reception Hall Rental :	
guests under 100	\$210
guests 101-150	\$235
guests 151-200	\$260
guests 201-250	\$285
guests 251-300	\$310
Wedding Finger Foods	\$1.50 up per person and up (pre-approval required)
Rehearsal Dinners	\$8.00 per person and up (pre-approval required)

Additional Coordinator time \$10.00 per hour