

# **Lea Joyner United Methodist Church**

## **Wedding Policy**

We are so excited that you are considering holding your wedding at Lea Joyner UMC! We have a beautiful facility, including a large Sanctuary, a Bride's Room, and numerous other spaces that can be utilized for the ceremony and/or a reception.

We want to help you make your wedding a meaningful and lasting experience for all people concerned. Therefore, we have developed this document which lists all requirements and fees that we have concerning weddings, along with a few helpful hints as well. Please read through this carefully before making a decision to hold your wedding at Lea Joyner. If you have any questions, you can contact one of the Pastors or our Wedding Hostess at the Church Office (318-343-0073)

### **Weddings at Lea Joyner Church are Worship**

By choosing to have your wedding in our Sanctuary, you are agreeing with two millennia of Christian tradition that a marriage ceremony is a worship service. As such, the focus of the wedding will be on the Love of God expressed through husband and wife, God's holy scripture, and vows made in the presence of God. Every decision that the pastors and staff of Lea Joyner Church have made concerning weddings, and every decision they will make specific to your wedding, have this focus in mind. Our desire is to honor God as we fulfill our Mission: To Know Jesus and To Make Him Known.

Since we are a United Methodist Church, we are bound by the rules and regulations of the United Methodist Book of Discipline. Among other things, this means:

1. That we can only perform marriages which are deemed legal in the eyes of the state of Louisiana.
2. That our pastors can only perform marriages between one man and one woman and our churches can only host weddings of this nature.
3. That the duly appointed pastors of Lea Joyner Memorial United Methodist Church have sole discretion over any service performed in our facility or by any Lea Joyner pastor, including:
  - a. who may be married
  - b. when and where such marriages can take place
  - c. what elements can and cannot be included in the wedding ceremony
  - d. who can participate in a wedding (including other pastors).

## **How to Schedule a Wedding at Lea Joyner Church:**

All weddings must be scheduled at least 4 months ahead of time. In order to schedule a wedding at Lea Joyner Church, the following steps must be taken:

1. Schedule a meeting with the Wedding Hostess to go over the requirements listed in this document. At this time, the church may pencil in a wedding date, to be held for you for up to 6 weeks or until 4 months before the wedding date.
2. Schedule a meeting with one of the Pastors of Lea Joyner to go over the details of the wedding service.
  - a. If you desire for any other pastors to be included in the service, they must be pre-approved by a Pastor from Lea Joyner before the wedding can be scheduled. Specifics of who will perform which elements of the service will be decided upon at this time.
  - b. We require that all couples perform premarital counseling prior to being married. Lea Joyner pastors are prepared to offer this counseling, though they may also agree to or require that the couple receive their counseling from someone else. The number of sessions, content discussed, and who performs the counseling is solely up to the discretion of the Lea Joyner Pastor. This requirement holds true even if the wedding will not be physically held at the Lea Joyner Church facility.
3. After meeting with the Wedding Hostess and the Pastor, a wedding can be officially scheduled by paying a fully-refundable deposit of \$250. All of this must be done at least 4 months in advance of the wedding in order to ensure that adequate preparations can be made.
4. When scheduling dates for a wedding, the following must be kept in mind:
  - a. Weddings will not be scheduled on Sundays, Holy Week, Christmas Eve, Christmas Day, holiday weekends, or dates which conflict with previously scheduled church events. Special exceptions can be made with approval from the Senior Pastor.
  - b. Weddings can be scheduled to begin anytime between the hours of 10:00am and 6pm.
  - c. A wedding rehearsal must be scheduled as well. This is usually held on the evening before the wedding and will include the bride, groom, pastor(s), and any other members of the wedding party.

## **Other Personnel To Be Scheduled:**

All that is required to perform a wedding is for the bride and groom, pastor, and two witnesses to be present. However, we realize that most couples want much more than this. There are many people from our church who can help you have a great wedding experience, but they must be scheduled in advance. Here is what we can provide:

1. **Sanctuary Sound Technician** – If you wish to use the Sound System in our Sanctuary, you must hire one of our Sound Technicians from Lea Joyner UMC to run the sound board. This must be communicated to the church at least 3 months in advance. Any specific instructions for the Sound Technician, including music to be played, must be given at least 2 weeks in advance. Note – the Sound Technician is not a musician, and thus will not be able to help find appropriate music for the ceremony. That is the job of the wedding party or the hired musicians.
2. **Sanctuary Video Technician** – If you wish to have any videos displayed on the screens in the Sanctuary, you must hire a separate Video Technician from our church. Due to the layout of our Sanctuary, one person cannot run both sound and video simultaneously. This person must be scheduled at least 3 months in advance. All display materials must be given to the Video Technician at least 2 weeks in advance. The Video Technician will not create PowerPoint or other presentations, but will run a presentation that has already been prepared.
3. **Reception Sound Technician** – If you wish to use one of our sound systems for your reception at Lea Joyner Church, you must hire a Reception Sound Technician from our church. This person must be scheduled at least 3 months in advance. This person will ensure that the sound system is set up for the reception and run the sound during the reception. As with the ceremony, they will not find music for you, but will play music that has already been prepared. All music and instructions must be delivered to the Technician at least 2 weeks in advance.
4. **Reception Video Technician** – If you wish to use one of our video projection systems during your reception at Lea Joyner Church, you must hire a Reception Video Technician from our church. This person must be scheduled at least 3 months in advance. This person will not create presentations, but will ensure that presentations are displayed properly at the correct time. All presentation materials must be delivered to the Technician at least 2 weeks in advance or a computer capable of running a projector must be provided by the wedding party at least 2 hours before the reception.
5. **Musicians** – If you wish to utilize a musician from Lea Joyner Church (pianist, organist, soloist, etc.), this must be scheduled at least 3 months in advance. Any music must be mutually decided upon between the couple and the musician by the date specified by the musician. Outside musicians may also be utilized and will be scheduled and organized by the wedding party. The Lea Joyner Pastor

overseeing the wedding has the authority to approve or deny any musicians or musical selections for the ceremony or a reception being held on church property.

## **RESPONSIBILITIES OF THE WEDDING HOSTESS**

- When trying to decide whether to use our facilities or not, the Wedding Hostess will be happy to take you on a tour of the church.
- After you set a date, the Hostess will be available to answer any questions concerning church supplies that you may want to utilize.
- The Hostess can be the director or coordinator at the rehearsal and at the wedding or not.
- The Hostess will open and lock up all facilities for the rehearsal and the wedding day.
- The Hostess will be responsible for turning the AC or heat on and off.
- The Hostess will be responsible for getting out tablecloths, candlelabras, etc.
- The Hostess will ensure that any tables or chairs are arranged for the ceremony or reception. The wedding party must supply a diagram.
- The Hostess will be responsible for removing church decorations from the foyer that will detract from wedding decorations. Note that not all items will be removable for the wedding day. The hostess will put things back after the wedding while the custodian is cleaning up.

## **CLEANUP RESPONSIBILITIES**

Before the wedding party leaves for the reception, the Sanctuary must be restored to its original condition. This includes:

1. Removing all wedding decorations.
2. Moving the pulpit and altar to their proper places.
3. Restoring any other items that were moved by the wedding party or other decorators.

Note that clean-up and restoration is the responsibility of the wedding party/family, not the Custodian or the Hostess. These responsibilities may be assigned to family members, friends, the florist, or other people contracted by the wedding party. The Lea Joyner Custodian and Hostess may be present for advice and assistance, but will not be responsible for restoration.

Hiring of our custodian is mandatory. They will be responsible for removing trash, sweeping, vacuuming, and cleaning and restocking the restrooms.

If the reception is held in our facility, the custodial duties do not include dishwashing. If the church's silverware and dishes are used, for health sake, they are to be washed in the dishwasher. If you do not know how to use it, the Wedding Hostess will show you how. The wedding party must make arrangements for someone to be in the kitchen to wash them and put back everything that was used. The custodian will take care of trash, vacuuming, mopping, and sweeping in the areas where the reception was held.

The wedding party/family is responsible for the removal of all floral arrangements and "special" items used for the service and reception. If the church's tablecloths are used, they are to be washed by the wedding party and returned within 2 days, unless they are needed sooner.

We do not allow reception guests to throw rice at the newly married couple as they are leaving. Bird seed or bubbles or other non-toxic and biodegradable throws may be used. Nothing may be thrown inside the building.

## **FACILITIES**

- Sanctuary – seats 500 people
- Great Room – can accommodate approximately 100 people
- Solomon Hall – can accommodate approximately 200 people standing or 125 people seated at round tables.
- Gym – can accommodate well over 300 people standing or 250 seated at round tables.

One week or more prior to the wedding the bride and/or coordinator shall inform the wedding Hostess what times the building needs to be open for the caterer, decorating, etc.

### Bride's Room:

Lea Joyner Church offers a beautiful Bride's Room for the bridal party near the Sanctuary. Nothing of value should be left in the Bride's Room during the wedding or reception. All trash and personal items shall be removed before the wedding party leaves for the reception.

## **RESPECT FOR THE CHURCH**

Members of the wedding party and guests should conduct themselves with reverence and respect for the church and its furnishings. Smoking is not permitted in the church building, and no alcoholic beverages may be served or consumed on the premises. No smokeless tobacco may be used inside the Sanctuary.

## **PHOTOGRAPHY and VIDEO**

We recognize that couples want to preserve many of their wedding moments with pictures and/or video. They are welcome to do so in a manner that does not distract from the sacredness of the wedding service.

During the ceremony, all photographers and videographers (including family members) should remain stationary. One photographer or videographer may take pictures of the wedding party as they enter from the back of the sanctuary. After the bride walks down the aisle, all pictures must be taken without a flash. Under no circumstances will the photographer or videographer be allowed to take pictures during the ceremony in a way that disturbs the congregation, wedding party, or pastor. This includes excessive noise, movement, or blocking anyone's view of the ceremony.

Locations for photographers and videographers must be arranged with the Hostess or Pastor prior to the day of the rehearsal. No flood lights should be used. Lighting levels can be negotiated prior to the wedding.

It is recommended that pictures taken following the ceremony be kept to a minimum so as not to keep the wedding party from the reception.

It is the responsibility of the wedding party/family to inform the photographers and videographers (including family members and guests) of these rules prior to the wedding.

We require that photographers and videographers sign the attached form at least one week prior to the wedding indicating that they have read and agree to abide by the photography and videography rules of Lea Joyner Church.

## **WEDDING DECORATIONS**

All decorations should enhance, rather than detract, from the distinctive Christian symbols in the Sanctuary. It is the responsibility of the wedding party/family to inform all florists or decorators of the regulations found below.

The schedule for decorating will be arranged with the Hostess. Decorating will usually be allowed the day before the wedding, unless there is something else scheduled (or a funeral is held).

The pulpit may be removed. The altar table must stay on the platform but may be moved to the front of the choir rail to give more space for the wedding party. Except for the cross, the objects on the altar may be moved. Everything that is moved must be put back before going to the reception. The Wedding Hostess can assist and advise, but will not be responsible for moving or replacing the items.

Sound equipment, including microphones, stands, monitors, cables, instruments, etc. can only be moved by the Director of Music of Lea Joyner. The request must be made at least one week in advance of the wedding. The drums cannot be moved! Do not attempt to disassemble or adjust them, as it will cause them to malfunction. If you do not want them seen, we recommend renting folded walls to be placed in front of the drums and decorated accordingly. We can also drape them with a black cloth.

The plants on the platform may be used as part of the decoration. They can be rearranged or moved as needed.

The liturgical color for weddings is white. Lea Joyner has beautiful white paraments that we will place on the altar table for you. If you do not wish to use our paraments, we will leave them off, as the carved oak table is beautiful.

Flower girls may drop only silk flower petals on the Sanctuary floor. All petals must be removed by the wedding party/family before leaving for the reception.

Only non-drip candles can be used. If wax candles are used, any wax spilled on the carpet will damage the carpet and the couple will be liable for the professional cost of cleaning it. However, no flame candles may be put along the aisles of the sanctuary or in the pews.

Flowers and greenery are not to be attached to any woodwork with anything but ribbon or padded clamps made for that purpose. Tape, wire, tacks or other metal objects are not to be used.

Live floral arrangements from a Saturday wedding may be left for the Sunday worship services, and the church is appreciative of such. The church office should be advised in advance of such arrangements.

### **Receptions:**

Any reception at the church may not last more than 2 hours after the conclusion of the wedding, so the custodian and Wedding Hostess can clean the facility and prepare it for church use.

The decoration policy for receptions will be the same as the one for the Sanctuary, with the following exceptions:

- All decorations must be removed and the room reset on the night of the wedding within an hour of the ending of the reception.
- The equipment on the platform in Solomon Hall cannot be moved by anyone in the wedding party or family. If you wish to have anything moved, a fee must be paid and the arrangements must be made at least two weeks in advance.

### **Wedding Rehearsal:**

All weddings held at Lea Joyner must include a Rehearsal. This is normally scheduled for the evening before the wedding, but must be coordinated between the couple and the pastor.

The person in charge of the rehearsal must be mutually decided upon beforehand by the bride and groom. It may be the Pastor, the Hostess, or a designated Director. Note that if the Pastor is not in charge, they will still have the authority to make changes related to the sacredness of the ceremony, if needed.

All members of the wedding party, including attendants, ushers, vocalists, instrumentalists and both sets of parents should be present at the wedding rehearsal. Please stress the importance of everyone being on time at the rehearsal. A rehearsal should never last over 45 minutes if it has been well planned ahead of time.

The vocalist or other musicians should rehearse with each other and with the sound technician before the rehearsal.

Before the rehearsal, be sure to have the candelabras, arch, kneeling bench, columns, etc. where they will be during the wedding. This allows the wedding party to be placed with ease.

During one of the premarital counseling sessions, the bride and groom will discuss the particulars of the wedding ceremony with the pastor. If you have a director not familiar with our facility, that person needs to visit with the Lea Joyner Wedding Hostess and Pastor at least one week before the wedding in order understand the layout of our

church. All decisions about where members of the wedding party will be placed must be decided in advance of the rehearsal in order to minimize disruptions at the rehearsal.

The Marriage License should be given to the pastor at the time of the wedding rehearsal. That way the pastor has time to fill it out and get the witnesses to sign it ahead of time. Then the only people that will have to sign will be the bride and groom. After the wedding and after everyone has signed, the original will be given to the person designated by the bride and groom. The pastor will then mail the license to the Clerk of Court for recording.

Caution must be used when selecting children for roles in the ceremony. Ensure that they are comfortable with being in front of other people and can perform their duties with reverence. Younger children may need to have an "exit" readily identified to sit with a beloved friend or family member.

## **HOLY COMMUNION**

Couples may desire to serve communion during their wedding. If so, everyone present in the congregation must be invited to partake, though no one will be compelled to. Communion must be presided over by a Pastor from Lea Joyner and will use elements from the Methodist Service of Word and Table found in the Hymnal. The pastor can go over all possibilities in detail.

## **FEES FOR NON-MEMBERS & INACTIVE MEMBERS**

Non-members and Inactive members of Lea Joyner Memorial United Methodist Church must pay a usage fee when utilizing our facility. For the purposes of this policy, either the bride or groom must be an active member in order to waive the fees. An active member is one that supports the church with their prayers, presence, gifts, service, and witness.

A fully refundable deposit of \$250 must be paid at the time the wedding is scheduled. If there are no damages and everything is restored as indicated in the policy, this will be refunded one week after the wedding. If the wedding is cancelled one week or more before the wedding, it will be refunded except for \$100. If the wedding is cancelled less than one week before the wedding, the deposit is non-refundable.

Wedding facility usage fees for up to 50 people invited:

- Use of Sanctuary - \$200
- Use of Great Room for Reception - \$100
- Use of Solomon Hall (old Sanctuary) - \$100
- Use of Great Room for Rehearsal Supper - \$50
- If the pallets on the platform of Solomon Hall are to be removed: \$200. The Hostess is responsible for ensuring their removal.

Wedding facility usage fees for 50 people or more invited:

- Use of Sanctuary - \$750
- Use of Great Room for Reception - \$150
- Use of Solomon Hall (old Sanctuary) - \$200
- Use of Gym - \$250
- Use of Great Room for Rehearsal Supper - \$50
- If the pallets on the platform of Solomon Hall are to be removed - \$200. This will be taken care of by a committee from the church.

Custodial fee for all weddings and receptions:

- Sanctuary - \$100
- Great Room - \$75
- Solomon Hall (set up for 5 tables or less) - \$100
- Solomon Hall (set up for more than 5 tables ) - \$150
- Gym or Great Room (set up for 5 tables or less) - \$100
- Gym or Great Room(set up for more than 5 tables) - \$150

Honorariums:

- Minister Honorarium (for each pastor used in the service) – at least \$250
- Sanctuary Sound Technician (Must be from Lea Joyner Church) - \$100
- Sanctuary Video Technician (Must be from Lea Joyner Church) - \$100
- Reception Sound Technician (Must be from Lea Joyner Church) - \$100
- Reception Video Technician (Must be from Lea Joyner Church) - \$100
- Vocalist or Other Musician - Negotiate with Individual
- Lea Joyner Church Wedding Hostess - \$25 - \$200. The honorarium will be negotiated at least two weeks before the wedding, depending on what services are rendered.

\*The deposit and half of the usage fees are to be paid when the wedding is scheduled. The balance of the fees will be paid at least one week prior to the wedding. Two weeks prior to the rehearsal, the Church Hostess will provide the wedding couple with the names of those individuals from Lea Joyner Church that have a part in the wedding and their fees. Individual Checks or Cash will be required for each honorarium at least one week before the rehearsal.

## **FEES FOR ACTIVE MEMBERS**

If the bride or groom is an active member of Lea Joyner Memorial United Methodist Church, the facility usage fees will be waived. Honorariums, custodial and set-up fees will still apply. An active member is someone who supports the church with their prayers, presence, gifts, service, and witness.

A fully refundable deposit of \$250 must be paid at the time the wedding is scheduled. If there are no damages and everything is restored as indicated in the policy, this will be refunded one week after the wedding. If the wedding is cancelled one week or more before the wedding, it will be refunded except for \$100. If the wedding is cancelled less than one week before the wedding, the deposit is non-refundable.

### Honorariums:

- Minister Honorarium (for each pastor used in the service) - \$250
- Sanctuary Sound Technician (Must be from Lea Joyner Church) - \$100
- Sanctuary Video Technician (Must be from Lea Joyner Church) - \$100
- Reception Sound Technician (Must be from Lea Joyner Church) - \$100
- Reception Video Technician (Must be from Lea Joyner Church) - \$100
- Vocalist or Other Musician - Negotiate with Individual
- Lea Joyner Church Wedding Hostess - \$25 - \$200. The honorarium will be negotiated at least two weeks before the wedding, depending on what services are rendered.

### Other Fees:

- Set up Fee for Solomon Hall or CLC - \$50
- If the pallets on the platform of Solomon Hall are to be removed - \$200. This will be taken care of by a committee from the church.
- Custodian for Sanctuary - \$100
- Custodian for Great Room or Solomon Hall (each use) - \$75

The Sound Technician, Power Point Technician, Custodian, Set up Person, and Lea Joyner Church Wedding Hostess are to be paid one week before the rehearsal. The Wedding Hostess will provide their names and their fees. Individual Checks or envelopes with Cash are required for each person. You can give these to the Wedding Hostess who will then be responsible for paying everyone. We recommend that you personally pay the Pastor(s).

The deposit and half of the usage fees are to be paid when the wedding is scheduled. The balance of the fees will be paid at least one week prior to the wedding.

## PHOTOGRAPHY and VIDEOGRAPHY FORM

We require that photographers and videographers for weddings held at Lea Joyner Church read and agree to abide by the following rules. This form must be filled out and signed at least one week prior to the wedding

We recognize that couples want to preserve many of their wedding moments with pictures and/or video. They are welcome to do so in a manner that does not distract from the sacredness of the wedding service.

During the ceremony, all photographers and videographers (including family members) should remain stationary. One photographer or videographer may take pictures of the wedding party as they enter from the back of the sanctuary. After the bride walks down the aisle, all pictures must be taken without a flash. Under no circumstances will the photographer or videographer be allowed to take pictures during the ceremony in a way that disturbs the congregation, wedding party, or pastor. This includes excessive noise, movement, or blocking anyone's view of the ceremony.

Locations for photographers and videographers must be arranged with the Hostess or Pastor prior to the day of the rehearsal. No flood lights should be used. Lighting levels can be negotiated prior to the wedding.

It is recommended that pictures taken following the ceremony be kept to a minimum so as not to keep the wedding party from the reception.

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

Name & Address of Business: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

I have read the Wedding Policy concerning what the Photographer and Videographer can and cannot do during the wedding.

\_\_\_\_\_  
Signature of Photographer or Videographer

\_\_\_\_\_  
Date

**LEA JOYNER UNITED METHODIST CHURCH  
WEDDING RESERVATION FORM**

Date of Rehearsal: \_\_\_\_\_ Time of Rehearsal: \_\_\_\_\_  
Date of Wedding: \_\_\_\_\_ Time of Wedding: \_\_\_\_\_  
Approximate Number of Guests: \_\_\_\_\_ Reception at Church (Yes / No):  
Will live floral arrangement/s be left for use in the church worship service? (Yes / No)

<b>BRIDE:</b>	<b>GROOM</b>
Full Name: _____	Full Name: _____
Address: _____	Address: _____
City, State, Zip: _____	City, State, Zip: _____
Home Phone: _____	Home Phone: _____
Work Phone: _____	Work Phone: _____
Cell Phone: _____	Cell Phone: _____
E-Mail Address: _____	E-Mail Address: _____
Mother's Name: _____	Mother's Name: _____
Father's Name: _____	Father's Name: _____

Officiating Pastor: \_\_\_\_\_  
(Information if non-Lea Joyner Pastor): Florist: \_\_\_\_\_  
Church: \_\_\_\_\_ Photographer: \_\_\_\_\_  
Address: \_\_\_\_\_ Wedding Consultant: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ Videographer: \_\_\_\_\_  
Phone: \_\_\_\_\_ Pianist: \_\_\_\_\_

I have received and read a copy of the LJMUMC Wedding Guidelines:

\_\_\_\_\_  
Bride's Signature Groom's Signature

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Lea Joyner Pastor's Signature

Date Placed on Church Calendar: \_\_\_\_\_ By: \_\_\_\_\_

**This form must be completed, approved, and accompanied by the deposit before any wedding is officially scheduled. Make deposit checks payable to Lea Joyner United Methodist Church and earmark "Wedding Deposit".**