

Congratulations on your upcoming wedding! We are so happy that you have selected LakeSide Fellowship for your ceremony. As LakeSide's wedding coordinator, I am looking forward to helping you create the wedding of your dreams.

Enclosed, you will find a work sheet which should help answer most of the questions you might have. It will also serve to help you prepare and think about the various aspects of your ceremony.

If I have not heard from you by at least 8 weeks prior to your wedding date, I will be calling you to set up an appointment to discuss the ceremony. It is my desire to make this day one that you will remember for years to come. Although I may have suggestions and ideas for you, it is my intent to do whatever you, as the bride, would like to do. My role is to assist the Pastor at rehearsal and to coordinate things at church on your wedding day in the way you would like them to be done.

If you have any questions or want to make changes, please do not hesitate to call me or write to me at my e-mail address. I look forward to spending about an hour with you in the Sanctuary to discuss your wedding. At that time, you may bring with you whomever you would like. Generally, it is less confusing if this includes you, possibly your mother and the groom if he would like to be there.

God bless you and your future marriage.

## **LakeSide Fellowship UMC**

### **Wedding Policy and Fee Schedule**

One of the loveliest occasions in the lives of two people is their wedding. It comes to them as a culmination of their hopes and dreams and at the same time, as the beginning of a new experience... “Instituted of God and signifying the mystical union which exists between Christ and His Church.”

We are pleased you have chosen members of our LakeSide Fellowship family to join you in this sacred journey as you come together as husband and wife making your wedding a beautiful experience that will always live in your memory. For this reason, we are pleased to share our church facilities in accordance with the policies and regulations as approved by the Trustees of LakeSide Fellowship United Methodist Church.

Even the simplest weddings require planning and preparation. It is vital you call the church office as early as possible to ensure the date you have chosen is available. Since several LakeSide Fellowship family members are a part of your wedding, dates and hours scheduled must be strictly followed.

#### **Scheduling**

To Schedule and confirm your wedding date there are several steps that must be followed:

- To set the date, first call the Church office. The date and time for the wedding will be cleared with the Pastor and put on the Church calendar.
- A \$200.00 non-refundable security deposit for non-members of LakeSide Fellowship UMC will be required to confirm the date on the calendar. This will be applied to the balance.
- An appointment will be made for the couple to counsel with the Pastor who will be officiating at the ceremony.
- Final payment is due two weeks before the wedding.

Due to the demands upon the facilities and the Worship Services, it is not feasible to schedule weddings on Sundays, holiday or holiday weekends. A Church scheduled activity will have precedence at all times.

#### **Pastoral Support**

To better enable our Pastor to get to know you and to offer any guidance that might be needed, two counseling sessions are to be scheduled. The first session will be a general introduction that will include getting to know you, answering any up-front questions that you might have and to make any suggestions to prepare you for the second consultation. Couples will be given two questionnaires to be completed and returned at the second session.

The second session will focus on personality attributes about you and your fiancée and require you both to take a “closer” look into who you are as an individual and a couple. Conflict management, handling of monies as well as other items will be discussed. This session will also “re-cap” any open questions that have arisen from your sessions, to walk you through the meaning of your marriage and to discuss how the service will flow and any last minute arrangements to be made.

The night before your wedding will include a rehearsal to be conducted on the premises of your wedding service. Each couple will work with the Pastor to plan an agreeable time so that all may attend. The entire wedding party and parents are to attend.

### **Musical Support**

Our church has a qualified musician on staff that is able to assist you in any of your musical needs. Rehearsal times, musical selections, and singer options are to be arranged in advance, so we are able to successfully meet your expectations.

### **Bride's Work Sheet (Sanctuary Weddings)**

#### **Church Décor**

The Sacred Appointments on the altar table cannot be removed or replaced. You may decorate the chair ends. Adhesive tape is not allowed. No candles are to be lit except in the candelabra on the altar stage area. Choir chairs, piano, drums, etc. may not be removed. Wall banners may be taken down if you like, - please let the coordinator know.

#### **Flowers**

Your florist/designer may arrive no earlier than two hours before the wedding. You may decorate chairs, etc. rehearsal night if there is nothing taking place in the sanctuary the morning of your wedding – please check with the coordinator, The wedding coordinator will be happy to pin all boutonniere and corsages. *Please have the florist designate which flower goes to which person.*

#### **Photographer/Videographer**

NO flash photography is allowed during the ceremony, but you may have photos taken with flash both during the processional and recessional. Most professionals can shoot photos during the ceremony without flash. Photographers can also “recreate” desired poses for pictures after the ceremony. It is a very good idea to have you video person present at the rehearsal to locate outlets and check lighting.

#### **Pre-Ceremony Dressing**

The coordinator will determine the room where the Bride's wedding party will dress. Please let the coordinator know who else is allowed in the room with you (mothers, aunts, grandmothers, and friends). If you wedding party is large, you won't want too many extra people around. This makes it difficult for you to take your time and for the photographer to get his shots in a calm and peaceful atmosphere. Gentlemen dress or congregate in a room also designated by the coordinator. The Pastor will join the groom and others just prior to the ceremony and they will enter the Sanctuary from their dressing area.

#### **Music**

Only a church representative may play the synthesizer or organ. The piano may be used by non-church personnel. The sound tech can play any of your favorite CD's and tapes for pre-ceremony music before the pianist begins, and for special music during your ceremony if you have someone singing to trax rather than accompaniments. It is important to have all soloists and special readers come to rehearsal to do a sound check.

#### **Special Music**

Please discuss any music with the coordinator. Generally, you will not need to speak directly with the church music representative unless you have an unusual request. If you are using any CD's or tapes, please bring them to rehearsal for the sound tech. If you want other than traditional wedding music played, you will need to provide the sheet music.

***Questionnaire To Be Completed by Bride and Returned to Wedding Coordinator***

**Guest book**

Do you plan to have a guest book at the ceremony? \_\_\_\_\_

Who is sitting at your guest book? \_\_\_\_\_

Are you having a printed program? \_\_\_\_\_

Do you plan to have your programs sitting next to the guest book? \_\_\_\_\_

Or do you want ushers to hand out your programs? \_\_\_\_\_

Speak with the Pastor to get the wording for your ceremony order.

Please arrange for someone to carry the guest book to your reception!

**Corsages/Boutonniere**

List all ladies/girls who will receive a corsage \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List all guys who will receive a boutonniere \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The Flower girl may NOT throw live flower petals, but she may use silk or dried pieces.

***Are you using a kneeler?*** Discuss with Pastor \_\_\_\_\_

***Are you serving communion?*** \_\_\_\_\_

(You must speak with the coordinator about preparation of the elements).

**Unity Candle and 2 Family Candles**

You will need to provide a holder for the three candles. It will stand next to the altar table. If you choose to place your candles on the altar table, you must also provide holders for the candles.

**Candelabrum**

At this time the bride will need to provide the candleabra and candles.

**Grandparents**

Let the coordinator know how many grandparents to expect on both the bride and groom's side.

**Blended Families**

If there are stepparents in your family, please discuss the seating arrangement with the coordinator.

**Mothers**

Are the bride and groom's mothers (or representatives) lighting the family candles? \_\_\_\_\_

Is there any special music to be played or sung for the mother's seating? \_\_\_\_\_

\_\_\_\_\_

*Wedding Participants*

Bride's Father

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Bride's Mother

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Groom's Mother

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Others to be seated

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Flower Girl

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Ring Bearer

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Maid of Honor

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Attendants

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Organist

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Soloist

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Sound

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Florist

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Photographer

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Video

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Other Pastors

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Best Man

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Groomsmen

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Ushers

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Notes

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Pastor in Charge: *The Reverend Cameron Lashbrook, LakeSide Fellowship UMC*

Wedding Coordinator: *Jennifer Burr*

*Wedding Information*

Wedding Date: \_\_\_\_\_ Wedding Time: \_\_\_\_\_  
Rehearsal Date: \_\_\_\_\_ Rehearsal Time: \_\_\_\_\_  
Consultation Date: \_\_\_\_\_ Consultation Time: \_\_\_\_\_

<b>Groom: (as stated in ceremony)</b>	<b>Bride: (as stated in ceremony)</b>
Name: _____	Name: _____
Address: _____ _____	Address: _____ _____
Primary Phone: _____	Primary Phone: _____
Secondary Phone: _____	Secondary Phone: _____

Please indicate relationship of Bride (B) and Groom (G) to LakeSide Fellowship for the six months prior to the wedding date (Circle One)

Member: B G    Family of Member    B G    Regular Visitor: B G    Not Related:    B G

Location of Wedding: _____ _____	Location of Reception: _____ _____
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Rehearsal Dinner Location: _____ _____	Reception Catered By: _____ _____
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Accessories Provided by Wedding Party	18 (12") Tapered, Drip less Candles
Kneeler _____	(66') Aisle Cloth or "Runner" _____
Candelabra _____	Unity Candle _____

I understand that a \$200.00 deposit may be required to reserve the facility and is non-refundable. It will be applied to the charges. I agree to be responsible to provide repairs or restoration of church property due to any damage caused by my use of the facilities.

\_\_\_\_\_  
Signature \_\_\_\_\_  
Date

.....  
Office Use Only

Date Received: _____	By: _____	Total Fees: _____
\$200.00 Deposit _____	By: _____	Deposit: _____
Date Balance Due _____		Balance: _____