



St. Luke's United Church of Christ

329 Walnut Street, Jeffersonville, IN 47130

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www.stlukes.cc

Congratulations on your engagement! Thank you for considering St. Luke's United Church of Christ as a place for your upcoming wedding. The Service of Marriage is among the most sacred worship events in the church, and we want your wedding to be a beautiful and holy experience for you, your family and guests.

General Information

1. Please contact the church office to schedule the date and time for the wedding and rehearsal. Since we host a free community meal (Loaves & Fishes) every Saturday, we cannot schedule Saturday weddings earlier than 3:00 p.m.
2. The Pastor of St. Luke's typically officiates at all weddings held in our sanctuary, but the pastor will consider co-officiating with a clergy person from outside St. Luke's. We are open to interfaith wedding services, as long as the wedding remains an experience of holy worship. There are many possibilities, and the Pastor will work with you to develop a wedding service that has meaning for you and remains consistent with a worshipful experience.
3. The Music Director of St. Luke's will work to coordinate any music for your service and can play piano or organ for the ceremony. Whether you desire piano, organ, instrumentalists or recorded music, the Music Director will meet with you to plan what is required and provide recommendations, as needed, for musicians.
4. A Wedding Liaison from St. Luke's will work to coordinate the details of your wedding ceremony as it relates to St. Luke's. He or she will assist the pastor with the rehearsal and wedding ceremony, and be available to you on the day of the wedding to handle any building-related concerns.
5. Photographers and videographers are welcome, but they are required to remain stationary, unobtrusive and refrain from using artificial light during the ceremony. An exception is made for the processional, recessional and the kiss.
6. All couples are required to participate in wedding preparation or pre-marital counseling. St. Luke's Pastor will meet with you three times for counseling and wedding preparation, or you may work with an outside counselor for pre-marital counseling.

Facilities Information

1. The church facility may also be used for the reception and/or rehearsal dinner. Professional caterers are requested to contact the Wedding Liaison at least six weeks prior to the wedding. If you wish to use the church's kitchen to prepare and serve food, special arrangements must be made at least two months in advance, and everyone must be trained on equipment and basic food safety. The church kitchen and fellowship hall are not available from 8:00 a.m. to 2:00 p.m. on Saturdays due to our free community meal, Loaves & Fishes.
2. Decorations may be used, but they must not mar tables, chairs, pews, or floor. No nails, tacks or glue may be used. All decorations must be removed immediately following the event. If damage occurs from decorations, you will be responsible for the cost of repairs.
3. Flower petals may be strewn in the aisle in preparation for the processional, and birdseed and bubble-blowing are permitted outside on the front steps. Throwing rice, confetti, silly string or other items is not allowed on church property.
4. There are rooms available for the wedding party to dress at the church. The church will be available 1.5 hours before the wedding is scheduled to begin, for dressing and photography. If you need access to the building earlier, there will be an additional fee of \$25/hour to cover staff time.
5. Alcohol is prohibited, and the Pastor reserves the right to refuse to proceed with the ceremony if the participants are intoxicated.

Fees

There are two categories of fees for weddings at St. Luke's—those paid to the church for the use of the facilities, and those paid to church staff assisting with the wedding.

1. Church Facilities Fees

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| a. Use of church for wedding and rehearsal | \$400 |
| b. Use of kitchen and Watson Hall for catered rehearsal dinner | \$150 |
| c. Use of kitchen and Watson Hall for catered reception | \$250 |
| d. Use of kitchen and Watson Hall for full preparation and meal | \$400 |
| e. <i>The facilities fees are waived for members of St. Luke's, their children and grandchildren.</i> | |

However, we encourage you to consider a special gift to the church in honor of your wedding.

2. Staff

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| a. Custodial Fee for Wedding | \$125 |
| b. Custodial Fee for Rehearsal Dinner | \$100 |
| c. Custodial Fee for Reception | \$150 |
| d. Music Director | \$150 |

Includes planning meeting and pianist or organist for rehearsal and wedding.

If additional rehearsals are required, there is an additional cost of \$50 per session.

If there is no need for a pianist or organist, there is only a \$50 fee for the planning meeting to coordinate with the guest musicians.

- e. Wedding Liaison \$150
Includes planning meeting, rehearsal and wedding ceremony.
- f. Pastor \$300
Includes three counseling/planning sessions, preparation, rehearsal and wedding.
Fee is \$200 if pre-marital counseling is done by an outside source.

3. Payment of Fees

- a. Fees for the use of church facilities are payable to St. Luke's United Church of Christ. A 50% deposit for facilities fees is needed at the time the wedding is scheduled. This fee is refundable if the wedding is cancelled at least two months in advance. The remainder of facilities fees will be due prior to the rehearsal.
- b. Fees due to church staff should be paid directly to those individuals at or prior to the rehearsal.