

Wedding Booklet



St. Luke Union Church

Presbyterian Church (USA) - United Church of Christ
2101 East Washington St.
Bloomington, IL 61701

Phone: 309-663-7437
Fax: 309-663-8442
Email: mail@stlukeunion.org
www.stlukeunion.org

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If the Pastor is to be included in the rehearsal dinner and/or the reception, the Pastor should receive a written invitation, as sent to other guests. The Pastor has many responsibilities, so he/she may have conflicts at that time which could preclude his/her attending.

The marriage license should be given to the Pastor or the wedding coordinator a week before the wedding. Fees not already received are due at the time of the rehearsal.

MINISTER AND PRE-WEDDING ARRANGEMENTS

The Pastor presides at all weddings. At the request of the bride and groom and at the discretion and invitation of the Pastor, another minister may be asked to share in the service. The Pastor will first approve the ceremony for all non-member weddings.

WEDDING COORDINATOR

Wedding and reception dates, times and places should be arranged through the Wedding Coordinator. The Wedding Coordinator will confirm the date and the availability of the church/Pastor. She will make the proper reservation on the church calendar. The Wedding Coordinator will be the contact person for all further arrangements. The Pastor arranges pre-marriage counseling and should be contacted shortly after the initial meeting with the Wedding Coordinator. Only one non-member wedding will be scheduled per month at the discretion of the Wedding Coordinator and the Pastor.

MUSIC

The church organist will be contacted first to provide the music. If the church organist cannot play on the chosen date, a list of approved organists will be provided. The music should be suitable to the sacred nature of the wedding ceremony. Reverence and appropriate discretion will be the principal guidelines. Other musicians are available and can be arranged by talking to the church organist. The Pastor will make final approval of all music. CD music is not recommended. The bride and groom are responsible for contacting the church organist after the first meeting with the coordinator.

USE OF WORSHIP FACILITIES

Because we want to help make your wedding lovely and meaningful, the guidelines listed below have been established to help assure and preserve the beauty, dignity and atmosphere of reverence that should surround the wedding worship service.

The sanctuary (capacity 200) is available for weddings and rehearsals and picture taking. Picture taking during the actual ceremony is not allowed. Video use needs to be cleared with the Pastor. The Fellowship Room (capacity 180) is available for receptions, picture taking and rehearsals. The lower level may be used for the bride and attendants to dress. The groom and attendants may use the conference room to dress.

A CD of the ceremony can be made upon request.

Birdseed, rice or confetti are not allowed to be thrown.

The Wedding Coordinator will advise you on the arrangement or removal of furniture.

Smoking is not allowed in the building or in front of the church building. Alcoholic beverages are not permitted on the premises or in the church parking lot. The use of alcohol the day of the ceremony could be cause for cancellation of the ceremony.

Arrangement to have wedding dresses, flowers, etc. delivered to the church should be made with the coordinator. The church is not responsible for the safety of these items or valuables delivered to the church.

FLOWERS, ACCESSORIES, DECORATIONS

A beautiful sanctuary does not require lavish decorations. Accessories available include table candelabra and kneeling bench. Candles for the candelabra are also available. The unity candles will be the responsibility of the bridal party. Candles may be placed on the Lord's Table, but not in the recesses behind the Lord's Table. Bows may be placed on the pews; however, no tacks, duck tape, pins or nails are allowed.

If the flowers are to remain for the Sunday Service, they may be left in the sanctuary. The coordinator should be notified.

All decorations (except as noted above) are to be removed before the Sunday morning service.

REHEARSALS AND RECEPTIONS

Arrangements for the rehearsal are made by the bride and the groom with the Wedding Coordinator at a time convenient to all. Rehearsals should begin on time and end at a specific time. Who should attend the rehearsal is at the discretion of the bride and groom and the Pastor.

The Fellowship Room is available for the reception. All receptions in the church are served by the Women's Fellowship. The family provides all food and decorations (unless otherwise arranged). Tables, chairs, glassware, dishes, punch bowl, silver service, tablecloths, etc. are also available. The Women's Fellowship will also serve cold buffet or sandwich receptions. Catered meals (catered by the family or outside firm) will be served by the Women's Fellowship.