

Wedding Information Booklet



ST MATTHEWS
BAPTIST CHURCH

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FOREWARD

Your wedding is a sacred occasion and is a community act of the church. It is a Christian Celebration, which gathers family and friends to give thanks to God for the love, which brings you together, to witness vows, and to ask God's blessing on your life.

As part of its' community ministry, St. Matthews Baptist Church has a responsibility to insure the ceremony is enacted with reverence and honor, in harmony with the intent of God who consecrates marriage and principles of Christian Worship.

This handbook is offered to assist in your planning and preparation.

SCHEDULING

To reserve your wedding on the church calendar, the Information for Wedding Planning form must be completed and returned to the church office with a non-refundable check of \$50.00. Your request will be presented to the church staff for approval, and then it will be placed on the church calendar. The dates you have requested are not firm until they have been approved by the appropriate staff members. Any "out of the ordinary" building requests must be approved by the aforementioned as well as the Chair of the Building and Grounds Committee.

Once the dates and times of the rehearsal and wedding have been placed on the church calendar, they can only be changed with the approval of the church office and the officiating minister.

The scheduling of weddings during Easter, Thanksgiving, and Christmas weekends are discouraged. The week between Christmas and New Years is also discouraged as the building will be closed for the holiday.

The scheduling of wedding receptions in the Fellowship Hall is discouraged during the month of December.

Weddings scheduled at 4:00 pm or later will be subject to higher custodial rates.

MINISTERS

Upon approval of the request form, you should schedule an appointment with one of the church's ordained ministers of your choice as soon as possible. If an outside minister is selected, approval is required from St. Matthews Baptist Church to validate licensing and bonding qualifications.

The following St. Matthews Baptist Church minister is available to perform wedding ceremonies and can be contacted through the church office at (502) 896-8882:

Dr. Greg Barr, Pastor

Additional ministers can be recommended upon request.

PRE-MARITAL COUNSELING

Pre-marital counseling is considered a pre-requisite to marriage and an essential factor in the establishment of a Christian home. Therefore, it is necessary that the minister of your choice be contacted at least 90 days prior to the wedding date to allow adequate time for counseling. A small fee is generally charged to cover the cost of counseling materials.

Proof of completion will need to be submitted to the church office upon the completion of Pre-marital counseling.

FACILITIES

Wedding ceremonies are permissible in the following areas of St. Matthews Baptist Church: Sanctuary, Chapel, Parlor, Atrium, Foyer, Fellowship Hall, Courtyard and the Pastor's study. Post-ceremony receptions are allowed in the Parlor, Foyer, Courtyard or Fellowship Hall. Building usage fees will be waived for church members.

FEES

The St. Matthews' Baptist Church fees involved in a wedding are:

Facility Rental
Wedding Liaison
Custodial
Tech Team
Projector Usage
Table & Chair Rental for Reception

Minister: Wedding officiating is considered a ministry of St. Matthews Baptist Church. Consequently, there is no set fee for the services of the minister. Wedding etiquette dictates that an honorarium should be paid directly to the officiating minister.

Wedding Liaison: As a service to you, we provide a Wedding Liaison to help guide you through your wedding planning and to make your special day enjoyable and less stressful. The Wedding Liaison is not a Wedding Planner. They represent the church and this is a mandatory fee. The fee for this service is \$150.00 for the ceremony and \$150.00 for the reception. Services provided by the Wedding Liaison are:

- Meet with the Bride and Groom to tour the facilities, explain paperwork and assist with completing paperwork in wedding packet.
- Be available to take phone calls or emails throughout your wedding planning
- Share inventory of the wedding decorations the church has available.
- Prepare rehearsal worksheet for rehearsal and assist the officiating minister at the rehearsal.
- Be present the day of the wedding to assist with vendors. If needed, will direct the wedding ceremony & oversee the reception, or assist your Wedding Planner.
- Help the family clean up after the ceremony and/or reception.

Custodian: The minimum custodial fee for the rehearsal and wedding is \$150.00. The custodial fees for a late afternoon/evening Saturday wedding will be charged at time and half. Should you

decide to have your reception at St. Matthews Baptist Church as well, it is a certainty that additional hours by the custodial staff will be required. The minimum fee of \$150.00 (or \$225.00 if after hours) is due two weeks prior to your wedding and should be made payable to St. Matthews Baptist Church. Any additional custodial charges will be billed following the event.

Media: The church office will schedule a member of the church tech team to provide service for 1 ½ hours at the wedding. Many brides also choose to have the sound technician present at the rehearsal. There is an added fee for this, but it helps things run more smoothly during the ceremony. The sound fee is \$100 for the ceremony and an additional \$100 if you choose to have sound at the rehearsal. The fee is due two weeks prior to the wedding and can be made payable to St. Matthews Baptist Church. If for any reason you should need more than 1 ½ hours of time, an additional \$35 per hour will be billed separately. There is an additional fee for use of any overhead projector.

Additional Sound and Lighting Information: This is an exciting time in your life and the Tech Team at St. Matthews Baptist Church would like to insure that it is a pleasant and easy experience. The more information you can provide about your wedding, the better we can meet your needs. A Sound and Lighting Form is provided and should be returned as soon as possible.

- **Sound:** For a customary wedding at St. Matthews Baptist Church, the Officiating Minister is provided with a wireless lapel microphone. We also provide microphones for soloists, instrumentalists, and readers.
- **Lighting:** Needs vary according to the time of day and the desires of the couple getting married. Every effort will be made to adequately meet your needs. The stage lighting is used only during the ceremony.
- **Video:** Video camera set-up is not permitted near the sound system as it interferes with the St. Matthews Baptist Church sound equipment. A wide range of wireless microphones are used, therefore the videographer must coordinate his microphones with the Tech Team. St. Matthews Baptist Church does not provide a sound feed to your videographer. Lighting will not be adjusted to accommodate the videographer without the approval of the bride and groom.
- **Photography:** Your still picture photographer should coordinate his/her equipment and plans with the Tech Team prior to the ceremony. The stage lighting will not be on before or after the ceremony for still photography.
- **Audio Taping:** The St. Matthews Baptist Church Tech Team will be happy to tape the audio of your ceremony. Please make these arrangements with the Tech Team prior to your wedding.
- **Scheduling:** It is advised that you arrange for your soloist or other musicians to rehearse prior to the arrival of the wedding party. The Tech Team provides 1 ½ hours of service on your wedding day which includes set-up, ceremony, and tear-down time.

Any additional Sound and Lighting questions can be directed to Steve Kirkland, St. Matthews Baptist Church Technical Director, at 836-3151.

MUSIC

In considering musical selections for your wedding, please remember the ceremony is a sacred occasion of worship and celebration. The St. Matthews Baptist Church Minister of Music and Worship Arts, Tim Galyon, can be contacted by calling the church office at 502-896-8882. An appointment should be made to discuss your music selections as early as possible in your planning.

Organist/Pianist: You may request the services of one of the St. Matthews' keyboardist. The negotiation of the fee for this service is your responsibility. If you desire another organist, the approval of the St. Matthews Baptist Church Minister of Music and Worship Arts is required due to the complex nature of our organ. There is grand piano available for use in the Sanctuary.

Soloist: A soloist should set rehearsal times with the organist. If an outside soloist or an organist are chosen, rehearsal times must be approved by the St. Matthews Baptist Church Minister of Music and Worship Arts.

The St. Matthews Minister of Music and Worship Arts must approve any other music arrangements made (e.g. Instrumentalists, chamber ensemble, recordings, etc.). It is strongly suggested that recorded music not be used for the processional.

PHOTOGRAPHY

The photographer should make an appointment to see the facility prior to the wedding date. This will allow the photographer to familiarize him or herself with our facility.

Flash photography is not allowed during the ceremony, with the exception of the bride entering and the wedding couple exiting. A time exposure of the ceremony may be taken unobtrusively. No one should ever run down after the bride and get in the way of guest view. A good photographer is invisible.

Videotaping is allowed from the balcony only. No more than two video cameras are suggested.

Guests are discouraged from taking flash photos or video footage during the ceremony.

DECORATIONS

The Facility Rental Coordinator or Wedding Liaison must approve the use of decorations, the moving of furniture, the attachment of materials to walls, and the assembly of temporary structures. The church has a limited number of lamps, candles and vases available for use.

Drip-less candles are required and plastic must be placed under all candelabras. You will be responsible for any wax clean-up after your wedding. (Note: The airflow in the Sanctuary is notorious for causing considerable candle dripping). Another option is to use the metal encased candles with the spring loaded tapers. These do not drip at all. They can be rented from most florists. St. Matthews Baptist Church has two candle lighters that extend 36 inches. There is no charge for using the lighters but they must be reserved through the Facility Rental Coordinator.

All decorations, flowers, candles, etc. must be removed immediately after the event unless otherwise arranged with the Facility Rental Coordinator or Wedding Liaison.

The florist and rental supplier should notify the Facility Rental Coordinator or Wedding Liaison of delivery and pick-up times.

The aisle in the Sanctuary is approximately 75 feet long. You will want to select your aisle runner accordingly if you choose to have one.

CATERING

The church kitchen is available for your rehearsal dinner and reception. The caterer of your choice should make an appointment with the Facility Rental Coordinator as soon as possible to discuss usage requirements and fees. A business license and proof of insurance must be on file with the church office two weeks prior to the wedding date.

There is an additional custodial fee for kitchen clean up.

DRESSING ROOMS

The bride and her attendants may use the private dressing room located on the South side of the Sanctuary. The groom and his attendants may use the Choir Suite below the Sanctuary. If the wedding is in the Chapel, the Wedding Liaison will direct the wedding party to appropriate dressing areas.

The church is not responsible for lost or stolen items. All unattended rooms should be kept locked.

NURSERY FACILITIES

Use of the nursery area is arranged through, and at the discretion of, the St. Matthews Baptist Church Minister to Preschoolers. Arrangements should be made as soon as possible.

GENERAL POLICIES

- No alcoholic beverages are allowed on the church property
- Smoking is prohibited in all areas of the church
- Rice, birdseed and confetti are prohibited both inside and outside the church facility
- Use of any portion of the property shall conform to city fire and safety ordinances.

*Weddings that start at 4:00 pm or later on Saturday will be billed at time and half.