

**FROM THE PASTOR:**

A wedding is a most enjoyable and exciting event in any church's life. Much work and planning are necessary to make your wedding everything you want it to be.

Enclosed is information outlining those things which, hopefully, you will find helpful in planning, organizing and celebrating your union.

After reading this brochure, please complete pages 7 and 8 and return to me as soon as possible.

Sincerely,

Rev. Dr. Jimmy Watson  
Senior Minister

**GOOD NEIGHBOR POLICY**

***WELCOME: TO ALL WHO USE THESE BUILDINGS AND FACILITIES.***

1. Key holders should not have their key duplicated. If additional keys are necessary, the church office should be contacted.
2. Before leaving, the key holder will please make certain:
  - \* **Wastebaskets are emptied**
  - \* **Soft drink containers are disposed of properly**
  - \* **Washrooms and kitchen are clean and orderly**
  - \* **Furniture is properly arranged**
  - \* **Doors and windows are locked**
  - \* **Outside areas (lawn, walks, parking lot) are free of debris**
  - \* **Make every effort to see that good fire safety practices are observed by all**
  - \* **Promptly report anything out-of-order to the church office**
3. A copy of this **Policy** is to be given to all who use the church building and facilities.

St. Andrew Church is very fortunate in having facilities which can be of service to so many different groups. With a minimum of effort on the part of all who use these facilities, the possibility of inconvenience to others can be completely avoided.

**THANKS FOR BEING A GOOD NEIGHBOR!**

This is an important way of showing your concern for other persons.

Church Council, 2003

**ST. ANDREW UNITED CHURCH OF CHRIST  
2608 BROWNS LANE  
LOUISVILLE, KENTUCKY 40220**

***Telephone: (502) 452-1777***

***Fax: (502) 452-6406***

Date: \_\_\_\_\_

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

Address: \_\_\_\_\_

\_\_\_\_\_

This is to confirm your reservation for use of:

\_\_\_\_\_

(room or rooms) in the St. Andrew Building.

Date: \_\_\_\_\_

Time: \_\_\_\_\_

for \_\_\_\_\_

Signed: \_\_\_\_\_



**WEDDING INFORMATION**

Date of Wedding \_\_\_\_\_ Time \_\_\_\_\_

Date of Rehearsal \_\_\_\_\_ Time \_\_\_\_\_

Bride's Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_

Groom's Name \_\_\_\_\_

Phone \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_

Minister's Name \_\_\_\_\_

Phone \_\_\_\_\_

Photographer's Name \_\_\_\_\_

Phone \_\_\_\_\_

Florist's Name \_\_\_\_\_

Phone \_\_\_\_\_

Caterer's Name \_\_\_\_\_

Phone \_\_\_\_\_

Conference Dates:

1. \_\_\_\_\_ Time \_\_\_\_\_

2. \_\_\_\_\_ Time \_\_\_\_\_

3. \_\_\_\_\_ Time \_\_\_\_\_

4. \_\_\_\_\_ Time \_\_\_\_\_

If the couple desires to be married within the regular Sunday service of the congregation, the Order for Marriage may be celebrated following the sermon.

If a couple requests Holy Communion on the occasion of their wedding, a Service of Word and Sacrament may be used as indicated in this order. The one presiding needs to use informed judgment as to circumstances in which Holy Communion can be celebrated meaningfully and with theological and biblical integrity. The religious affiliations of those to be assembled for the wedding will affect the decision.

All present may more easily participate in the service if a copy of the order is available to them in a bulletin.

It is the responsibility of the one presiding at the marriage to understand and conform to the marriage laws in the place where the ceremony is to be held.

--Adapted from "Order of Marriage"  
Book of Worship, p. 321  
United Church of Christ

**POLICY**

1. Any couple who wishes to be married at St. Andrew United Church of Christ must first meet with the pastor to explore the expectations of the marriage ceremony and the use of the facilities.

2. The facilities of St. Andrew United Church of Christ may be used by members or non-members for a wedding ceremony and activities related thereto. For the purposes of this document, sons or daughters, whether natural, step or adopted, of a member will be considered members. To avoid conflict, reservations and arrangements should be made as far in advance as possible with the pastor or an appropriate member of the church staff.

Equipment available consists of:

- Two (2) flower vases with wrought iron stands
- Two (2) wrought iron 7-candle candelabras
- Wrought iron pew-end candle holders
- Two (2) candle lighters
- Kneeling bench
- Unity candle holder

Candles (only drip-less) are to be furnished by the wedding party with the exception of those in the six holders on the chancel behind the altar table. Candelabras and pew-end candle holders use 7/8" base candles. Use of candle burners and plastic floor protectors on the chancel is desirable and they are available in the church building. Aisle runner is not provided by St. Andrew Church. Items which cannot be removed from altar area are designated by attached drawing.

3. Adherence to the following procedures is requested to insure that church policy is respected:

- a. Alcoholic beverage will not be permitted on church property.
- b. Smoking is not permitted in the building. We have a smoke free facility.
- c. Rice throwing is permitted outside of building only. Birdseed is recommended in place of rice.
- d. Flash pictures of any kind are not permitted during the wedding ceremony. Flash pictures may be taken *before* and *after* the wedding ceremony and during the processional or recessional. Non-flash pictures may be taken at any time.

4. Facilities preparation, as well as admission to church building for delivery of flowers, reception materials, etc., must be arranged with the wedding director. Arrangements can be made for the rental of a key for \$20.00 cash, with a refund when key is returned.

5. If the services of the pastor are desired, such arrangements must be made with the pastor personally. If the services of the pastor are not desired, the Wedding Director's services must be used.

6. The St. Andrew Church Minister of Music may be requested to provide music at weddings, requiring organ music held within the church, or the services of other organists may be used. If the pipe organ is used by a guest organist, then the church's Minister of Music must be consulted by that person before playing the church's organ.

7. The renter shall be responsible for any damages to property and/or furnishings.

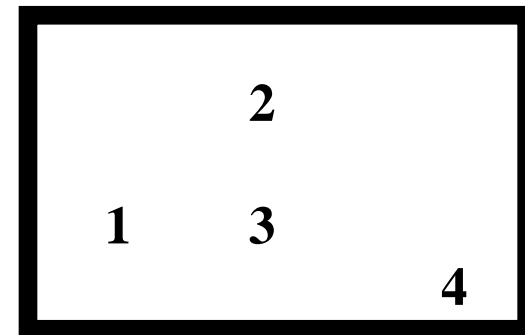
8. The wedding fee schedule is found at the back of this manual. It is the policy of this church that members not be charged wedding fees. Sons or daughters of members, whether natural, step, or adopted, will be considered members of the church as far as this policy is concerned.

Non-members shall make a **non-refundable** deposit of \$100.00 when arrangements are first made. This will be applied to the balance of the fee, which will be paid not later than two weeks prior to the rehearsal date. Individual checks will be written to all but the custodian, whose fee will be deposited to the church and forwarded by the church treasurer to the custodian for services provided.

9. Contracting party will be responsible to direct parking if required or to engage professional traffic handlers. Overflow parking is permitted in the adjoining school parking lot when school is not in session.

10. Schedule of rehearsal and ceremony shall not conflict with scheduled church events/use.

11. Procedures or requirements not covered by this document will be discussed with the pastor. In the event of conflicts, the pastor's discretion will be final.



(1) Cross; (2) Six (6) candlesticks; (3) Altar table, altar cross and altar cloth; (4) Pulpit

Also, any seasonal decorations (Christmas tree, lilies, etc.) shall remain in place.

Altar chairs, flower stands, font, altar Bible and flags may be removed, but must be replaced.