

Fourth Avenue United Methodist Church

318 West St. Catherine Street

Louisville, KY 40203

(502) 585-2176

www.fourthavenue.us

Revised July 2014

Wedding Date: _____

Bride: _____

Groom: _____

Thank you for your inquiry about weddings at Fourth Avenue United Methodist Church. Here are the basics of our policy concerning weddings:

- 1) You do not have to be a member of our church to have your wedding here.
- 2) Check with Ms. Amy Lee, our Church Office Manager, for an open date.
- 3) If you have someone you want to invite to be the officiating minister, that person does not have to be a United Methodist. However, the pastors of Fourth Avenue Church maintain the right to refuse any part of a ceremony they deem inappropriate for a Christian wedding. Guest clergy may participate with this understanding. You will also be responsible for ensuring any equipment clergy use, is as they found it (microphones, etc.).
- 4) If you and Pastor Edwards decide that he will officiate the wedding, there will be a minimum of four meetings with you, your fiancé, and the pastor. They will include premarital counseling and ceremony planning. We require these meetings because the church calls for its pastors to be confident that couples they marry affirm their relationship as a sacred covenant.
- 5) Several theological points about Christian weddings and sacred spaces must be understood.
 - The wedding ceremony is a worship service and needs to be treated as such.
 - The communion table, its cross and candlesticks, baptismal font, pulpit, and three large chairs behind the pulpit must remain in place.
 - Nothing is to be placed on the piano.
 - If candelabra or other candles are brought in, plastic covering must be placed underneath them. There will be a charge if we have to remove wax.
 - Alcoholic beverages are prohibited anywhere on Fourth Avenue Church property, including the parking lot.
 - And, there is no flash photography, or intrusive photography, allowed during the ceremony. Stationary videotaping is, however, allowed.

- 6) The fee schedule for **non-members** is as follows:

Refundable property damage, or loss, deposit	\$600.00
Rental of the sanctuary	600.00
Rental of the chapel	300.00
Custodian services	150.00*
Sound tech services	100.00

*The \$150.00 Custodian fee covers up to 2 hours for the rehearsal and 5 hours before the wedding. If more hours are needed, prior permission needs to be given by the Custodian with a charge of \$10.00 an hour to be paid to her.

Fees for optional services:

Rental of the parlor	300.00
Rental of the Fellowship Hall	200.00
Organist	100.00
Services of the pastor(s)	300.00

- 7) The fee schedule for **members** is as follows: (Members are persons who have officially joined Fourth Avenue and have been active participants for a minimum of six months before this contract is negotiated. Active members are those who are in attendance for worship an average of three Sundays a month.)

Refundable property damage, or loss, deposit	\$No Charge
Rental of the sanctuary	No Charge
Rental of the chapel	No Charge
Custodian services	150.00
Sound tech services	100.00

Fees for optional services:

Rental of the parlor	100.00
Rental of the Fellowship Hall	100.00
Organist	100.00
Services of the pastor(s)	No Charge

- 8) The deposit is paid at the time the agreement is made. ***Please note the date is not reserved until the deposit is received.*** All remaining are paid at the time of the rehearsal. Some further explanation about fees:

- A refundable damage or loss deposit is required of all wedding parties. The custodian, in consultation with the trustees clears this after they are satisfied that no damage was done or that needed repairs and cleaning have been completed and the cost deducted from the deposit. The persons being married are responsible for the full costs of any needed repairs or cleaning in excess of the amount of the deposit. The deposit may also be kept if a wedding is cancelled within two months of the scheduled wedding date.
- If you do not use the parlor, for picture taking for example, then you are not renting that room and there is no fee. Dressing areas for the wedding party are provided free of charge.
- If another minister is participating in the ceremony, any fee or honorarium is between you and him/her and is paid directly to that person.

- If you will be inviting musicians, the process is the same as above. If you would like to use our organ, you must work with our organist. You may make her check out to Martha Stewart. It is due at the time of the rehearsal.
- If you bring in an outside wedding coordinator, please remind him or her that the final authority is the pastor of this church.
- The sound tech fee is mandatory if the P.A. system is utilized. You may choose not to use our sound system, however, that is not advised. The fee is due at the time of the rehearsal, and goes to the person running the soundboard. The wedding couple may receive an audio copy of their wedding ceremony if requested.
- The custodian's fee is mandatory. You may make this check out to Tammy Wall. It is also due at the time of the rehearsal.

I hope this information is helpful to you. Please call if you have questions (502-585-2176).

Congratulations and all the best,

Kaury Edwards, Lead Pastor

We have read and agree to the stipulations in this document

_____ Bride	_____ _____ Address _____ Phone Number
_____ Groom	_____ _____ Address _____ Phone Number
_____ Representative of Fourth Avenue UMC	
_____ Today's Date	_____ Name on Deposit Check
_____ Wedding Date	_____ Check Number and Amount