

Weddings
and
Receptions

Beargrass Christian Church
4100 Shelbyville Road
Louisville, Kentucky 40207
(502) 896-1161
www.beargrass.org

Greetings and Congratulations!

Beargrass Christian Church rejoices with you as you anticipate and plan your wedding day. Becoming united in marriage is one of the deepest spiritual and sacred experiences you will ever have. You are cordially invited to utilize our facilities and services in accordance with the policies and procedures in place.

Ministers and Scheduling the Wedding

- √ The wedding date must be scheduled through the church office. To schedule your wedding, contact Sandy Sundheimer at 896-1161, ext. 105. You need to tell us the date and time of your rehearsal and wedding, whether you will be using the Sanctuary or the Chapel, and if you need Fellowship Hall, the Activities Building, or Chalice Hall for your reception.
- √ Weddings may be scheduled at 2:00 p.m., 4:00 p.m. or 7:00 p.m. on Saturdays to work around our worship schedule. Weddings may also be scheduled on Friday evenings. For weddings scheduled May through September, access to the church is not available until after noon. We have a Farmer's Market here in the morning and the parking lot is full.
- √ Weddings may not be scheduled for the following days:
Sundays, Holy Week, December 22-January 1
- √ You must submit the completed Wedding/Reception Reservation Form and payment of the wedding deposit when you make your arrangements. All other fees are due a week before the rehearsal.
- √ Weddings will be booked officially on the church calendar upon receipt of deposit and the completed and signed wedding agreement. Please refer to your agreement for the current fee schedule for member and non-member weddings.
- √ Plans for the wedding ceremony will be made with the officiating minister, who will direct the rehearsal with the assistance of persons who are mutually agreed upon between the minister and the wedding party. Guest ministers are welcome; however, a Beargrass Minister must always lead in the officiating of any wedding in the church. Guest ministers will be allowed to participate only with the approval of the officiating Beargrass minister.
- √ The bride and groom must schedule at least one pre-marital counseling conference with the officiating minister on matters related to marriage and Christian faith and planning the service.
- √ The sanctuary is primarily a place of worship. Therefore, the furnishings of the sanctuary, seasonal decorations, chancel furniture, and drumset are not to be removed for a wedding. The pulpit, lectern, and the communion table are not to be removed from the chancel.
- √ Beargrass Christian Church members are defined as the bride, the groom, and a parent or grandparent of either.

Church Organists

It is the wedding party's responsibility to make all music arrangements directly with the organist. The music will then be coordinated with the organist, wedding party, and the officiating minister. Our church organist plays for all weddings, if she is available. The church organist is Denise Whittington, 386-8010. Her fee is \$175 for the consultation, pre-wedding music, and wedding. The organist normally will not attend the wedding rehearsal unless requested, for which an additional fee will be charged. If extra time or music is involved the fee is \$50 per hour. Check with Denise if you have any questions.

Church Facilities

Smoking, alcohol, and illegal drugs are not permitted at any time in any part of the church. No rehearsal or wedding will be conducted when any member of the wedding party is under the influence of alcohol or other drugs.

Neither bird seed nor rice is permitted inside or outside the church building. It will be necessary for the church to make an additional charge if this policy is not followed.

Sanctuary Accommodations

Seating: 600

Pipe Organ

The center aisle has 22 pews (11 on each side).

The center aisle is 55 feet long.

Chapel Accommodations

Seating: 80

Rogers Organ

The center aisle has 12 pews (6 on each side).

Activities Building Reception

Seating: 250

Chalice Hall Reception

Seating: 200

Fellowship Hall Reception

Seating: 75

The License

The bride and groom have the responsibility of acquiring the marriage license. The marriage license may be applied for at the Jefferson County City Hall, 527 W. Jefferson Street, Room 100, Louisville, KY 40202. For more information check out www.countyclerk.jefferson.ky.us/vi/marriagelic.htm or call the Jefferson County Clerk at 574-5884. **Please bring your wedding license to the rehearsal.**

Rehearsals

All details of the ceremony must be discussed with the officiating minister prior to the rehearsal. The bride and groom will have filled out a Rehearsal Information Form prior to the time of the rehearsal. The information provided will be used by the minister in expediting and directing an orderly rehearsal. All participants should attend the rehearsal, including ushers and parents of the bride and groom. The rehearsal must begin promptly at the scheduled time and should last approximately one hour.

Dressing Rooms

Only limited food or beverages are permitted in the dressing areas. Please consult with Jenell or Sandy about allowable items.

Bride and Attendants will use the Agape classroom, room 202, a large classroom which can be locked. It is located near restrooms, and is convenient to both the Chapel and Sanctuary. Gowns may be delivered and hung in advance. The bride must make specific arrangements with the store regarding delivery charges, and have someone present to inspect the clothing before the custodian locks the room.

Groom and Attendants will use the robing room behind the Sanctuary for a Sanctuary wedding or room 114 in the Education Building for a Chapel wedding. Restrooms are near this location.

The church cannot be responsible for loss, damage, or theft of any personal items belonging to the wedding party. All such items must be removed from the church building following the wedding to permit the building to be restored to order.

Photography

Photographers and family members must be instructed by the bride and her family in advance of the wedding of the following procedures during the wedding service..

1. No flash pictures are permitted in the Sanctuary or Chapel.
2. Time exposures may be taken from the back of the sanctuary.
3. In no case should the photographer come down the aisle to take photographs.
4. Photographs of the processional and recessional may be taken from the rear doorway of the Sanctuary or Chapel.
5. There shall be no distracting noises connected with the photography.
6. Any part of the service may be re-enacted after the ceremony for the purpose of taking photographs.
7. Photographs also may be taken before the arrival of guests, if the couple desires.
8. It is the ushers' responsibility to inform any guests with cameras of the rules regarding photography.

Videography

Videotaping of the wedding ceremony generally should follow the same guidelines as those described for photography. The ministerial staff will be happy to provide information regarding appropriate camera placement.

Sound System

Only Beargrass-trained personnel will operate our sound system. They will be available at the rehearsal as well as the wedding. Compensation for the operator is included in the fee.

Florist

Candles: Only dripless candles may be used in the wedding. They are available from the church. Glass chimneys, furnished by the florist, must protect candles in the aisles and windows.

Candelabra: One pair of seven-candle, black wrought iron candelabra is available from the church.

Floral Arrangements: Matching silver urns (wine cooler types) on pedestals are available. They take a 6" paper mache' lining. The urns are not to be removed from the Sanctuary. The florist will furnish six (6) inch diameter liners for the urns for arrangements.

Florists Responsibilities:

1. Aisle Runners are **not** allowed.
2. Only silk flower petals may be thrown during the processional.
3. Decorations are not to damage floors, rugs, or furniture.
4. Sanctuary and gathering space seasonal decorations will not be removed for weddings.
5. No screws, nails, pins, tacks, or glue may be used to secure decorations.
6. There shall be no carpentry work in the building.
7. Call the church one week prior to the wedding to schedule time for decorating the church.
8. Decorations must be completed approximately 2 hours before the ceremony.
9. The florist is responsible for clearing all decorations from the building immediately after the wedding photos so the facilities may be restored to order.
10. If floral arrangements are to be left at the church, the bride should notify the church secretary at least one week prior to the wedding.
11. If two weddings are scheduled for the same day, consideration and cooperation from all parties involved is needed.

Reception

The bridal party/caterer is responsible for leaving the reception area as they found it when they arrived. They are also responsible for all decorations, tableware, table covers, dishes, serving ware, etc.

Custodian Responsibilities

The wedding custodian will be present during the rehearsal to discuss the lighting, sound, etc., and is responsible for all church properties used in connection with the ceremony.

The custodian will do the following:

1. For the wedding ceremony and rehearsal:
 - a. Open and lock facilities for rehearsal and wedding
 - b. Open and clean dressing rooms
 - c. Make candle lighters available for ushers
 - d. Obtain dripless candles for use
 - e. Oversee moving any furniture (communion table, chairs, etc.) as recommended by the officiating minister
 - f. Restore the Sanctuary or Chapel to normal order and arrangement
 - g. Clean restrooms and other areas used by the wedding participants and guests
 - h. Clean the portico as necessary

2. For the wedding reception:
 - a. Set up tables and chairs
 - b. Return room to order
 - c. Clean restrooms used by wedding participants and guests
 - d. Additional services requested: If the wedding party desires the custodian to perform any additional services, they must contact the church office and make arrangements at least one week in advance. Proper remuneration for the custodian will be paid through the church office. **Decorations are the responsibility of the bridal party/ caterer.**

Wedding Coordinator Responsibilities

The wedding coordinator plays an important role in working with the officiating minister, musicians, bride and groom, and their families. The coordinator will be present for the rehearsal and service to ensure that everything runs smoothly, especially the seating of the family members and processional, as well as to assist with questions and details about the use of the facilities and the wedding service.

Beargrass Christian Church appreciates your understanding and adherence to these policies. We are happy to help you plan your wedding and we pray that God's richest blessing will be with you and in the new home you are establishing.

Beargrass Christian Church Wedding Staff

The following persons are available to assist you in planning your wedding at Beargrass Christian Church.

Ministers Available to Officiate:

	Office #	Email
Dr. Leigh Bond	896-1161, ext. 104	leigh@beargrass.org
Rev. Julie Richardson Brown	896-1161, ext. 107	julie@beargrass.org
Dr. John Hull	896-1161, ext. 106	john@beargrass.org

Organist:

Denise Whittington 386-8010

Office Staff

Jenell Buckman	896-1161, ext. 102	jenell@beargrass.org
Sandy Sundheimer	896-1161, ext. 105	sandy@beargrass.org

Beargrass Christian Church (Disciples of Christ)

Wedding/Reception Form

The following information will be provided at the time wedding/reception arrangements are made.

Wedding Date _____ **Time:** _____ **Sanctuary** ___ **Chapel** ___ **Rehearsal Date:** _____ **Time:** _____

Bridal Party: **Number of Women:** _____ **Number of Men:** _____ **Flower girl(s):** _____ **Ringbearer(s):** _____

Bride (Full Name): _____

Address _____ **Email** _____

Telephone: **Home:** _____ **Work:** _____ **Beargrass Church Member** **Yes** ___ **No** ___

Groom (Full Name): _____

Address: _____

Telephone: **Home:** _____ **Work:** _____ **Beargrass Church Member** **Yes** ___ **No** ___

Bride and Groom's New Address: _____

Bride and Groom's New Telephone: (____) _____

Parents of Bride _____

Address: _____ **Telephone (____)** _____

Parents of Groom _____

Address _____ **Telephone (____)** _____

Officiating Minister: _____

Counseling arrangements must be made immediately with the officiating minister.

Church Organist: _____

Other Musicians: _____

Vocalist(s): _____

Florist: _____ **Telephone: (____)** _____

Will flowers be left for Sunday worship: **Yes** ___ **No** ___

Photographer: _____ **Telephone: (____)** _____

Videographer: _____ **Telephone: (____)** _____

Reception Site: _____ **Telephone: (____)** _____

Caterers: _____ **Telephone: (____)** _____

Candelabra 2 (7 branch wrought iron) **Yes** ___ **No** ___ **Bridal Party Dress at Church** **Yes** ___ **No** ___

Wedding Service Planning

The minister is in charge of the rehearsal. Please have the following information written down to give to the minister before the rehearsal.

1. Processional order of bridesmaids, groomsmen, flower girl, ringbearer

2. Who will light the candles and when?

3. Who will escort the grandparents and/or other family members?

4. Who will escort the mothers?

5. How many family pews should be reserved? _____

6. When will the soloist sing? _____

7. Will there be a receiving line? ___ Yes ___ No

8. Anything else we need to know? _____
