

St. Luke's UMC Wedding Policies

Policies for Photographers/Videographers

St. Luke's welcomes photography/videography provided it does not distract attention from worship. These policies are designed to support that goal. Photographers/Videographers are expected to cooperate with St. Luke's staff and Wedding Guild volunteers.

- Photography may begin two hours before the wedding service start time. All photography must be completed at least 30 minutes prior to the wedding service. The photographer may take pictures before the wedding in any available part of the building not in use by another program.
- Photography is not permitted in the Sanctuary/Chapel from ½ hour before the wedding start time through the conclusion of the Recessional. Photos may be made during the service from the balcony of the Sanctuary and from the Narthex of the Sanctuary/Chapel, providing there is no flash, noise or other distraction.
- The bridal party may return to the Sanctuary/Chapel after the wedding for photographs and are allotted up to an hour and half after the service start time.
- Standing on or placing camera equipment on the pews or furniture in the church is strictly prohibited. Standing on pew cushions or kneelers is prohibited. The kneelers may be moved to accommodate photography of large wedding parties.
- Photographers will be offered areas where their equipment may be stored for the duration of the wedding, but St. Luke's assumes no responsibility for securing any equipment.
- Photographers failing to abide by these rules will not be allowed to return to St. Luke's United Methodist Church and families scheduling weddings in the church will be so informed.

Questions about these guidelines should be addressed to Lauren Ruhl, St. Luke's Wedding Coordinator, at lruhl@stlukemethodist.org or 713-402-5027.

Videography Specific Guidelines

- Videotaping in the sanctuary during the service is permitted only from the balcony and only using available light. One un-attended video camera is allowed in a stationary position on the chancel behind the pulpit.
- Videotaping in the chapel is permitted only from the back right corner of the narthex (behind the glass wall), or from outside the doors, and only using available light. Cameras may not be placed in the chancel area.

Policies for Florists

St. Luke's encourages decorations that enhance the beauty of the church Sanctuary and Chapel. We wish to focus on the appeal of the church setting and avoid decorations that de-emphasize the symbols in the church or detract from the simple elegance that should characterize a wedding service.

Church furnishings may not be moved. Church seasonal decorations may not be moved. No decoration may be used which will hide the worship symbols in the chancel, such as the cross, the Bible, pulpit, or lectern. Tacks, pins, nails, and glue may not be used to fasten decorations to the furniture, furnishings, or building. Aisle cloths may not be used. Flower Girls may not drop petals.

- Floral installation should be scheduled for 2 hours before to the start time of the wedding so that all decorations, boutonnieres, and bouquets are in place for pre-wedding photography. Installation and cleanup must be completed no later than 1½ hour before the wedding is scheduled to begin. Florists are expected to clean up clippings and other debris from their preparations leaving the Sanctuary or Chapel clean and ready for the wedding service. Contact the Wedding Coordinator if other arrangements are necessary.
- Floral removal should be scheduled for immediately following the service and photography (approximately one and a half hours after the service start time). All flower arrangements, vases, candle stands, and other decorations used in the service should be removed and the Church property must be left in the condition in which it was found.
- Sanctuary altar floral arrangements - Two arrangements of fresh flowers and greenery may be prepared in J5 mache containers which will fit into the two brass urns (18 inches tall) that are displayed on the free-standing floor pedestals (36" tall) located on either side of the altar. The floral arrangements may be round or flat on the back.
- Chapel altar floral arrangement - A single floral arrangement of fresh flowers and greenery may be prepared in a J4 mache container which will fit in the brass urn (14 inches tall) that is placed on the small shelf behind the altar. It must fit between the candelabra and must not interfere with or present a fire-hazard. The arrangement must be flat on the back to fit on the shelf which is only 8" deep.
- Pew Markers - Pew bows with greenery or flowers may be used in either the Sanctuary or Chapel. The pew markers may be attached by ribbon to the pew ends. Pew decorations may not touch the floor or be so large as to interfere with the procession of

the wedding party down the center aisle. There are 25 rows in the sanctuary. There is a center aisle and there are 2 side aisles. There are 11 rows in the chapel. There is a center aisle and there are no side aisles.

- Candles - St. Luke's encourages the use of battery-operated candles or candles in hurricane shades or votive cups. The use of any candles or candelabra must be approved in advance. No candles may be placed in the aisles. The church provides unity candles, and candles for the church candelabras which are on the altar. The florist is responsible for furnishing any other candles to be used.
 - Candles and/or floral and greenery decorations may be placed in the six windowsills in the Chapel. The sills are 9½ inches deep.
 - Candelabra may be placed in the area between the communion rail and the chancel rail. The air conditioning vents in the chancel areas blow directly on the area where candelabra are to be placed which often causes the candles to blow out during the service, therefore they are discouraged. Adequate polyethylene or similar plastic material must be placed under the candelabra to protect the church floor. The florist is responsible for cleaning any wax from the floor or furniture and will be held responsible for any damage. The use of greenery or flowers to decorate the candelabra stands must not present a fire-hazard.

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It is the responsibility of the bride and the groom to ensure that any outside vendors to whom these policies apply be provided a copy of the relevant policies and that these policies are followed.