

CHECKLIST

- ◇ Check your date with the church office.
- ◇ Request and review wedding guidelines.
- ◇ Contact the officiating pastor.
- ◇ Confirm your date with the church office. A \$100.00 deposit is required to hold your date. This fee is refundable if the church office is notified of cancellation or postponement within two weeks of your wedding date. Payment of this deposit will be considered to be agreement with these guidelines. Please make your check payable to Burke UMC.
- ◇ The church office will schedule the wedding coordinator, and you will be given her contact number.
- ◇ Secure a valid wedding license. The license must come from the Circuit Court of the locality where either the bride or the groom has official residency. The license is valid for 60 days. You should leave your license with the church office no later than two days before the wedding.
- ◇ All fees should be paid one week before the wedding.
- ◇ If a rehearsal is planned, inform all those who will attend to be on time and appropriately dressed. You should plan on approximately 60 minutes for your rehearsal.
- ◇ Plan to use the assigned rooms on the day of the wedding. The coordinator will help you with additional rooms if necessary.
- ◇ Talk with the coordinator as to the time you would like the church to be opened on the day of the wedding. Normally, two-three hours before the wedding is adequate for florist and/or participants.
- ◇ Remove all personal property, including flowers and decorations, from the church after the wedding. All items left will be collected in the church office and held for two weeks.

CONTACT US

Senior Pastor	Rev. Dr. Larry Buxton
Associate Pastor	Rev. Morgan Guyton
Minister of Missions	Rev. Judy Fender
Administrative Director	Jan Williams
Organist	Linda Brese 703-992-8086
Church Office	703-250-6100
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BURKE UNITED METHODIST CHURCH

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Burke VA 22015
www.burkeumc.org



Wedding Guidelines

BURKE UNITED METHODIST CHURCH



CONGRATULATIONS

We want to be as helpful as possible in making your wedding a holy and joyous occasion. These guidelines are offered to assist you in planning and coordinating many of the details ahead. We wish you God's richest blessings at this special time.

It is your wedding, but not yours alone. Since marriage has been initiated by God and blessed by our Lord Jesus Christ, it is a religious act and not merely a legal one. You are inviting God to be a part of your life together as husband and wife. You will be honored by the presence of family and friends, but the primary focus is on God and God's blessing of your marriage.

RESERVING THE SANCTUARY

Reservations should be made in the church office through the Administrative Director and in coordination with the officiating pastor. Because of our Saturday evening worship service, Saturday weddings may be scheduled to begin at 2:00 pm or earlier. Reservations become final only with the consent of the Senior Pastor and the payment of appropriate fees. Premarital conversations are required.

YOUR WEDDING TEAM

Weddings at Burke require an officiating pastor (either a Burke UMC pastor or your own), a wedding coordinator and an organist. You are responsible for any other personnel involved (photographers, florists, chauffeurs, etc.).

WEDDING COORDINATOR

A wedding coordinator is a church member trained to direct and facilitate weddings. BUMC's administrative director will assign this person to you. The coordinator can assist the bride with information about the ceremony, customs, church policies, etc. Even if the bride chooses her personal wedding coordinator, the church's wedding coordinator will be present for hospitality and emergency situations.

ORGANIST & MUSICIANS

You may use the Burke UMC organist or your own musician(s). You should contact the musician(s) directly once your date has been confirmed. If someone other than the Burke UMC organist provides the music, that person must consult with the Burke UMC organist, who must approve all guest musicians. Music will be of the highest standard of religious music, in keeping with the standards and traditions of Christian faith. Some selections may be well suited for the service; others may be suggested for the reception.

PHOTOGRAPHERS & VIDEOGRAPHERS

Because your wedding is a service of worship, photographers and video technicians will be asked to respect the occasion by working under the direction of the officiating pastor.

Your photographer must consult with the wedding coordinator well before the ceremony and agree to abide by the policies of the church. Amateur photography during the ceremony is strongly discouraged. No flash pictures are allowed during the ceremony. Professional photographers may take time-exposure photographs when done unobtrusively and from behind the last row of attendees.

With the bride's consent, the bridal party and pastor may pose for flash pictures following the ceremony.

The use of video is permitted as directed by the officiating pastor.

FACILITY, FLOWERS & DECORATIONS

Decorations should be tasteful and non-damaging to the sanctuary or building. Tacks, pins, and various kinds of tape may cause damage; the wedding coordinator should be consulted about the placement and appropriateness of certain decorations.

Freestanding candelabra may be used if care is taken to protect the floor or furnishings. Flower petals that could stain the carpet are not permitted.

The length of the aisle is 48 feet. The sanctuary holds 500 people if every seat is used. Burke UMC is an alcohol-free and smoke-free facility.

If there are questions, the wedding coordinator or officiating pastor will be glad to advise you.

COSTS AND FEES

Burke UMC charges a comprehensive wedding fee as follows:

Non-members	\$1000
Members	\$ 750

This comprehensive fee covers all building expenses, supplies, fees and honoraria for all personnel.

A deposit of \$100 will be required to secure the church for the date you request. This will be applied to the total balance due.

Fees for photographers, florists and additional musicians or soloists are not included in the above.

If you wish to use the kitchen and social hall for a reception, there will be additional fees.

Fellowship Hall, Non-Members	\$300
Fellowship Hall, Members	No fee
Custodial Fee	\$100

(for members or non-members)

Please contact the church office if you wish to use these additional spaces.

Note: Burke UMC regularly surveys other similar churches to determine that fees are fair and just. Smaller weddings may be arranged at a reduced fee. Contact the pastor if you are interested in such options.