

## AUDIO/VISUAL NEEDS

As part of the wedding fee, our sound engineer will make sure that the sound needs are met during the service. If you would like the service livestreamed or recorded, there is an additional fee and you can work with the coordinator on the logistics of where the livestream will be viewed. The recording will be the livestream feed and is done from one camera we have in the back, so it is different than the work of a videographer.

## COSTS AND FEES

Burke UMC charges a comprehensive wedding fee of \$550.

- \$200/Organist
- \$200/Pastor
- \$100/Coordinator
- \$50/Sound Engineer

### Additional Fees:

- \$100/Church Soloist
- \$50/Livestream & Recording
- \$100/Kitchen & Social Hall

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. (Note: if the fees present a barrier for you, please consult a pastor.)

The fee for a pastor to perform a wedding off-site is \$250. There may be an additional charge if travel is required.



## CHECKLIST:

- Check date with church office.
- Request and review wedding guidelines.
- Pay \$100 fee to hold date. (Refundable if canceled or postponed within 2 weeks of wedding date.) Payment is agreement to wedding guidelines. Checks payable to Burke UMC.
- The church office will schedule the wedding coordinator and notify you of name and contact information.
- Contact officiating pastor.
- Secure a valid wedding license and give to church office or officiating pastor no later than 3-days prior to wedding.
- All fees should be paid one week prior to wedding.
- If a rehearsal is planned, ensure wedding party is on time. Plan on 1 hour for rehearsal.
- Meet with coordinator to see dressing rooms for day of wedding. If additional space is necessary, discuss with coordinator.
- Discuss details of day with coordinator. Normally, 2-3 hours prior to the ceremony is when the church is open and available for use.
- Following the ceremony, all personal property must be removed within one hour—including flowers and decorations. All items left will be collected in the church office and held for 2 weeks.

## CONTACT US



**Jason Snow**  
Senior Pastor  
jasonsnow@burkeumc.org



**Rev. Evelyn Archer-Taminger**  
Associate Pastor  
evelynarcher-taminger@burkeumc.org

**Julie Chapman**, Office Manager  
✉ bumc@burkeumc.org  
**Linda Brese**, Organist



**WEDDINGS AT  
BURKE UMC**

## 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 Jesus Christ, it is a religious act and not merely a legal one. You are inviting God to be part of your life together. 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 through the Office Manager. Unless you have a specific request, she will coordinate with the pastoral team to see who is available. If you would prefer to use an outside pastor, that request must be approved by BUMC clergy. Reservations only become final with the consent of a pastor and the payment of appropriate fees. Premarital conversations are required if you are using one of our pastors. These are usually 3-4 sessions in the months prior to your wedding.

## YOUR WEDDING TEAM

Weddings at Burke require an officiating pastor. Any guest pastor must be approved by Burke UMC clergy. The Burke UMC organist may also be requested. A church member who acts as wedding coordinator is required. You are responsible for any other personnel involved (photographers, florist, chauffeurs, etc.).

## ORGANIST AND MUSICIANS

The Burke UMC organist/pianist is included in the fee package to provide ceremony music (if her schedule permits). She is also responsible for all Burke UMC equipment and must approve any outside musicians you may hire. Once your date is booked, please consult with her to coordinate music and music needs. A church soloist can also be hired for an additional fee.

## WEDDING COORDINATOR

A wedding coordinator is a church member trained to direct and facilitate weddings. The coordinator can assist the couple with information about the ceremony, customs, church policies, the physical space, etc. Even if the couple chooses a personal wedding coordinator, the church's wedding coordinator will be present for hospitality and emergency situations. The Office Manager will assign this person to you and provide you with contact information for the coordinator once your wedding is booked. We expect that couples will be responsive to both the wedding coordinator and/or officiant with communications.

## PHOTOGRAPHERS AND VIDEOGRAPHERS

We know you want your special day documented, so we just ask for a few guidelines to be followed for your photographers and videographers! Photographers/videographers will be asked to consult with the coordinator well before the ceremony. They must stay behind the last occupied pew during the ceremony. Amateur photography during the ceremony is strongly discouraged. No flash pictures are allowed until after the ceremony. The use of video is permitted as directed by the coordinator.

## FACILITY, FLOWERS, & DECORATIONS

Decorations should be tasteful and non-injurious to the sanctuary or building. Tacks, pins, and various kinds of tape may cause significant damage; the wedding coordinator should be consulted about the placement and appropriateness of certain decorations. Freestanding candelabra may be used if proper 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 40 feet. The sanctuary holds 400 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 would be happy to advise you.

