

## BUILDING USE

THE WEDDING PARTY MUST AGREE TO  
& ABIDE BY THE FOLLOWING GUIDELINES.

Decorations used in the sanctuary  
(flowers, candles, etc.) must be  
discussed and approved.

Only the wedding coordinator or the  
pastor can add or remove things from  
the altar.

Appropriate music is to be reviewed  
and approved by the pastor during  
counseling.

Care must be taken by the wedding  
party and the florist to protect the  
carpet and altar covering.

No tacks or tape may be used on any  
surface or furnishings.

Smoking is not permitted in any part  
of the building.

Only non-alcoholic refreshments  
may be served.

Dancing is not permitted.

Petals tossed by a flower girl  
must be artificial.

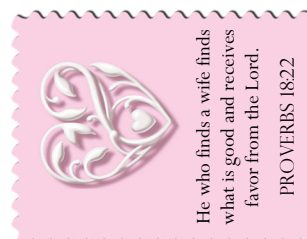
Only birdseed or bubbles may be used  
and only passed out as the guests leave  
the building.

No flash photography is allowed during  
the ceremony. Videos may be recorded,  
but only from assigned locations.

The bride and groom are responsible for  
any damage to the building caused by the  
florist, photographer, or videographer.



**ALDERSGATE**  
United Methodist Church  
7901 W. 21st Street N., Wichita, KS 67205  
316-722-8504 [aldersgatechurch.org](http://aldersgatechurch.org)



## Weddings



*at Aldersgate*

**{ MEMBER PRICING }**

7901 W. 21st Street N.  
Wichita, KS 67205  
p. 316-722-8504  
f. 316-722-8509

- On 21st Street, west of Ridge Rd. -

# PLANNING YOUR WEDDING

Your Aldersgate **Wedding Coordinator** will:

- ☞ coordinate many of the small details of your special event to ensure a smoother service. The services you can count on from your wedding planner include the following:
- ☞ meet with the bride and groom to coordinate availability of the pastor, musicians, custodian, sound, and other details involving building use.
- ☞ will attend your rehearsal to acquaint herself with the order of service.
- ☞ will instruct the custodian on the room arrangements for the wedding and/or the reception.
- ☞ will open the building and receive deliveries from vendors on the day of the wedding. Delivery time should be prearranged.
- ☞ will work “behind the scenes” during the wedding to help the wedding run smoothly.
- ☞ will direct you to the UMW wedding reception contact.



# MEMBER PRICE LIST

## Weddings

<b>Sanctuary</b> Capacity is 400	<b>\$0*</b>
<b>Custodial Fee (setup and reset)</b>	<b>\$150</b>
<b>Minister</b> <i>At least three hours of premarital counseling are required. Charges apply, even if a guest pastor officiates.</i>	<b>\$250</b>
<b>Wedding Coordinator (required)</b> <i>Up to eight hours</i>	<b>\$400</b>
<i>Over eight hours (one hour minimum)</i>	<b>\$50/hour</b>
<b>Pianist</b>	<b>\$200</b>
<i>Additional non-church soloist rehearsals (one hour minimum)</i>	<b>\$25/hour</b>
<b>Organist (must use AUMC organist)</b>	<b>\$200</b>
<b>Soloist (if AUMC vocalist)</b>	<b>\$200/vocalist</b>
<b>Sound Technician (required)</b>	<b>\$150</b>
<b>Digital Recording (must provide SD card, 64 GB minimum)</b>	<b>\$150</b>
<b>Livestream and Recording</b>	<b>\$150</b>
<b>Additional Technology Services (as negotiated with the wedding coor.)</b>	<b>\$50</b>
<i>Max three hours for sound &amp; video</i>	
<i>Additional time (one hour minimum)</i>	<b>\$25/hour</b>
<b>Additional Services (as negotiated with the wedding coordinator)</b>	<b>\$25/hour</b>

## Receptions

**Fellowship Hall (Reception)** **\$150**  
\$100 deposit required (separate check)

**Fellowship Hall (Rehearsal Dinner)** **\$150**  
\$100 deposit required (separate check)

**United Methodist Women** **TBD**  
*UMW may be available to coordinate dinner or reception for a fee (payable to UMW).*

\* Members may choose to give a “love gift” to help defray the cost of utilities & other expenses.

### How to Get Started

1. Call the church administrator to check church availability.
2. Meet with wedding coordinator to determine pricing based on services desired.
3. Wedding coordinator will turn in request form including a balance of fees. **Once the pastor confirms, technicians are scheduled, and fees are paid your date will be reserved.**

*The service of Christian marriage is a celebration of the good news of God’s grace. It is a sign of a covenant, in which a couple marry themselves to each other in the presence of God and His community. The minister is our church’s official representative, witness, and presides over and pronounces the blessing. In keeping with United Methodist tradition, the appointed pastor of AUMC is responsible for the proper conduct of all worship services and presides over the weddings in Aldersgate’s sanctuary. If you would like another pastor to assist with the service, it needs to be arranged with the Aldersgate pastor in advance.*