

Wedding Party Responsibilities: Any damage to the church facilities is the responsibility of the bride and groom. Alcoholic beverages are not permitted on the church premises, including the parking lots, at any time. Violation of this policy will result in the cancellation of the wedding. Any member of the wedding party who is under the influence of alcohol or drugs will not be permitted to participate in the rehearsal or wedding ceremony. This church is also a tobacco-free facility.

Contact Us

When you have set your date, please call the church office to check availability of the building and the pastor.

Phone: 785-233-8100

Email: bevans@fumctopeka.org

Web: fumctopeka.org



Topeka First United Methodist Church
600 SW Topeka Blvd.
Topeka, KS 66603

Planning Your Wedding



**TOPEKA FIRST UNITED
METHODIST CHURCH**

Congratulations!

You have reached one of the most important moments in your life! We join with your family and friends in celebrating your decision to be married.

Please call the church office as soon as possible to check the availability of the pastor and the church facilities for your desired wedding date.

Weddings held at FUMC are performed primarily as a ministry since a wedding is a service of worship. All weddings are conducted under the leadership of one of our FUMC pastors as a United Methodist ceremony. If a couple wishes to involve another pastor, our pastor may invite that pastor at the request of the couple.

Weddings of those who are not a member of our church must be approved by our pastor and are not confirmed on the church calendar until six months prior to the wedding date.

Please join us in worship any Sunday morning to become better acquainted with our church.

Wedding Music: Our church organist will play at your wedding. Any other arrangements require the organist's approval. Use of other musicians does not reduce the fee.

The use of pre-recorded music and photographs is an option by providing a flash drive. Discuss with the wedding coordinator ahead of time.

Musical selections should be both beautiful and special to you personally as well as uplifting for those gathered to witness your vows. A wedding is a worship service, so the music selected should be appropriate as such and celebrate God's role in your lives and in your marriage. Our organist and pastor will be able to assist you in these choices, and makes all final decisions on music.

Photography/Videography: All pre-ceremony pictures must end one half hour before the start of the wedding. Flash photography is not permitted during the ceremony. The processional may be photographed without flash at the back of the sanctuary or chapel. Once the bride reaches the front, the ceremony has started and photographs must be taken from the side aisles or the back of the church.

If you desire to have the sound/video technician play recorded music and/or pictures and/or live-stream the service, please discuss with the wedding coordinator prior. A flash drive will need to be provided two-weeks prior to the wedding.

Decorations: Floral arrangements may be placed on the two tables to either side of the altar. Altar candles and candelabras are provided. Aisle runners may be used and bows may be attached to the pew ends with wrapped wire or ribbon only. Tape, tacks, pins, nails, glue or masking tape may not be used, and decorations must not obstruct worship symbols. Any questions you have about decorations may be discussed with the wedding coordinator ahead of time.

Wedding Coordinator: The church will designate a coordinator who will meet with you at least three weeks prior to the wedding. The coordinator will be on hand during the rehearsal and wedding. When you meet, our coordinator will discuss the logistical details for your wedding and answer any questions. If you have specific questions before then, you may call the church office.

Wedding Fees: Two spaces are used for weddings. The larger and more formal Sanctuary seats up to 650 people. The Klasse Memorial Chapel, a smaller and less formal space, seats up to 215 people. The price includes the organist, wedding coordinator, sound/video technician and custodian. It is customary to pay the pastor separately for premarital counseling and officiating the wedding.

Use of either space is \$600 for those who, at the time of the request, are members or regular on-going attendees.

Non-member fees are \$1,200 for either space.

An initial \$300 deposit, secures the space and time for your wedding. The remainder of all wedding fees are due at the church two weeks prior to the wedding. Any unplanned costs incurred during the wedding will be billed within seven days of the wedding with payment due in thirty days.

Weddings activities after 6:00 on Saturdays are an additional \$100/hour.

Early opening/late closing outside the designated four-hour block is \$30/hour.

Confetti and rice are not permitted. Bubbles & bird seed are allowed outside only. There is a \$50 cleaning fee for scattering silk flower petals in the wedding space.

Rehearsal: Rehearsals are generally the afternoon or evening before the wedding. This gives you and your wedding party a chance to become familiar with the church and the flow of the service. To assure that everyone in your wedding party feel confident and comfortable on your special day, everyone with a major role in your ceremony is asked to attend the rehearsal and to be on time. This should include the bride, groom, all parents, bride’s attendants, groom’s attendants, ushers, ring bearer, and flower girl. The wedding license should be brought to the rehearsal and given to the pastor or wedding coordinator, who will retain it until after the ceremony.

Reception Space & Fees: We have two spaces available for receptions. The Celebration Room is at ground level and is \$200 or our larger Fellowship Hall on the lower level is available for \$250.

For an additional fee, our United Methodist Women are happy to host and serve at receptions. They provide glassware, silverware, punch bowls, and table service. All proceeds from their services benefit United Methodist Women missions. If you wish to have your reception at the church, we will provide contact information for a UMW representative. Fees are paid directly to them:

Celebration Room up to 200 guests	\$200
Fellowship Hall up to 200 guests	\$200
Each additional 100 guests	\$ 50

Wedding Day Details: Weddings are scheduled in four-hour blocks between 9:00 a.m. and 6:00 p.m. Access to the church on your wedding day is available during this four-hour time block only. If you require more time to accommodate florists, photographers, etc., you may request an early opening or late closing for the fee noted.

Dressing rooms are provided for both the bride’s and groom’s parties. The Wedding Coordinator will provide you with more details when you meet. The church is not responsible for personal items, including wedding gifts, that are on the premises during the rehearsal and wedding. Please make plans to entrust your valuables to a reliable party.

Scheduling of weddings is subject to the availability of the pastor, support staff, and church facilities. The church reserves the right to hold activities in other parts of the facility that may occur before, after and during your wedding or rehearsal.