

*Planning Your Wedding at*



*Broadway United Methodist Church*



Information for the Wedding Couple

# Greetings!

We're delighted that you are considering Broadway as the site for your wedding. In the rest of this guide, you will find basic information about weddings at Broadway United Methodist Church. If you are considering having your wedding here, you should know that we have more to offer than a beautiful space and excellent musical artists for this important day in your lives. We have community to offer - that is to say that we have something to offer your marriage as well as your wedding.

If you decide to hold your wedding ceremony at Broadway, you will meet with our wedding liaison, Terri Coleman. Terri will help you arrange to meet with one us (if we are presiding at the wedding) and other Broadway folks who will be a big help in preparation for your marriage.

As people of faith, we believe that what sustains a marriage is the gift of God that people are to one another. We ask people who will be a part of your big day to listen to the two of you. Often they may even share what being married and/or a part of a church community has meant to them. These occasions will simply provide you another opportunity to strengthen your life together as you head off into this exciting new adventure. It is a reminder that people don't live by bread alone - but by our shared lives together in this world.

If you have any questions, please don't hesitate to call on us.

Keep tellin' the Story,



Rev. Michael Mather  
Senior Pastor



Dr. Rachel Metheny  
Associate Pastor

## *Getting in touch with us:*

Broadway United Methodist Church  
609 East 29th Street  
Indianapolis, Indiana 46205

[www.broadwayumc.org](http://www.broadwayumc.org)

317.924.4207 P

317.924.4209 F

Our office hours are Monday through Friday,  
9:00 a.m. - 5:00 p.m.

## *Wedding Fees:*

Sanctuary (seats 900)	\$900*
Chapel (seats 150)	\$600*
Broadway Wedding Director	\$250
Broadway Wedding Liaison	\$150
Media Technician	\$150
Facilities Management (Wedding)	\$250
Facilities Management (Reception)	\$250**
Officiant	\$200
Musician	\$275
Security	\$75**
Damage/Overtime Deposit	\$125***

\* These fees waived for Broadway parish members

\*\* Optional service

\*\*\* Refunded upon completion of wedding ceremony

\*\*\*\* Additional fees may apply in some circumstances



Wedding Policies & Procedures

# Wedding Procedures

1. Check with the wedding liaison, Terri Coleman (tcoleman@broadwayumc.org or 317.924.4207), to determine if your proposed wedding date is available. Terri will help schedule a tour of the church and a meeting to discuss having your wedding at Broadway.
2. If it looks like Broadway is the right place for your wedding, the wedding liaison will create an invoice for the couple to pay and reserve the date in pencil on the church's master calendar. ***ALL monies are to be paid to the church within 30 days of the initial consultation. Payment of the invoice secures your wedding date.*** Checks should be made out to Broadway United Methodist Church with the spouses' last names and the date of the wedding ceremony on the memo line. The deposit will be returned two weeks after the wedding, if there are no damages. If there is damage or missing church property, a list of damages and any resulting invoices will be sent to the bridal couple.
3. Contact our Minister of Music, David Morton (dmorton@broadwayumc.org) at least two months in advance of the wedding date to schedule a meeting.
4. If using a staff minister, please schedule an appointment with him/her through the wedding liaison, Terri Coleman (tcoleman@broadwayumc.org or 317.924.4207).

## Candles

If you would like to use candles during your service, Broadway's non-drip candles are to be used (in order to protect floor surfaces) and may be purchased for \$3.00 each. Broadway also has a selection of decorative metal candleholders, which may be used at no additional cost.

## Policies

1. The church is not responsible for items left or stolen.
2. All areas should be left reasonably free of trash.
3. All members of the wedding party must be informed of and compliant with the church policies listed below:
  - **Alcoholic Beverages** are **NOT** permitted in the building or on the property.
  - **Smoking** is **NOT** permitted anywhere in the building, courtyard, or within 100' of the building.
  - Relocation of furniture or equipment in the sanctuary must have the prior approval of the pastor.

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Services Available to the Wedding Couple

## *Music at Broadway*

We consider weddings at Broadway to be worship services and music at Broadway to be a form of worship. Music for all weddings held at Broadway United Methodist Church shall be provided by one of the staff musicians. If the couple desires vocal music for their wedding, Broadway has excellent vocalists who are available to sing. Any musicians or music in addition to that provided by Broadway staff must be pre-approved by the Minister of Music. Once approved, the musicians must arrange a rehearsal time with the organist/pianist.

The Minister of Music will coordinate and the organist/pianist will provide the following services:

- At least one meeting with the wedding couple to decide the music for the wedding.
- Fifteen minutes of organ or piano music preceding the wedding.
- Music during the wedding, including accompanying instrumentalists or vocalists.
- Ten minutes of organ or piano music at the conclusion of the wedding.

The Minister of Music and the organist/pianist must receive all necessary information concerning the logistics of the ceremony from the wedding couple and the officiating minister at least one week prior to the wedding.

*Note: Neither the Minister of Music nor the organist/pianist will be available for the rehearsal.*

## *Your Broadway Wedding Director*

A Broadway Wedding Director will be assigned to your event. As a Broadway representative, he or she will be on hand to assist the wedding party during the rehearsal and the day of the wedding. Your Broadway Wedding Director is there to answer questions, to provide advice and directions, and to help make sure your day goes as planned. In addition, the Wedding Director is available to help with planning the order of service and other ceremony details as needed. He or she will direct the rehearsal if you have not already contracted an outside wedding director and will be on hand during the hours leading up to your service.

## *Security*

Security is available to monitor the 29th Street parking lot during the ceremony. If requested, security will be scheduled for two (2) hours starting 45 minutes prior to the start of the wedding. If more security time is requested for the wedding, there will be an additional charge of \$25/Security hour.

## *Available Equipment*

The following equipment is available for your use: flower stands, candelabras, two flower vases, guest register stand, organ, and piano.

A large, white, stylized letter 'Y' is centered on a solid pink background. The letter is composed of two thick, parallel strokes that meet at a point in the middle, with a curved tail extending downwards and to the left.

Your Wedding Rehearsal & Your Big Day

## *Rehearsals*

Rehearsals are to begin promptly at the prescheduled time and will be no more than **one** hour.

## *Building Access*

Access to the building is available for decorating three hours prior to the service on the day of the wedding or the day before, if approved. The building will be closed one hour after the service. Personal belongings need to be removed from the building prior to that time.

## *Photography*

Wedding photographs are permitted in the Courtyard, Parlor, Sanctuary/Chapel, and on the church lawn. We ask photographers not to take photographs from the raised altar area when the minister is conducting the service.

## *Facilities Management*

Areas to be used by the wedding party and their guests will be cleaned prior to the wedding and after their departure.

## *Helpful Contact Information*

Church Office	317.924.4207
Terri Coleman, Wedding Liaison	317.924.4207 or tcoleman@broadwayumc.org
Troy Smythe, Wedding Director	317.634.8969 or tsmythe@mac.com
Rev. Mike Mather, Senior Pastor	mmather@broadwayumc.org
Dr. Rachel Metheny, Associate Pastor	rmetheny@broadwayumc.org
David Morton, Music Director	dmorton@broadwayumc.org
Jim Fore, Media Technician	jfore@broadwayumc.org



Frequently Asked Questions

### **Is premarital counseling required by Broadway United Methodist Church?**

Our ministers look forward to meeting with wedding couples to discuss whatever is on their minds but prefer to leave counseling to professional counselors and are happy to refer couples to reputable ones upon request.

### **Is having a wedding here the same as renting any other space?**

We don't think so. While formalized counseling is not required, Broadway believes that people are God's gift to one another, and our folks look forward to opportunities to interact with couples getting married here. Someone may even ask you out for coffee to get to know you better, an idea that will either appeal to you or not. If it doesn't, Broadway is probably not the right venue for your wedding. Whether it is during conversations working out wedding details or just chatting about the ins and outs of marriage, we hope you enjoy getting to know us as much as we look forward to getting to know you.

### **I know payment of our invoice secures our wedding date, but what if someone requests the date we want after we have met with the wedding liaison but before our invoice is paid?**

If an invoice has been issued, the Wedding Liaison will call the invoiced couple to confirm payment is forthcoming before giving away the date.

### **What money is refunded if we must cancel our reservation after our invoice has been paid?**

Up to a week before the wedding, all but \$175.00 will be refunded if a couple must cancel their event. If the event is cancelled less than a week before the wedding, half of the contracted amount will be refunded.

### **Where may guests park?**

There are two main areas available for parking. The north side of the building along 29th Street has two ample parking lots with reserved handicapped spaces. Additional parking is available in a lot South of Fall Creek Parkway just across the street from the church.

### **Is there access to the church for guests who cannot climb stairs?**

On the Fall Creek (south) side of the church, there is a drop-off driveway for guests who do not climb stairs. The drop-off may not be used for parking. Once inside the church, there is an elevator, which Broadway staff will make available, that can transfer guests to different floors of the church. Just let your Broadway Wedding Director know you need it.

### **How many guests will wedding spaces seat?**

The main Sanctuary seats 900. The Chapel seats 150.

### **What kind of materials may guests use to shower the wedding couple as they leave the church?**

Throwing of birdseed or the use of bubbles is permitted as the bride and groom leave the church. The use of other materials is subject to prior approval.

### **What is Broadway's policy on the use of natural flower petals on the aisle during the ceremony?**

The use of flower petals on the aisle during the ceremony is permitted.

### **Are aisle runners permitted?**

If you choose to use an aisle runner, you will need to arrange with your florist for one 100 feet in length for the Sanctuary. Use of a runner in the Chapel is discouraged because of the risk presented by material sliding on the smooth stone floor.