

First United Methodist Church
3425 Ocoee Street North
Cleveland, TN 37312-4456
(423) 476-4504

Wedding Policy

We are happy that you have chosen First United Methodist Church for your wedding. As the family of God, we wish you all the blessings of love and happiness as you start your new life together. We are providing this document to explain to you the policies of our church regarding wedding ceremonies. Please read all sections carefully, sign the Reservation Form on the back and return it to the church office.

Our Facilities:

1. Chapel (capacity – 35 people)
 2. Sanctuary (capacity – 400 people)
 3. Kitchen and Commons (reception)
 4. Kitchen and Christian Life Center (reception)
 5. Bridal Room and other dressing rooms available for changing, etc.
-

Scheduling the Wedding

Please try to schedule far enough in advance to be sure that the date you have decided on is open.

To reserve a date on the calendar: Please call the church office and speak with the church secretary.

There will be no weddings scheduled during Holy Week (Palm Sunday through Easter), Christmas Eve, Christmas Day, scheduled Holiday events, or Vacation Bible School.

Those wishing to be wed must attend four hours of counseling prior to the wedding. This will be provided by our senior minister or a counselor he/she approves. The minister may add to these hours if needed.

Weddings as Worship:

The following statement is from the worship manual *United Methodist Altars*.

“The church should be made as beautiful as it is possible to make it, but it should keep the atmosphere of a church – a House of Worship. It should be remembered that the church wedding is a service of worship and consecration – a solemn religious ceremony. The bride-to-be has a wide range of choices as to the kind of wedding she will have. It may be a civil ceremony, or she may plan a home wedding, or she may choose to be married in an outdoor garden setting. But if she decides to be married in the church, then certainly no attempt should be made to change the church into a garden, or to arrange an elaborate floral display which will hide the essential features of the Sanctuary.”

Decorations:

The design of our sanctuary requires minimal additions to make it appear festive and ready for worship. We suggest that you consider the beauty of the sanctuary before you plan your decorations.

As in all church arrangements and decorations, everything should be placed to direct attention toward the table and shall not block the view of the table or the cross. Please direct your florist's attention to this necessity.

Any rearrangement of furniture (i.e. choir chairs and flags) must be approved by the coordinator. There will be no movement of the table, cross, pulpit, lectern, or hymnals, etc...

Flowers:

Only a minimum supplement of flowers and greenery should be used to enhance the natural beauty of the sanctuary. When used they must be placed on self-supporting stands. Again, no flowers may block the view of the table or the cross.

Flowers must not be taped to the pews or any painted surfaces. No glue, tacks, pins or nails may be used on any surfaces.

It is the responsibility of the florist to dispose of any trash/garbage. Floral arrangements must be removed after the service and/or reception.

Candles:

Use dripless candles only.

Make sure the carpet (or any other flooring) is adequately protected from any candles that may drip, even with dripless candles.

The brass candlesticks and candles on the table may be used for the ceremony. These candles are oil-burning candles. NOTE: DO NOT TRIM THE WICKS. If the wick is cut, the candles will not burn! If you choose to use other or additional candles, remember that they may not block the table or obscure the cross in any manner and must first be approved by the coordinator.

Any candleholder or candelabra furnished by the florist should be placed in such a way as not to hide the table.

Paraments:

Paraments must stay. They will be the color of the liturgical season or white.

Music:

Both vocal and instrumental music must be in keeping with the Christian faith and appropriate to the sacredness and solemnity of the church.

Selections must be submitted and approved by the Minister of First United Methodist Church, a staff pastor or the staff coordinator at least two weeks prior to the wedding and before bulletins are printed.

It is customary for the music in a wedding to be provided by the musician (organist and/or pianist) on staff at the church and a fee is paid for professional services.

Should you decide to use a musician other than the church staff, the pastor must first approve of the visiting musician. That musician must then consult with the Minister of FUMC as to what times he/she may practice and the selections to be played.

Photography:

Please make sure that you give a copy of this section of the policy to anyone you expect to take pictures or video your wedding. This includes professionals as well as family and friends.

Because flash and sound are both disrupting to the dignity and reverence of the occasion, flash photography during the ceremony (from the time the mothers are seated until the benediction) is prohibited.

During the ceremony, you may take pictures (no flash) from the balcony or the back of the church. You may not take pictures from any other location in the sanctuary. However, you may use "REMOTE" cameras on the chancel area, but must first be approved by the coordinator.

Video Taping:

You may video tape the wedding from the balcony or from the chancel. It must first be approved by the coordinator if you do video tape from the chancel. The camera must be unmanned.

Taping from any other location in the sanctuary is prohibited.

You may not set up additional lights to tape the wedding.

Sound:

Use of any part of the sound system in the sanctuary or Christian Life Center (audio, microphones, music) **REQUIRES** the service of a technician from FUMC.

There is an extra charge for sound service in the Christian Life Center.

Custodial Services:

USE OF THE CHURCH CUSTODIAN IS REQUIRED.

Custodian's fees cover: Having the building clean and open at the proper time and general cleaning after the events are over.

The fee does not include: Washing dishes or removing decorations, trash and garbage or replacing any rearranged furniture. Caterers and Florist are responsible for making sure garbage is taken to the dumpster.

Miscellaneous:

The following are some other things to consider as you plan your wedding.

There is NO SMOKING in any area of the church.

NO ALCOHOLIC BEVERAGES may be brought onto church property.

Birdseed will be used instead of throwing rice. **It may not be distributed inside the church building.** It may be thrown only in the parking lot, not under any covered areas.

The bride and her family are responsible for conveying the information in this policy to the wedding party and others connected to the wedding.

Wedding parties may arrive at the church 3 hours prior to the ceremony and depart 2 hours following the service and/or reception. The staff coordinator will be present during this time.

Questions about anything not covered in this policy should be directed to the Wedding Coordinator.

Caterer:

It is the responsibility of the caterer to leave the kitchen and reception area in the order that it was found.

All trash/garbage is to be taken to the dumpster and disposed of by the caterer.

The caterer may arrive 3 hours before the wedding, no sooner. They are also allowed 2 hours after the reception.

Clergy:

Only a clergy person of the Christian faith may officiate at a wedding at FUMC. Another person may assist in the service of matrimony providing that person is legally certified to perform marriages in the state of Tennessee.

Clergy other than the senior minister, or other staff pastors of FUMC, must be approved and invited by the senior minister.

Conference with the Pastor:

Counseling must be set up with a staff pastor of FUMC, even if a non-staff pastor will be officiating. In keeping with the policy of the United Methodist Church, a staff pastor from FUMC must invite non-staff clergy for your wedding.

There must be four hours of counseling prior to the wedding in order to obtain a state license. The minister may add to these hours if needed.

Rehearsal:

A rehearsal for the wedding is recommended and will be conducted by a staff pastor. If a staff pastor is not officiating at your wedding, the Wedding Coordinator will be present to advise the wedding party on policy matters.

Fees:

The Wedding Coordinator will discuss all fees (building, custodian, etc.) before placing the date on the calendar and may modify the suggested fees to take into consideration any extraordinary circumstances concerning a specific wedding.

ALL FEES MUST BE PAID BY THE MONDAY TWO WEEKS PRIOR TO THE WEDDING.

The following guidelines for fees are offered to help you anticipate the cost of your wedding.

For member of FUMC, there is no charge for the use of the building. All other fees, however, must be paid.

The following is a description of the services you will receive:

Wedding Coordinator – This service provides the wedding party with confirmation on use of facilities and questions thereof. The coordinator is on staff at FUMC and is **REQUIRED** for the rehearsal and wedding. The coordinator can also direct the ceremony if desired.

Sound Technician – This service covers the rehearsal and the wedding. Service for the reception is an extra charge.

Musician(s) – This is the organist or pianist on staff at FUMC. This service will provide a pre service conference, thirty minutes of pre-nuptial music for the wedding, and attendance at the rehearsal. Additional time with vocalist will incur an additional charge. You may choose one or both to accompany your ceremony at separate charges.

Pastor – The pastor is a vital member of the wedding party. He/she will be meeting with you on a regular basis to help plan for the wedding and to help the wedding couple for their new life together.

Fees include use of the Sanctuary, Kitchen, Commons, and the Christian Life Center (building fees are only for non-members). The money will be distributed to the custodian, musician, sound technician and staff coordinator. The fees do not include pastoral services.

Request for Wedding Reservations

Name of Bride _____ Phone _____ Member-Y/N

Present Address _____

Name of Groom _____ Phone _____ Member-Y/N

Present Address _____

New Address _____

Alternate Contact _____

Please Reserve for us: Sanctuary _____
Chapel _____
Sound System _____
Dressing Room _____
Commons _____
Christian Life Center _____

Time of Rehearsal: Date _____ Time _____

Dinner at FUMC – Y/N

Time of Wedding: Date _____ Time _____

Reception at FUMC – Y/N

Minister(s) _____

Organist/Pianist _____

Other Musicians (list instruments) _____

Florist _____

Caterer _____

Photographer _____

Videographer _____

Return this form to the church office as soon as possible to reserve desired facilities. Dates can be confirmed only upon receipt of the above information and payment of all fees.

Payment of all fees must be made two weeks prior to the wedding day.

We agree to comply with the guidelines of First United Methodist Church regarding church weddings and church receptions.

Signature of Bride

Signature of Groom

Today's Date

Received in church office

Wedding Policy Fees

Non-Members

(Mandatory)

Sanctuary	1,000.00
Staff Coordinator	250.00
Sound Technician	100.00
Custodian	<u>200.00</u>
	\$1,550.00

(encouraged but not mandatory)

Organist	100.00
Pianist	<u>100.00</u>
	\$1,750.00

Options

Chapel	\$300.00
Kitchen/Commons	500.00
Kitchen/Christian Life Center	700.00
Sound in Christian Life Center	100.00

Members

(Mandatory)

Staff Coordinator	150.00
Custodian	125.00
Sound Technician	<u>75.00</u>
	\$350.00

(encouraged but not mandatory)

Organist	100.00
Pianist	<u>100.00</u>
	\$550.00

Options

Sound in Christian Life Center	75.00
--------------------------------	-------