

## **WEDDING GUIDELINES**

### **CHURCH STREET UNITED METHODIST CHURCH**

A Christian wedding is one of the happiest and holiest moments in the lives of two Christian people. It is a service of worship focused on God as well as a ceremony joining together the bride and groom into a new Christian home.

A wedding does not have to be elaborate to be beautiful. Rather, it is the spirit and attitude of those who take part which contribute the true beauty to the service.

The policies contained in this booklet have evolved through many years of experience in using the church for elegant weddings, as well as other activities on Saturday, and being ready for the church's busiest day on Sunday.

We ask that the bride become thoroughly familiar with these policies and see that they are observed by the wedding party, the guests, the photographer, the florist, the caterer, the musicians, and any others who may assist them. The Wedding Director will be happy to explain reasons for the policies, if you have questions. Knowing the church policies and planning accordingly will greatly enhance the joyful occasion of the wedding day for all involved.

We at Church Street United Methodist Church welcome you and your wedding. Volunteers and staff from our church assisting you desire that all your relationships here be warm and friendly as we help you make your marriage a meaningful experience. We hope that this booklet will be of service to you.

### **SCHEDULING AND RESERVING THE CHURCH**

To reserve a date for your wedding, contact the office of the Senior Pastor. His secretary will provide a copy of the Wedding Guidelines, including the necessary forms to be completed and the list of fees. Before a wedding is scheduled, the applicant must turn in the pink Wedding Reservation form to the Pastor's Secretary, read all Wedding Guidelines carefully, sign signature page, meet with one of Church Street's pastors for initial consultation and schedule premarital counseling, and pay a non-refundable deposit of \$1750 for non-members and \$150.00 for members. The wedding date will be entered on the church calendar after approval by Rev. Andy Ferguson and Mrs. Susie Patton, Chairman of the Wedding Committee. An approved copy of the reservation form will be mailed to you. The deposit is applied to the fee balance, which is due 14 days prior to the wedding.

After the wedding date has been entered on the church calendar, it can be altered only by consultation with the minister. If it is changed without approval, the applicant cannot be assured that the wedding can take place at the new date or time.

The main sanctuary (nave) seats 600 persons, the chapel seats 100 persons, and the chancel seats 40 persons. The courtyard is also available; however, one should consider “street noise” as an adverse factor in courtyard weddings.

Members of this church have priority in reserving the church for weddings and receptions. Non-members must have a close relationship with Church Street United Methodist Church.

No weddings will be held in December. No Sunday weddings will be scheduled.

If the applicant is a non-member at time of inquiry about the wedding, non-member fees apply. Non-members are encouraged to attend the *Discover Church Street Class*.

If a nursery for young children is needed during the wedding, please call the church office for referral to the Child Care Coordinator. She will contact the church’s trained nursery workers to arrange for two of them to work during the wedding. An additional fee will be charged to pay the workers.

Church nursery rooms are not available for use unless church workers are employed to provide child care and to make sure the rooms are left ready for use on Sunday.

The applicant is responsible for engaging the photographer, florist, and caterer, and advising them of all applicable church rules. Separate sheets of instruction for the florist, photographer, videographer and caterer (if other than the food services director) are included in the material. The applicant is responsible for giving these to the appropriate persons and ensuring that these rules are followed by all participants.

The return and approval of the wedding form and deposit is regarded as a contract indicating that you have read this booklet and intend to abide by the stated policies.

After we have the wedding reservation form on file, the church assumes the authority to contact your photographer, florist, caterer etc., to ensure they understand and will abide by our policies.

## **OFFICIATING PASTOR**

Church Street ministers will officiate at all weddings. Therefore, the applicant should contact the Senior Pastor to engage him/her or one of the other pastors. If you would like a particular Church Street pastor to work with you, please make this request on the pink reservation form.

Ministers other than those affiliated with Church Street Church may be invited to share in the wedding, with the prior approval and at the written invitation of the Senior Pastor.

Our pastors require counseling sessions to help prepare for the lifelong commitment that marriage involves. Arrangements for these counseling opportunities will be made at the discretion of the officiating minister.

The United Methodist wedding liturgies will be used for the wedding service. The service used is selected by the wedding couple in consultation with the minister. Any variation in the service must have the approval of the minister.

Communion is available with congregational participation as a part of the wedding service. This should be discussed with the participating minister. Communion should be for the entire congregation and the eucharist will be served by intinction.

Gratuities may be extended to participating ministers, but there is no specific charge for their services for those who are members of Church Street. Couples may use “musicians’ fees” at the end of these guidelines as a guide for an honoraria. Those who are not members of Church Street will pay a clergy fee of \$250.00.

## **ORGANIST/MUSIC—POLICIES**

It is expected that the Director of Music Ministries or Organist/Music Associate will play for all weddings. If, for any reason, neither is available, the Director of Music Ministries will assist in securing a competent replacement.

Soon after the wedding has been approved and placed on the church calendar, the applicant should contact the Director of Music Ministries or Organist/Music Associate to make preliminary arrangements for the music to be used in the wedding. (They can be reached at the church during normal office hours.)

The church musicians are well-qualified and are happy to assist in selecting appropriate music for the church wedding. Pop music (i.e. ballads, show tunes, love songs, etc.) cannot be used in the pre-nuptial prelude or the wedding service. (This music is, however, acceptable and appropriate for use at the reception.)

A wedding service is a worship service. Music planned for the wedding should be as equally suitable for Sunday morning worship at Church Street UMC. We understand that our traditions may be different from other churches, but they are our traditions.

The Director of Music Ministries can advise and assist in procuring vocal and instrumental soloists. Various vocal and instrumental soloists and ensembles are readily available for weddings. These musicians set their own fees and should be paid directly rather than through the church business office.

Choral ensembles and Handbell Choir can also be arranged if desired. Speak to the Director of Music Ministries for more information.

Unless a vocal soloist is a part of the wedding party (maid of honor, bridesmaid, groomsman), he/she will be asked to wear a choir robe.

A tape recording of the music and service can be made available for a nominal fee. Consult with the Director of Music Ministries to make this arrangement.

Fees for musicians are listed at the end of these guidelines.

## **THE CUSTODIAL STAFF**

The church provides the custodial staff necessary for conducting the rehearsal, the wedding, and the reception (if held at the church). If two custodians are necessary for your wedding or reception, you will be charged an additional fee.

Dressing areas are available approximately two to three hours prior to the wedding.

Wedding Director should notify custodian of arrival time of wedding party.

Only the custodian will be allowed to operate the sound system and lights.

Fees are listed on the fee schedule at the end of these guidelines.

## **VOLUNTEER ASSISTANTS — THE WEDDING COMMITTEE**

A trained volunteer wedding director from the church, who is member of the Wedding Committee of the Altar Guild, will be assigned to each wedding when the wedding form is returned. Your wedding director will contact you at least eight weeks prior to your wedding. Please do not order invitations or have program printed until you have spoken with her or contacted Susie Patton, Chairman of the Wedding Committee (865) 947-6845.

If you have questions prior to the assignment of a wedding director or if you have trouble getting in touch with her, please call the church and the Ministers' Secretary will direct you to the Wedding Committee Chairperson.

Your wedding director will meet with you prior to the rehearsal to discuss your wishes for the wedding ceremony. She will direct the rehearsal and the wedding in accordance with the plans that you have made. Experience indicates that she can be your best ally in having the ceremony proceed according to your wishes. Procedures rehearsed at the rehearsal will not be changed the day of the wedding.

On the wedding day, members of the Wedding Committee will be present prior to the service to assist the wedding party, to help with unforeseen difficulties, and to direct the members of the wedding party into the church in proper order and time.

Since carrying out your plans efficiently and effectively requires that only one person be in charge, and since we expect that you and your director will meet until you are comfortable that she is reflecting your wishes, **WE REQUIRE THAT NO OTHER WEDDING CONSULTANT OR DIRECTOR BE PRESENT AT EITHER THE REHEARSAL OR THE WEDDING.**

Our wedding directors consider the opportunity to serve you as their ministry. You are the recipient of their service, but their ministry is for God. They desire and expect no other reward. If you wish to express appreciation to them in a visible way, you might write a note of thanks or invite them to the reception. A financial gift to the Church Street UMC Altar Guild would be graciously accepted.

## **THE REHEARSAL**

Be on time!!! We will not wait for late arrivals.

Approximately one hour should be scheduled for the rehearsal. All members of the wedding party should arrive fifteen minutes in advance of the scheduled time in order that the rehearsal can start promptly. It is inconsiderate to members of the wedding party as well as volunteer and paid personnel from the church to expect that the start of the rehearsal can be delayed for late arrivals.

Please consider in your plans for the day that traffic is very heavy on Friday afternoon particularly at the intersection where the church is located. It will take you and members of your party longer to reach the church on Friday afternoon than it usually takes. **"BAD TRAFFIC" IS NOT A REASON TO DELAY THE START OF THE REHEARSAL.** This should be expected on Friday afternoon and plans made to start for the church early.

On the night of the rehearsal, the minister and the representatives of the wedding committee will coordinate the rehearsal. They will instruct ushers, place members of the wedding party, and assure that they get in and out of the church at the appropriate time, and assist in any way possible.

Soloists and instrumentalists need to arrange another time to practice with the organist.

Make decisions about the ceremony with the wedding director and minister before the rehearsal.

The service should be rehearsed carefully and completely. To avoid confusion, changes should not be made after the rehearsal.

## **THE WEDDING**

**BE ON TIME!!**

**WE WILL NOT DELAY THE START OF THE WEDDING TO WAIT FOR SPECIAL GUESTS OR FAMILY MEMBERS.** This is inconsiderate to guests who have arrived on time.

If special guests or family members are very elderly or handicapped, it is wise to assign a friend to drive them to the ceremony; to see that they arrive no later than 45 minutes prior to the time it starts; and to let them out of their car in front of the church.

## **THE RECEPTION**

Arrangements for a wedding reception at the church must be made with the Food Services Director and the Minister of Program, who schedules all events. These arrangements should be made early. The Food Services Director will be glad to meet with bride and caterer to show the available facilities and advise in planning the reception. The Food Services Director or designated kitchen person must be present for all receptions that require the use of the kitchen. The Food Services Director will assist the caterer as needed, but cannot cater the reception. See fees at end of these guidelines

## **THE DECORATIONS — POLICIES**

In decorating the church, Church Street expects that the same care will be exercised in protecting church furnishings that you would exercise in protecting furnishings in your own home.

The applicant is responsible for making arrangements with the florist and providing them with a copy of the guidelines that are enclosed.

The use of an aisle cloth is not permitted due to safety and liability concerns.

The Kenneth Luton Memorial Bicentennial bell is also available.

If the Bride and Groom desire additional candles within the chancel, there are two seven-branch candelabra which may be used, at an extra charge of \$45. These are placed on short tables between the altar and the office candles.

The Paraments will be changed to white for weddings, the traditional liturgical color for the service of Holy Matrimony.

Appointments, furnishings, or equipment in the altar area, nave, chapel, or narthex must not be rearranged or removed from the church.

In the narthex, only flowers may be put on the tables by the entrance to the nave. Guest book, programs, etc., should be placed on the table by the Henley Street entrance.

Seasonal decorations placed in the church by the Altar Guild may not be removed.

No tape, tacks, staples, etc., may be used to secure decorations to any church furnishings.  
Adequate precautions must be taken to protect floor, woodwork, and furnishings.

The fire marshal does not permit attendants to carry arrangements with lighted candles in them.

Aisle candles are not permitted.

Decorations are not permitted on the outside of the church.

If the applicant wishes to leave the altar flowers from the wedding as a honorarium or memorial for Sunday services, it is their responsibility to contact the Altar Guild member in charge of flowers for that month and make the necessary arrangements.

The Wedding Director will be available to explain these policies during meetings with the Bride and Groom should there be additional questions.

## **GENERAL CHURCH POLICIES**

1. A minimum of five hours must separate wedding services.
2. The applicant is responsible for reimbursing the church for any damage to church property resulting from actions of the wedding party, guests, assistants or other personnel engaged for the occasion.
3. No rice, confetti, or other materials may be thrown inside the church. Bird seed only may be thrown outside the building.
4. Alcoholic beverages and illegal drugs are not permitted in the church building or on the church property. Ministers may refuse to perform a wedding for anyone considered to be under the influence of alcohol or other drugs at the time of the wedding. There shall be no smoking in any part of the church.
5. No animals (i.e. butterflies, birds, etc.) may be released at the church. This would be much more appropriate for the reception.

6. If the nursery is desired, the Childcare Coordinator must be contacted for information and cost as stated in the church's child care policy. Childcare will not be provided for receptions held away from the church.
7. We do not recommend leaving anything (clothes, decorations, food or serving pieces) at the church prior to the wedding day.
8. If refreshments are served in the dressing rooms of the wedding party, these must be only "finger foods" that will not make a mess. No foods or drinks are to be taken out of the dressing rooms.

## **PHOTOGRAPHY — POLICIES**

Church Street United Methodist Church is proud that the church contains many lovely settings for wedding pictures. We hope that you will make use of the facility to make a visual record of this celebration.

The wedding pictures are treasured mementos, but the sacredness of the wedding service must not be disturbed by the activity of professional photographers or guests at the wedding.

Time exposures may be made during the service from the rear balcony (or back of the Chapel). See specific directions in insert of the book.

Movies and video tapes may be made from the south balcony without use of lights.

Flash pictures may not be made after pre-nuptial (30-minute prelude) music begins. After the pre-nuptial music begins, the photographer must be in the balcony with his equipment until the worship service is over. The wedding party will not stop in the narthex, but go directly to the chapel while guests depart the nave.

No photography is permitted by wedding guests during the ceremony. This disturbs the worshipful mood and distracts the guests from their focus on the Bride and Groom. Please share this policy with persons who will be attending the wedding. This will greatly assist the wedding director and officiating minister.

Photographic sessions after the wedding shall not exceed thirty minutes.

There shall be no photographs taken inside the altar rail.

45 minutes prior to the ceremony:

photography in the sanctuary or wedding place must be finished so that candles may be lighted and guests may be seated.

photographic equipment must be removed from the sanctuary.

the ushers need to be available in the narthex to begin their duties.

20 minutes prior to the ceremony:

the bride, bridesmaids, and members of Wedding Party being seated need to be in the bride's room so that they are immediately available.

the groom and best man need to be in the groom's room so that they are available when the ceremony begins.

The applicant is responsible for giving the sheet of guidelines to the photographer and/or videographer.

Failure to follow church policies or to cooperate with the Wedding Director may result in the photographer being denied the opportunity to photograph future weddings here. Please do not ask him/her to "break the rules."

## **VIDEOGRAPHY—POLICIES**

The wedding ceremony is a worship service. The bridal couple as they are united in marriage in the presence of God are the focus of the service. Nothing should distract the attention of the guests from the bride and groom, whose love for each other is being celebrated in this worship service.

Video cameras may not be used on the main floor of the nave by professional video operators or by wedding guests.

Video taping is allowed from the south balcony only. Camera must be set up at least one hour before ceremony.

The camera person must be aware that his/her presence in this area is very visible and audible; therefore, he/she should be stationary and not be distracting.

## FEES

When the bride or the groom is a member of Church Street, no wedding room fees are charged; however, all other charges apply.

### **Non-Member:**

#### **Wedding Room Fees**

Nave	\$1000.00
Chancel	200.00
Chapel	200.00
Courtyard	200.00
Prayer Room	200.00

#### **Custodial Fees (including rehearsal)**

(Per Custodian)

\$150.00

### **Non-Member: Clergy Fee**

\$250.00

#### **Reception Room Fees**

Parish Hall	\$150.00
CLC 120	50.00
Room 118	50.00
Courtyard	100.00

(Per Custodian)

\$150.00 - Parish Hall

50.00-CLC 120

50.00-Room 118

75.00-Courtyard

The chapel will be reserved as a standby for the courtyard in the event of inclement weather.

#### **Kitchen Equipment Usage Fee**

	Under 50 persons	50-150 persons	more than 150 persons
Providing own reception	\$35.00	\$45.00	\$60.00
Using outside caterer	\$45.00	\$60.00	\$75.00

(+hourly kitchen worker fee)

### **Musicians**

Organist: \$350.00 (Includes consultation to choose music, a one hour rehearsal, approximately 30 minutes of prelude music, and the wedding service.)

Additional fees may apply for soloist(s), vocal, instrumental groups, etc., which require additional rehearsal time. Additional fees for additional services may be charged. Always consult with the Organist to clear the fee before paying.

Vocal soloists and/or instrumentalists usually have their own fee structure. These should be paid directly rather than through the church business office.

All **other** fees should be paid 14 days prior to the wedding.