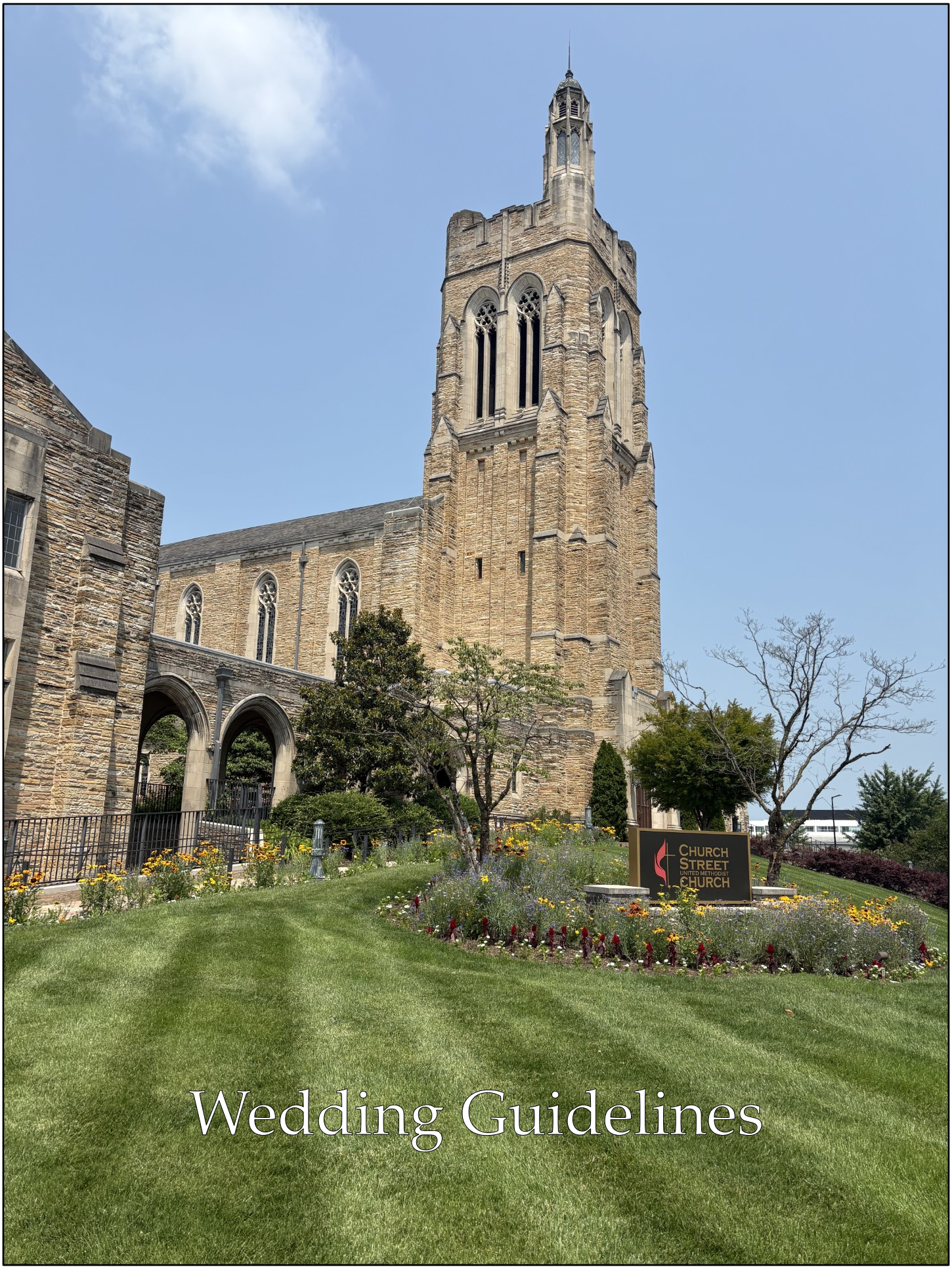


Wedding Guidelines

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.

We ask that the couple 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. The Administrative Assistant 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 Wedding Reservation form to the Pastor's Administrative Assistant, 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 $2500.00 for non-members and $200.00 for members. The wedding date will be entered on the church calendar after approval by the Senior Pastor and the Wedding Coordinator. A confirmation of the reservation will be sent 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" and weather 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 the Saturday before Thanksgiving or 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.

If a nursery for young children is needed during the wedding, please contact the Administrative Assistant to the Senior Pastor 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 wedding couple is responsible for paying for parking lot attendants if attendants are needed to manage the parking lots. Couples are encouraged to check the schedule of Knoxville events, particularly events at the Knoxville Convention Center, as these events will impact Church Street UMC parking lots.

The applicant is responsible for creating a printed wedding program, if one is desired (the church office does not prepare wedding programs). The applicant is responsible for engaging the photographer, videographer, florist, and caterer, and advising them of all applicable church rules. Separate sheets of instruction for the florist, photographer, videographer and caterer 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 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

Music for the wedding ceremony at Church Street UMC is an important component to the service. A wedding service is a worship service. The music chosen for the wedding ceremony should reflect what would be appropriate for a Sunday morning service of worship at Church Street UMC. 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. Selections for the service must be approved by the musicians and pastors. You may visit our website, www.churchstreetumc.org to hear samples of what you might select to set the tone for this joyous day.

The prelude begins thirty minutes prior to the appointed wedding service time. Please encourage your guests to arrive thirty minutes prior to be comfortably seated and enjoy the music.

It is expected that the Organist/Associate Director of Music, Katie Scheetz, will play for all weddings. If, for any reason, the Organist is not available, the Organist/Associate Director of Music will secure an approved replacement. Soon after the wedding has been approved and placed on the church calendar, the applicant should contact Katie Scheetz, kscheetz@churchstreetumc.org or 865-521-0277, to make preliminary arrangements for the wedding music.

If you are interested in a soloist or ensemble, such as string quartet, the Organist/Associate Director of Music will assist you in finding additional musicians. Church Street has a Gothic style Nave and a classically oriented worship tradition. With our natural acoustic, we do not amplify soloists, therefore soloists need to be comfortable projecting in a large space.

The Organist/Associate Director of Music will provide organ (or piano) accompaniment for soloists. Recorded accompaniment is not permitted. Soloists will wear a robe for the service, which is provided. It is appropriate to have a soloist during the 30 minute prelude and/or during the service itself. If you desire to have a friend or family member outside of the Church Street community provide a vocal or instrumental solo for the service, please let Katie Scheetz know as soon as you set the date for the wedding. It is preferred that soloists are professional musicians or college music majors and they must submit a recording or digital performance of what they will sing or play during the wedding for approval.

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 three hours prior to the wedding. The 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 the Wedding Coordinator.

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.

There is a $250.00 Altar Guild Fee – this includes the services of the wedding director and all of the assistants on day of wedding.

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 start. All guests should arrive thirty minutes prior to the beginning of the service to enjoy the music.

THE RECEPTION
Arrangements for a wedding reception at the church must be made with the Administrative Assistant to the Senior Pastor. These arrangements should be made early. A designated kitchen person must be present for all receptions that require the use of the kitchen. 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.

If the couple desires 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 bride and groom wish 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 or tobacco/vaping 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. Butterflies, birds, etc. may not be released at the church.
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 only (or back of the Chapel for Chapel weddings). 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/her 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.

One hour 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.

45 minutes prior to the ceremony:

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

30 minutes prior to the ceremony:

- the bride, bridesmaids, parents, grandparents, 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 couple 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 wedding 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 or clergy 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

Non-Member: Clergy Fee

$250.00

Custodial Fees (including rehearsal) (Per Custodian)

$500.00

Reception Room Fees

Parish Hall	$250.00	Custodian: $500.00 - Parish Hall
CLC 120	50.00	$50.00-CLC 120
Room 118	50.00	$50.00-Room 118
Courtyard	200.00	$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	$45.00	$55.00	$80.00
Using outside caterer	$50.00	$75.00	$100.00
		(+hourly kitchen worker fee)	

Musicians

Organist: $500.00 (Includes one consultation to choose music, a one-hour rehearsal, a 30 minute wedding prelude, and the wedding service.) If organist is not needed at the rehearsal, fee is reduced to $450. The Organist/Music Associate may require an additional fee to procure and rehearse with soloists and ensembles. This will be itemized and added to the church's wedding billing. Vocal soloists and/or instrumentalists have their own individual fee structures.

Altar Guild Fee

$250.00

Parking Lot Attendant Fee

$200.00

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

Clergy and Staff

Rev. Jonathan Jonas, Senior Minister
jjonas@churchstreetumc.org
865-521-0260

Rev. Amber Lloyd, Associate Minister for Congregational Connection
alloyd@churchstreetumc.org
865-521-0264

Katie Scheetz, Organist
kscheetz@churchstreetumc.org
865-521-0277

Kelly Pursley, Administrative Assistant to the Senior Minister
kpursley@churchstreetumc.org
865-521-0262

CHURCH STREET UNITED METHODIST CHURCH