

# Wedding Policy

## ABOUT YOUR UPCOMING WEDDING

We are glad you are planning to celebrate your wedding at First United Methodist Church. The celebration of Christian marriage is an occasion of great joy and excitement and, at the same time, of great significance and reverence. It is a sacred ritual in which two persons pledge themselves to each other under the blessing of God and are united in the covenant of matrimony. To ensure your ceremony is a joyous occasion we have prepared this booklet to answer your questions.

## ARRANGEMENTS

In order to schedule a wedding at the First United Methodist Church of Pine Mountain, the couple shall:

**Contact the minister** at least six months prior to your ceremony. This allows you to plan counseling sessions at mutually convenient times.

**Contact the Wedding Coordinator** at least six months prior to your ceremony. This allows for questions or explanations you may have about the Wedding Policy.

**Obtain and complete the Contract for Use of Church Facilities for Wedding/Reception Form** through the Church office. Available dates on the Church calendar can be discussed at this time. Once a date has been reserved, any changes must be made through the Church office.

**Contact the Director of Music** three months prior to the ceremony. The Director of Music is responsible for all music at your ceremony.

## SCHEDULING

Your wedding and rehearsal dates and times must be scheduled through the Church office six months to one year in advance. A date cannot be put on the Church calendar until the security deposit is paid in full. The Church office must also be notified if cancellations or changes in time or date occur. The security deposit will be returned contingent upon the facilities inspection by the wedding coordinator following the event.

Ceremonies may be scheduled as late as 7:00 pm Monday through Friday and as late as 6:00 pm on Saturday. Rehearsals are usually scheduled at 6:00 pm the day prior to the wedding. Weddings will NOT be performed at the Church on the following days: New Year's Eve, New Year's Day, any days during Holy Week, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, or Sundays.

## MUSIC

The First United Methodist Church organist will play for all weddings. **If you wish to use another organist, you must obtain permission from the Director of Music.** All musical selections must be appropriate to the United Methodist worship service and must be approved by the Director of Music.

## WEDDING FEES

Fees for the facilities associated with the scheduled event(s) are listed on the contract to be signed by the responsible party. Time allowed for the rehearsal is 1 hour. Time allowed for the wedding and reception, including setup and cleanup is 7 hours. No reception shall last past 10:00 pm for a 7:00 pm wedding. The balance of all fees is required 30 days prior to the

wedding ceremony. Checks should be made payable and mailed to First United Methodist Church, P. O. Box 246, Pine Mountain, GA 31822.

### **MINISTER AND CEREMONY**

It is at the discretion of the Senior Pastor of the First United Methodist Church as to who officiates at the wedding ceremony. You may, if you desire, request that a clergy relative or clergy family friend assist in the ceremony. The Senior Pastor of PMFUMC should be asked to extend the invitation to any assisting ministers. The couple must use the wedding service as approved by The United Methodist Church. Any deviation from the wording of these services must be approved by the Senior Pastor.

*Wedding parties must consult with the Senior Pastor before finalizing any wedding plans, including the sending of invitations.*

### **THE REHEARSAL**

The wedding party should arrive 15 minutes prior to the designated rehearsal hour. *One hour is allotted for wedding rehearsal time.* The wedding rehearsal should begin promptly and will be conducted in a quiet, dignified and reverent manner. Members of the wedding party are reminded that, while the wedding is a joyous occasion, the service takes place in a building dedicated to the worship of God.

The Senior Pastor of the First United Methodist Church and the Wedding Coordinator and/or Altar Guild member will be present at the rehearsal. The Senior Pastor is responsible for interpretation and application of the Church's policies for each wedding.

Ushers should be present at the rehearsal.

The Senior Pastor should receive the marriage license at the rehearsal.

*No wedding rehearsal will be conducted when any member of the wedding party is clearly under the influence of any intoxicating beverage or substance. The bride is responsible for explaining these policies to the photographer, florist, caterer and other persons involved.*

### **DECORATIONS**

Since the wedding is a Christian worship service in the House of God, the decorations should be as simple as possible and should enhance the natural beauty of the Sanctuary.

- Care should be taken in placing the flowers, palms, greenery and candelabras so as not to obscure the Cross or the Altar candles.
- No artificial flowers or greenery may be placed behind the Chancel railing. Flower girls may use only artificial petals.
- No flower arrangements are to be placed on the Altar.
- The Altar Baptismal Font and Pulpit are NOT to be removed. The only items in the Chancel area that may be removed are the flower stand, offering plates and flags. These items must be moved by the Wedding Coordinator/Altar Guild member on duty.
- The church has a pair of adjustable, seven branch floor candelabras that may be used upon request. ONLY dripless candles are permitted.

- The two single Altar candlesticks must remain on the Altar at all times. These are to be lighted first and extinguished last.
- No tacks, nails, staples, pins, glue, wire, scotch tape or adhesive tape may be attached to the walls, pews, furnishings or Chancel railing. Pipe cleaners, cord, ribbon or plastic line may be used.
- Aisle cloths are not allowed for safety reasons.
- The Bibles and hymnals may not be removed from the pews.

## **PHOTOGRAPHY**

- No flash photos or any other light may be used after the wedding procession starts. Time exposure may be used during the service.
- The photographer is cautioned to make sure that no noise is involved in the making of time exposed pictures, changing of film, etc. during the service.
- No flash photographs may be taken by family or friends from the time guests begin arriving until the entire ceremony is completed. Please ask your ushers to inform guests with cameras and cell phones of this policy.
- Cameras with flash may be used during the recessional.
- Photographers will not ask members of the wedding party to stand on kneeling cushions, sit, kneel or lean on the pulpit, Altar, Altar railing or piano for posed photographs.
- The bride and photographer should plan poses for various photographs before the ceremony to conserve the time of the wedding party, guests and church staff. Photos should be completed 45 minutes prior to the ceremony and all pictures should be completed within 30 minutes following the ceremony.

## **VIDEO EQUIPMENT**

- Video cameras placed on a tripod may be used in the choir loft or on the outside aisle of the Sanctuary during the wedding service, provided that the equipment is set up in such a way as not to distract from the wedding or obstruct traffic flow in the sanctuary.
- Persons operating cameras are asked to be discreet so that the dignity and sanctity of the service will be preserved.

*The bride is responsible for informing the photographer, relatives and friends of these policies.*

## **MISCELLANEOUS**

1. Smoking, alcohol and illegal drugs are not permitted in the Church buildings or on Church property. Violations of this policy will result in forfeiture of all deposits. *(Ministers will refuse to perform a wedding for anyone considered to be under the influence of alcohol or other drugs at the time of the wedding.)*
2. The Church is not responsible for personal items used in a wedding.
3. Please remove all personal belongings and those of the wedding party immediately following the wedding.
4. Food and drink are not permitted in the Sanctuary.
5. No rice or confetti is to be thrown on church property. Bird seed is recommended but may be thrown outside only.

6. The wedding party is responsible for removing all personal items and decorations immediately after the wedding from the Sanctuary, bridal parlor, groom's dressing room and all bathrooms. Trash should be placed in available receptacles.
7. Any damage to the Church, its buildings or contents, exceeding the security deposit is the responsibility of the responsible party identified in the executed contract. The cost of replacement or recovery shall be determined by the Church's Board of Trustees.
8. The Church will not print the programs/bulletins for the wedding. If a program is printed for the wedding, the following statement MUST be included: *"PDAs, cell phones, pagers or any electronics devices must be silenced during the wedding."*
9. Use of the kitchen in the Family Life Center by caterers is limited to the serving of prepared food. Cooking is NOT permitted!! *All food must be cooked off site.*

The First United Methodist Church of Pine Mountain  
Contract for Use of Church Facilities for Wedding/Reception

Date(s) Requested: \_\_\_\_\_ Initial Contact Date: \_\_\_\_\_

Space Needed: \_\_\_\_\_ Sanctuary \_\_\_\_\_ Family Life Center \_\_\_\_\_ CEC \_\_\_\_\_ # rooms

Function: Rehearsal Time \_\_\_\_\_ Wedding Time \_\_\_\_\_ Reception Time \_\_\_\_\_

Bride's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Groom's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Officiating Minister:** \_\_\_\_\_ Phone: \_\_\_\_\_

Minister's Address: \_\_\_\_\_

Minister's Email: \_\_\_\_\_

**Caterer:** \_\_\_\_\_ Phone: \_\_\_\_\_

Caterer's Address: \_\_\_\_\_

Caterer's Email: \_\_\_\_\_

**Florist:** \_\_\_\_\_ Phone: \_\_\_\_\_

Florist's Address: \_\_\_\_\_

Florist's Email: \_\_\_\_\_

**Photographer:** \_\_\_\_\_ Phone: \_\_\_\_\_

Photographer's Address: \_\_\_\_\_

Photographer's Email: \_\_\_\_\_

**Musician:** \_\_\_\_\_ Phone: \_\_\_\_\_

Musician's Address: \_\_\_\_\_

Musician's Email: \_\_\_\_\_

**Responsible Party:** \_\_\_\_\_ Phone: \_\_\_\_\_

Responsible Party's Address: \_\_\_\_\_

Email: \_\_\_\_\_ Church Member: \_\_\_\_ yes \_\_\_\_ no

## Facility Use Fees

|  | Members | Non-Members |
|--|---------|-------------|
| Security Deposit for Weddings  | \$100   | \$100       |
| *Use Fee for Sanctuary   | \$300   | \$500       |
| Use Fee for FLC  | \$100   | \$200       |
| Day before/Early Use   | \$ 50   | \$100       |
| Internet Use Fee   | \$ 20   | \$ 20       |
| *The Sanctuary use fee for Weddings includes the night before for Rehearsal. See time constraints in Wedding Policy. |         |             |
| Minister   | \$300   | \$300       |
| Musician   | \$200   | \$200       |
| Wedding Coordinator  | \$150   | \$150       |

## Facility Use Fees

Security Deposit: \_\_\_\_\_ Due Date: \_\_\_\_\_ Paid \_\_\_\_\_  
(Within 7 days of initial contact)

Sanctuary Fee: \_\_\_\_\_ Due Date: \_\_\_\_\_ Paid \_\_\_\_\_  
(Must be paid in full 30 days prior to event)

Family Life Center: \_\_\_\_\_ Due Date: \_\_\_\_\_ Paid \_\_\_\_\_  
(Must be paid in full 30 days prior to event)

Minister: \_\_\_\_\_ Due Date: \_\_\_\_\_ Paid \_\_\_\_\_  
(Must be paid in full 30 days prior to event)

Musician: \_\_\_\_\_ Due Date: \_\_\_\_\_ Paid \_\_\_\_\_  
(Must be paid in full 30 days prior to event)

Wedding Coordinator: \_\_\_\_\_ Due Date: \_\_\_\_\_ Paid \_\_\_\_\_  
(Must be paid in full 30 days prior to event)

Day before/Early Use: \_\_\_\_\_ Due Date: \_\_\_\_\_ Paid \_\_\_\_\_  
(Must be paid in full 30 days prior to event)

Internet Use Fee: \_\_\_\_\_ Due Date: \_\_\_\_\_ Paid \_\_\_\_\_  
(Must be paid in full 30 days prior to event)

Total Due: \_\_\_\_\_

I, the undersigned, am requesting the use of the First United Methodist Church of Pine Mountain facilities located in Pine Mountain, Georgia as the venue for our event. In consideration of being allowed to utilize the venue in the above-described activity/event, and in full recognition of the risks involved in such activity/event, which risks I voluntarily assume, I, the undersigned, hereby release the First United Methodist Church of Pine Mountain, and their respective agents, servants and employees, members and operating committees, officers and directors, (hereinafter referred to as "Releasees") and agree to hold Releasees harmless from any and all liability, claims, damages, actions, and causes of action whatsoever, for loss, damage, or injury to person, including death, and whether sustained by myself, property, or any other invitees participating in the above described activity/event, regardless of how arising, and however caused including, but not limited to all kinds and degrees or extent of negligence (except willful or wanton misconduct), which Releasees may commit or be charged with, whether consisting of omission or commission, whether separately or concurrently with someone else, and sustained by me, or any other invitees participating, in connection, directly or indirectly, with the above described activity/event. This release shall be binding upon me, my heirs, next of kin, and legal representative and any other invitees, and their perspective heirs, next of kin, and legal representative, participating in the above described activity/event.

I hereby certify that I understand, accept and will abide by all rules and policies stated in the policy manual.

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Responsible Party

Date

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***CHURCH USE ONLY***

Church sponsored events only require Church office or pastor approval. All other events require Trustee approval.

This event has been approved and posted on the Church calendar. \_\_\_\_\_ yes \_\_\_\_\_ no

Reason event was not approved:

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Building key needed \_\_\_\_\_ yes \_\_\_\_\_ no  
(If yes, responsible party must sign Facilities Key Logbook)

Custodian/Nursery Supervisor notified about special needs/childcare \_\_\_\_\_ yes \_\_\_\_\_ no

Church Office, Pastor, or Trustee Signature: \_\_\_\_\_ Date \_\_\_\_\_