

Wedding Policy and Guidelines



**NASHVILLE UNITED METHODIST
CHURCH**

Offering Better Life Through Christ

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To the Happy Couple,

We are pleased that you are considering Nashville United Methodist Church as the place to celebrate your wedding. A wedding is a special service of worship within a community of faith. We believe that Christian marriage is a sacred covenant between a man and a woman that reflects Jesus' covenant with us. We also affirm that a husband and wife are equal partners in Christian marriage, as two families come together to form one.

The family members and friends who are present at the service are an active congregation, not just passive witnesses, because they give their blessing to you and to the marriage, and they join you in prayer and praise to God.

We look forward to working with you and providing the necessary services to make your day special. Since many weddings and other activities are scheduled in the Church throughout the year, we have established the following rules and guidelines in order to coordinate and preserve the sanctity of the facilities and the services held here. We appreciate your cooperation.

In His Joy,

Nashville United Methodist Church

POLICY FOR USE OF CHURCH FACILITIES FOR WEDDINGS

Sanctuary:

Following are guidelines for weddings in the sanctuary at NUMC. An itemized list of all fees for the use of church facilities and can be found at the end of this document.

- We require that you schedule the use of the sanctuary through the church Receptionist in consultation with the Pastor. The date and time of the wedding service must be cleared through her who will notify the Pastor, the Organist/Pianist, Wedding Facilities Liaison, Custodian, and all other necessary persons. She will ask for the Bride and Groom's preference of Pastor to officiate at the ceremony and will verify the Pastor's availability.
- The Pastor, Organist/Pianist and Wedding Facilities Liaison must be present during the event.
- It is the policy of NUMC that weddings are performed for current members of the church family and their children. All others must be approved by the Pastor.
- All arrangements pertaining to the service of marriage are to be made in consultation with the Pastor. It is the policy of NUMC that our Pastors officiate at the wedding service. Counseling sessions prior to wedding are at the discretion of the Pastor. Appointments for those sessions are made through the Receptionist. Permission to include another non-staff Pastor in the service must be obtained from the Senior Pastor of NUMC, who will then extend an invitation to the guest Pastor.
- The services of a NUMC Wedding Facilities Liaison are required for all weddings and rehearsals. The Wedding Facilities Liaison will contact you eight weeks before your wedding date, but you may contact her through the church office if the need arises.
- A Wedding Director designated by the Bride and Groom is needed to instruct the participants in their respective positions and movements during the wedding and instruct the ushers concerning their duties in seating guests and family members. The Wedding Facilities Liaison is available for consultation with the Wedding Director as needed in regards to any facility needs.
- The details of the Service of Christian Marriage, also known as the wedding ceremony, are to be made in consultation with the officiating Pastor and Organist/Pianist. The logistics of the ceremony will be discussed and planned with the Wedding Director in consultation with the Wedding Facilities Liaison as needed. The style and order of the service will be discussed with the Officiating Pastor during counseling sessions. Typically, the Order of Worship is as follows, from the United Methodist Book of Worship:

United Methodist Wedding Order of Worship

- The Prelude
 - The Chiming of the Hour
 - The Seating of the Grandmothers and Mothers
 - The Processional
 - The Greeting
 - The Hymn
 - The Declaration of Intention
 - The Response of Family and Friends
 - The Presentation of the Bride
 - The Hymn
 - The Scripture Lesson(s)
 - The Homily (Short Sermon)
 - The Exchanging of Vows
 - The Blessings and Exchanging of Rings
 - The Declaration of the Marriage
 - The Lighting of the Unity Candle
 - The Prayer and Blessing of the Marriage
 - The Lord's Prayer
 - The Dismissal with Blessing
 - The Recessional
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- Please finalize the Order of Service with the Officiating Pastor before printing the Order in your program.
 - If the Bride and Groom choose to ask friends and/or family members to read the Scripture Lessons, please ask them to be present for the wedding rehearsal.
 - Regularly scheduled church activities have priority on the church calendar. Services are scheduled on a first-come basis and may be scheduled as soon as one year in advance.
 - In the event that more than one wedding is scheduled for the same day, a minimum of four hours time is scheduled between weddings; and no more than one reception can be held at the church. No wedding shall be scheduled during Holy Week or on Christmas Eve or Christmas Day.
 - The sanctuary seats approximately 325, including the balcony.
 - ***Food and drink are not permitted in the Sanctuary.***

Music:

- It is the policy of NUMC that the church Organist/Pianist will be used for all weddings. If the Bride and Groom desire to use another musician, only a qualified organist approved by the Organist/Pianist may be used. Other musicians may be used including a trumpeter, harpist, or string quartet or other appropriate musician.
- The Organist/Pianist serves as Musical Director for each wedding and as consultant on all aspects of music for weddings. Since weddings at NUMC are considered services of worship, the same high standards must be applied in selecting wedding music as are applied in all other worship services. All music to be used in a wedding service must be approved by the Organist/Pianist. The guidelines for music shall be that it is sacred or worshipful in nature.
- The Organist/Pianist must be contacted by the Bride and/or Groom no later than eight weeks prior to the wedding date. More detailed information on wedding music at NUMC will be provided by the Organist/Pianist at the time of the initial consultation.

Decorations:

- Flowers used for a wedding service are dedicated to the glory of God. It is the tradition of this church to use live flowers. When there are no flowers scheduled for the following Sunday worship service, the family may choose to leave the flowers in the sanctuary. Two flower arrangements are required and the church has two stands and two sets of vases in which they can be arranged. If the Bride wishes to take the wedding flowers after the ceremony or to have them distributed to a specific individual or place, then a person should be designated by the Bride to collect the flowers immediately after the wedding. Flowers not taken by the Bride on the day of the wedding will be used by NUMC.
- The chancel area is a sacred space and should not be rearranged. The altar table, candles and brass cross shall be used at the wedding ceremony and will be placed within the chancel area or in a visible area in the choir loft.
- If the Bride and Groom request the removal of any of the altar furniture they must get the approval of the Wedding Facilities Liaison. The Bride and Groom must designate individuals to move the furniture before the service and replace all items back in their original places after the ceremony is over.
- Candelabras, a unity candle and other wedding decorations may be added in consultation with the Wedding Facilities Liaison. Candelabras and a unity candle holder will need to be rented.
- Because regularly scheduled church activities and decorations have priority on the church calendar, couples who have scheduled their weddings during special times in the church year, such as Lent and Advent, must accept the sanctuary as it is decorated. No altar flowers may be used when special flowers are in place.

- No tacks, nails, tape or other materials, which may permanently deface the buildings or furnishings, may be used in decorating. Only wrapped wire or ribbon that will not mar the pews may be used to fasten bows.
- No rice shall be thrown in the church buildings. We request that birdseed or bubbles be used outside. Flower girls will be allowed to distribute only artificial petals or hearts in the sanctuary.
- Because of the configuration of the altar space, it is not practical to use aisle runners.
- The Wedding Facilities Liaison is available to answer any questions you may have concerning the church policy, decorations, or procedures.

Photography and videography:

- A wedding is a worship service. *Guests and/or photographers are not allowed to take flash pictures during the ceremony.* Photographers may take pictures only from the balcony during the service using only existing light or time exposure. They will be allowed to take several pictures of the bride and her escort as they process and as the couple recesses to the back of the sanctuary after the ceremony.
- Photographs may be taken in the sanctuary prior to the arrival of the first guest being seated (approximately 45 minutes prior to the service), and after the recessional is completed.
- Photographs may be made in the other areas of the church prior to the ceremony. Family members and the wedding party must be ready to process at the appropriate time.
- Photographs taken after the wedding should begin with all needed persons as soon as possible. Please advise each individual needed to return promptly to the sanctuary. The Bride and Groom should consider using the assistance of the Wedding Director to coordinate this process with the photographer.
- Videographers must have their equipment in place and operational 45 minutes before the wedding is scheduled to begin. Video cameras may be placed in the balcony. Video equipment can be placed in the choir loft but not in the chancel area. Video equipment and personnel must be unobtrusive and should not interfere with the seating of guests or family members or the work of the wedding facilities director. Videographers in the choir loft must also be unobtrusive once the equipment is set up.
- Photographers and video technicians are reminded that the rehearsal and the wedding are held in a place of worship. Please dress accordingly.

Sound System:

- Only a qualified person from our church family that is familiar with the equipment may operate the sound system. If you would like the ceremony audiotaped or if a soloist requires a microphone, please notify the Wedding Facilities Liaison so that she may contact the appropriate person.

Rehearsal:

- In consideration for others, it is very important that the participants in the wedding arrive at the church promptly so that the rehearsal may begin and end on time.
- During the rehearsal, the Wedding Director instructs the participants in their respective positions, movements and seating arrangements during the wedding. The Pastor leads the Bride and Groom through their vows and their movements during the actual ceremony. Following the rehearsal, the Wedding Director will instruct the ushers concerning their duties in seating guests and family members.
- Brides should bring the following items to the rehearsal to be entrusted to the Wedding Director for the wedding day:
 - Guest register
 - Wedding programs
 - Unity candle (if used)
 - Seating chart for special guests/family members
 - *Marriage License*

Holy Communion:

- Holy Communion may be celebrated as part of the service of Christian marriage. If the Bride and Groom opt to include Communion in their wedding ceremony, not only do they receive Communion, but also the entire congregation is invited to receive Communion. It is our tradition to invite all Christians to receive Communion.
- Holy Communion during wedding ceremonies is served to the congregation by “intinction”, a method used whereby participants receive the bread and dip it into the cup and return to their seats.

Alcohol, Drugs and Smoking:

- The use of alcoholic beverages or illegal drugs is prohibited at NUMC. Since NUMC is a place of worship, the Bride and Groom will advise the members of the wedding party to refrain from the use of alcoholic beverages or illegal drugs before both the rehearsal and the wedding ceremony. *Abuse of this policy may result in immediate termination of the ceremony.*
- Smoking and vaping are not permitted in any of the church buildings.

Other Information

- The wedding party may dress at the church on the day of the wedding. The bride and her attendants may dress in the parlor and the groom and his attendants will be in the basement. There is no additional fee for the use of these rooms. You may consider bringing light refreshments for each room. All items brought into the rooms must be removed at the end of the ceremony.
- Members of the wedding party are reminded that the rehearsal and the wedding ceremony are held in a place of worship. Please dress accordingly.
- Based on the decision of the Bride and Groom, children are welcomed as members of the wedding party. Consideration should be given to the age and maturity of each child and expectations of the bridal couple for the service. It is recommended that children be over the age of 3.
- The church is not liable for lost, stolen or damaged personal property.

Receptions:

- Plans for receptions should be made with the Church Hostess who will advise on catering and available equipment (tablecloths, plates, cups and silver). If an outside caterer is used, a Church Hostess will be present to open, supervise and close the kitchen. An additional fee is required for these services. The Wedding Facilities Liaison is not responsible for directing the reception.

Fees:

- An itemized list is provided with this guide for all fees for the use of the church facilities.
- The fee for the Organist/Pianist covers consultation with the Bride, rehearsal and wedding. Additional fees are required for soloists, both vocal and instrumental to be negotiated by the bride and groom. When additional practice time is required by the organist/pianist, an additional fee may be required.
- The fee for the Wedding Facilities Liaison covers consultation with the Bride and/or Groom, Wedding Director, rehearsal, wedding and any reception held in the church.

- The fees should be paid by one check made payable to Nashville United Methodist Church and should be brought to the church office four weeks prior to the wedding.
- *For members, a gift or honorarium for the pastor is at the discretion of the couple and should be given directly to the Pastor.*

Braswell and Cockrell Halls:

You may consider using the Braswell or Cockrell Hall for your wedding reception. We require that you schedule the use of either of these rooms through the Receptionist in consultation with the Pastor, and that the Wedding Facilities Liaison be present during the event. If decorations or music are to be used at your event, we ask that you consult with the Wedding Facilities Liaison assigned to your event. An itemized list is provided with this guide for all fees for the use of the church facilities.

Those who use Braswell or Cockrell Hall will be responsible for setting up the room and resetting it at the end of the event.

If an audio/visual individual is needed for a reception in either room, only those familiar with the equipment can be used. An additional fee is required for this service.

Dancing:

Although dancing is not prohibited at NUMC, special care should be given to the selection of dance and music for the reception. Only music that honors Christ should be used and it should not diminish the atmosphere of Christian worship and fellowship. The dance itself should not be provocative or suggestive. The lyrics of the music should not contain references that are violent, explicit or provocative and should not contain profanity. The Organist/Pianist must be contacted for wedding receptions and may request review of a play list, which should not be altered after approved. *Abuse of this policy may result in immediate termination of the event.*

Damages:

Breakage of and/or damage to the church facilities or equipment must be reimbursed to the church at replacement cost.

Church Member Fees

Organist/Pianist	<i>Includes Consultation, Wedding Rehearsal, Wedding and one rehearsal w/ soloist</i>	\$150.00	<input type="checkbox"/>	\$
Organist/Pianist				
Consultation Only		\$50.00	<input type="checkbox"/>	\$
Additional Rehearsals		Each \$25.00	<input type="checkbox"/>	\$
Reception	<i>At Church Facility</i>	\$50.00	<input type="checkbox"/>	\$
Sound Technician		\$50.00	<input type="checkbox"/>	\$
Wedding Facilities Liaison	<i>Includes Consultation, Wedding Rehearsal, & Wedding Ceremony Reception</i>	\$150.00 \$50.00	<input type="checkbox"/>	\$
Kitchen Hostess	<i>Reception</i>	\$50.00	<input type="checkbox"/>	\$
Total Due				\$ 0
<i>Make check payable to: NUMC</i>				

Payment is due to the church office no later than four weeks prior to the service.

Church Non-member Fees

Facility Fees:

Sanctuary	\$200.00	<input type="checkbox"/>	\$
Cockrell Hall	\$100.00	<input type="checkbox"/>	\$
Braswell Hall	\$200.00	<input type="checkbox"/>	\$
Classrooms	\$50.00	<input type="checkbox"/>	\$
Basement	\$100.00	<input type="checkbox"/>	\$

Organist/Pianist

Organist/Pianist	<i>Includes Consultation, Wedding Rehearsal, Wedding and one rehearsal w/ soloist</i>	\$200.00	<input type="checkbox"/>	\$
Consultation Only		\$100.00	<input type="checkbox"/>	\$
Additional Rehearsals		Each \$50.00	<input type="checkbox"/>	\$
Reception	<i>At Church Facility</i>	\$100.00	<input type="checkbox"/>	\$

Sound Technician

\$50.00 \$

Wedding Facilities Liaison

*Includes Consultation,
Wedding Rehearsal, &
Wedding Ceremony* \$200.00 \$

Reception \$75

Pastor's Fee

\$250.00 \$

Kitchen Hostess

Reception \$75.00 \$

Total Due \$ 0

Make check payable to: NUMC

Payment is due to the church office no later than four weeks prior to the service.