



Lebanon First United Methodist Church

415 W. Main St. Lebanon, TN 37087 | 615-444-3315 | lebanonfumc.com

Wedding Policies and Practices

To the Prospective Bride and Groom:

We believe marriage is a sacred gift of God.

We believe that the Service of Christian Marriage is primarily a worship service.

With that in mind, all the parts of the wedding ceremony should be appropriate to the Church's understanding of both worship and marriage.

We want to be of assistance to you. Feel free to call on us.

In Christ's Love,

Rev. Ryan Bennett, Lead Pastor

Rev. Steve Boutell, Pastor of Discipleship

Rev. Rebecca Gwynn-Dixon

Windell Little, Director of Music and Worship

Janet Romano, Church Wedding Coordinator (615-943-2978)

Contacting the Church

The first step in planning a wedding at Lebanon FUMC is to contact our Church Office to determine the availability your preferred date for our facility, Wedding Coordinator, clergy, Music Director, and Tech Team. The office staff will help you set meetings with the Wedding Coordinator and with the worship/tech teams.

For best results, please schedule your wedding date as soon as soon as possible. Due to other events happening in our facility, we typically do not schedule weddings on these holidays or their corresponding weekends (except at the discretion of the pastors):

- The weekend of Palm Sunday through Easter
- Memorial Day
- the Fourth of July
- the week of VBS
- Labor Day
- Thanksgiving week/weekend
- Advent through New Year's Day

Members and their immediate families may schedule a wedding after a minimum of one year of active participation (prayers, presence, gifts, and service) in the life of the church. Wedding dates should be scheduled at least 12 months in advance whenever possible. Members of other United Methodist Churches may have their weddings at Lebanon FUMC if their current church cannot accommodate them due to date or size (these will not be scheduled more than six months prior to the wedding date, as Lebanon FUMC activities and calendar requests take precedence.) We do not host weddings for non-UMC members.

Premarital Counseling

Premarital counseling is required, whether completed with Lebanon FUMC clergy, other approved clergy, or an approved counselor. (The State of Tennessee believes premarital counseling is important enough to reduce the cost of a marriage license for couples who complete a course and present a notarized certificate to the county clerk.) Arrangements for premarital counseling will be discussed in your initial meeting with the clergy.

Officiating Ministers

Clergy of other Christian denominations or fellowships may assist one of the Lebanon FUMC clergy in officiating, as long they are duly ordained and their credentials are recognized by the State of Tennessee. They must contact the clergy of Lebanon FUMC to discuss the ceremony at least 30 days prior to the wedding date.

Wedding Coordinator

Each wedding, regardless of the size or location, will be assigned a Wedding Coordinator. The Wedding Coordinator shall be present at all times the church and facilities are in use, and is responsible for implementing and enforcing the policies and guidelines established by the church. Specifically, the Wedding Coordinator will provide:

- one (1) one-hour meeting to discuss wedding plans
- one and one-half hours for the rehearsal
- on-site presence the day of the ceremony

After the wedding, the Wedding Coordinator will inspect the facility to assess the condition of the building and equipment and verify that all policies have been followed.

Location of the Ceremony

Weddings may be held in the Sanctuary, the Chapel, or the Outdoor Chapel.

Facilities are available three hours prior to ceremony start time and one hour after the ceremony concludes. If you require additional time, you may reserve it for \$50/hour (max 2 hours) with approval from the Wedding Coordinator.

Dressing areas will be provided in consultation with the Wedding Coordinator. Please use these as dressing areas only; professional hair, nails, and make-up should be done before arriving at the church. Because the church cannot safeguard personal property, wedding attendants must remove all possessions from dressing areas before the wedding begins.

Music

All music selections should be appropriate for a wedding in a Christian church and discussed with the officiating clergy and/or the Lebanon FUMC music staff.

All musicians and vocalists must be approved by the officiating clergy and/or Lebanon FUMC music staff. Our music staff will serve as the primary organist/pianist. See the “Fees” section for related music and sound costs.

Audio/Visual Fees, Equipment, Recordings, and Live Streaming (Sanctuary only)

Only Lebanon FUMC A/V staff may operate sound and video equipment; therefore, *use of the Sanctuary requires employ of at least one Tech operator and incurs the related fees (see “Fees” section for exact costs)*. Lebanon FUMC also offers these A/V services upon request:

- Video recording of the ceremony — **upon request** one copy of the video will be provided to the family on a thumb drive
- Screen projections — includes slides of ceremony elements or video of the ceremony in progress
- Live streaming of the wedding to YouTube — broadcast on the Lebanon FUMC YouTube channel beginning approximately 30 minutes before the ceremony. YouTube recordings will remain posted on the channel for up to 48 hours.

Members of the wedding party who wish to make videos may do so with their own equipment in the Room 207 on the 2nd floor.

Photography

The marriage ceremony is a worship service. With this in mind, no flash pictures are to be taken during the ceremony — by family, friends, attendees, or professional photographers. At no time during the ceremony may any photographer, videographer, or assistant be in the chancel area. Time exposures may be taken by your photographer during the ceremony from Room 207 on the 2nd floor.

All in-room photography must be completed within one hour of the start of the wedding ceremony. All photography must be completed one hour after the conclusion of the wedding ceremony, with all equipment removed from the premises.

Decorations

Decorations should preserve the sacred space reflected by the theological symbols within the chancel. Only Lebanon FUMC staff or authorized representatives may move the cross, altar, pulpit, lectern, and other chancel area furnishings.

Care should be taken to protect the furnishings and flooring from marks or dripping candles. Oil or battery-operated candles must be used with protective coverings placed beneath. Oil or battery-operated candles may be used in the windows only if covered with a glass globe. Pews may be decorated, but not with lighted candles. Aisle runners are not permitted. No nails, thumbtacks or adhesives may be used on the sanctuary surfaces. Command hooks are permissible. Limited decorations are permitted in the narthex.

The church is available for decoration on the day before your wedding during office hours. Church activities will take precedence, so please discuss with the Wedding Coordinator. If you require more time for decorating, you may reserve the church for \$50/hour with approval from the Wedding Coordinator.

Removal of decorations is the responsibility of the wedding party and must be completed within 90 minutes of the conclusion of the ceremony. This will allow ample time for cleaning crews to prepare the church for Sunday worship.

Rice, Confetti, Seeds

Throwing rice, confetti, seeds, or fresh rose petals is NOT permitted inside the church or on church property under any circumstances, as they are a safety hazard. Silk rose petals may be used in the Sanctuary but must be removed at the conclusion of the ceremony.

Receptions

Facility use will be subject to additional fees. See the Facility Use Form for more information.

Rehearsals & Rehearsal Dinners

Rehearsals should begin on time and last a maximum of one hour. Rescheduling or canceling a rehearsal may result in forfeiture of deposit.

Rehearsal dinner facility use will be subject to additional fees. See the Facility Use Form for more information.

Alcohol, Smoking/Vaping, and Other Substances

No alcohol or controlled substances are allowed anywhere on church grounds. All church buildings are smoke free (including electronic vapor devices); smoking and vaping must take place at least 50' away from any church building entrance.

Fees for Church Members

All fees must be paid at least 2 weeks before the wedding date.

*Refundable Deposit	\$300	(by check payable to Lebanon FUMC)
Wedding Coordinator	\$250	(max 7 hours: additional time at \$50/hour)
**Instrumentalist	\$200	
**Vocalist	\$100	
Audio/Visual Tech	\$200	
Service slides/Streaming	\$100	
Cleaning	\$150	(Additional charges may apply)
Family Life Center & Kitchen	\$300	
Hession Hall & Kitchen	\$300	

Fees for Approved Non-Church Members

All fees must be paid at least 2 weeks before the wedding date. Weddings for non-church members will only be considered for members of other local United Methodist churches whose home church cannot accommodate their needs.

*Refundable Deposit	\$700	(by check payable to Lebanon FUMC)
Wedding Coordinator	\$250	(max 7 hours: additional time at \$50/hour)
**Instrumentalist	\$200	
**Vocalist	\$100	
Audio/Visual Tech (our tech people)	\$200	
Service slides/Streaming	\$100	
Cleaning	\$150	(Additional charges may apply)
Sanctuary	\$500	
Chapel	\$200	
Outdoor Chapel	\$200	
Fellowship Hall & Kitchen	\$300	(max 100 people)

Clergy from Lebanon FUMC \$300.00.
(Pre-Marital counseling from a licensed counselor is required.)

Lebanon FUMC is not responsible for loss, theft, or damage to property belonging to the wedding participants.

***Refundable Deposits**

A refundable deposit of \$300 for members or \$700 for approved non-members is required when your wedding date is placed on the church calendar. This deposit may be made by

check payable to Lebanon FUMC only, and the check will be returned to you or shredded *after* the wedding if all policies are followed.

Your check *will not* be returned if there is damage to church property or if excessive clean-up is required (i.e. birdseed is used, alcohol found on premises, wax or stains found on flooring, etc.). The Wedding Coordinator will determine whether damage control or excessive clean-up is required after the wedding. The Wedding Coordinator will notify the couple within two weeks of the wedding date if the deposit will not be returned.

**** Music, Instrumentalists, and Vocalists**

All instrumentalists, vocalists, and other providers must be approved/appointed by Lebanon FUMC. No secular or pre-recorded music will be included in wedding services.

Facility Use Form

First United Methodist Church of Lebanon TN, Inc.

415 W. Main St., Lebanon TN 37087 | 615-444-3315 | lebanonfumc.com

Name of Event: _____ **Date(s):** _____

Group _____ (only non-profits) **Head Count** _____

Times Needed (allow for setup and tear-down) _____

Presence on site related to facility use on Sundays is limited to 1:00 PM and after ONLY. No exceptions.

Contact person: _____ **Mobile Phone#** _____

Area(s) and Equipment Used: (additional fees may apply, depending on event)

Hession Hall ____ Main Kitchen ____ Sanctuary ____ Chapel ____ Parlor ____ Library ____ JOY Room ____

Gym ____ FLC Lobby ____ Room 130 ____ Room 132 ____ Thackston Room ____ Pavilion ____

Long tables ____ Round tables ____ Chairs ____

Users are responsible for any damage to church property during events. Users and all attendees will hold harmless Lebanon FUMC for any injuries incurred on site.

Facility keys: User is responsible for coming in during office hours to pick up a loaner key for the event, and to return it the following work week during office hours.

Fees/deposit: Use of all Lebanon FUMC facilities requires a \$50 deposit, with additional \$50 for sports equipment (wedding fees may differ). Once the event is over and the staff has confirmed that the Covenant items (below) have been completed IN FULL, deposit will be returned or shredded on site.

Covenant *(Please read and sign.)*

I acknowledge this facility is to be given utmost care and respect. I will leave all equipment and facilities in **as good or better condition than found**. After the event, I agree to:

1. Dispose of all trash and recyclables in dumpster/bins and **replace liners** in cans (including from the Pavilion)
2. Clean all table surfaces, counters, and floors
3. Return all church-owned supplies/equipment to their proper storage places
4. Return all chairs and tables to their storage areas and/or original positions
5. Remove ALL decorations and non-church items from the facility (staff will dispose of items left 5 days after the last day of the event)
6. Comply with the Kitchen Use Requirements form list in full, if applicable
7. Return the facility key to the office

I will be the accountable person for this event. I have read the covenant and will comply.

Signature _____ **Date** _____

Kitchen Use Requirements

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This form must be signed/approved for your event to appear on the church calendar. Successful compliance with this list will be verified by staff before event deposits are returned.

1. Signer will inform all kitchen workers of these guidelines and ensure they are followed at all times before, during, and after the event.
2. Access to the kitchen will begin no more than two hours prior to the start of the event and no later than one hour after the end of the event. This includes loading in, on-site food prep, and clean-up/loading out times.
3. Use of the kitchen includes use of cooking and cleaning equipment and dishes. It does NOT include use of closet or pantry items without prior approval from staff.
4. Signer will ensure no one enters the kitchen who has experienced any symptoms of flu, norovirus, Covid, strep, or other illness within 48 hours of the event.
5. All kitchen workers agree to follow appropriate food safety and hygiene guidelines at all times while on the premises, including washing and sanitizing hands thoroughly:
 - a. Before, during, and after preparing or consuming any food or drinks.
 - b. After touching garbage.
 - c. After wiping counters or cleaning other surfaces with chemicals.
 - d. After coughing, sneezing, or blowing their noses.
 - e. Before and after treating a cut or wound.
 - f. After using the bathroom.
6. Groups will clean and sanitize all dishes and surfaces used, including counters, stove, oven spills, sinks, appliance knobs, door handles, floors, etc., PLUS return all dishes and equipment to their original locations.
7. Groups will gather and dispose of all trash and recyclables accumulated during events. These must be completely removed from the kitchen and deposited in the dumpster/recycle bins on the west side of the building.
8. All food must be cleaned up and discarded or otherwise removed immediately after the event. No food is to remain on site without approval from church staff.
9. All events are subject to last-minute changes, adaptations, and cancellation or rescheduling as needed.

I will be the accountable person for this event. I have read the requirements and will comply.

Signature _____

Date _____

Wedding Party Checklist

- ☐ **Contact the Church Office to review the date on the church calendar.** *(This date is not final until meeting with the Wedding Coordinator, completing the WEDDING DETAILS page, and submitting the deposit).*
- ☐ **Contact the Wedding Coordinator** (jmromano@bellsouth.net or 615-443-2354)
- ☐ **Review the guidelines and return completed and signed forms with *deposit check(s).**
- ☐ **Meet with the Wedding Coordinator to:**
 - A) Look at facilities
 - B) Go over guidelines
 - C) Meet with the Music Director
- ☐ **Submit fee checks to the Wedding Coordinator** (at least 2 weeks before the wedding; calculate fees on the WEDDING DETAILS page).

Coordinator's Checklist for Return of Security Deposit:

- _____ Decorations removed within ninety minutes of end of ceremony.
- _____ Dressing areas cleared and returned to normal.
- _____ Personal items removed from church
- _____ No damages to church property
- _____ No debris left in parking area
- _____ Reception area restored to original condition (if applicable).
- _____ No evidence of covenant violations.
- _____ All fees paid as required in guidelines.

_____ I have checked the church, and the full deposit of \$ _____ should be returned to the bride/groom.

_____ I am suggesting the amount of \$ _____ be withheld from the deposit for the issues indicated above. I have notified the bride/groom of the issues and assessed fees.

Wedding Coordinator

date

WEDDING DETAILS

THIS FORM MUST BE COMPLETED AND APPROVED BEFORE WEDDING IS PUT ON CHURCH CALENDAR

BRIDE'S FULL NAME: _____

Address: _____

Mobile Phone: _____ E-mail: _____

Member of Lebanon FUMC Yes _____ No _____

GROOM'S FULL NAME: _____

Address: _____

Mobile Phone: _____ E-mail: _____

Member of Lebanon FUMC Yes _____ No _____

Date of Ceremony: _____ **Time:** _____

MINISTER OFFICIATING: _____

Is the Reception to be held at Lebanon FUMC? Yes _____ No _____

Fees Due (see pg. 5-6 for details):

	Member	Non-Member
Refundable Deposit <i>(separate check/pmt.)</i>	\$300 _____	\$700 _____
Wedding Coordinator	\$250 _____	\$250 _____
Instrumentalist	\$200 _____	\$200 _____
Vocalist	\$100 _____	\$100 _____
Audio/Visual Tech	\$200 _____	\$200 _____
Service slides/Streaming	\$100 _____	\$100 _____
Cleaning	\$150 _____	\$150 _____
Sanctuary	\$0 _____	\$500 _____
Chapel	\$0 _____	\$200 _____
Outdoor Chapel	\$0 _____	\$200 _____
Family Life Center & Kitchen	\$300 _____	\$300 _____
Hesson Hall & Kitchen	\$300 _____	\$300 _____
Total	\$ _____	\$ _____