



# *Wedding Information Package*



Atlanta's Longest Sustained Congregation  
Established 1812

3725 Powers Ferry Road, N.W.  
Atlanta, GA 30342  
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## A Message to the Bride and Groom:

Your wedding is a sacred union in the eyes of God. The wedding ceremony is a worship service and every element of the wedding (dress, music, decorations, etc.) should contribute to an air of celebrating the reverence of the sacrament. Please review the following important guidelines for weddings here at Sardis United Methodist Church.

## Officiating Minister:

The Pastor of Sardis United Methodist Church is available to officiate at your ceremony; **however, the bride and groom may choose a visiting ordained clergy in good standing to officiate at the ceremony.** If the wedding is performed by the Sardis' Pastor, the wedding service ordinarily will follow the form found in the United Methodist Hymnal (Pages 864-869) with input from the bride and groom. The visiting minister of any denomination other than Methodist should contact the Sardis Pastor as a matter of professional courtesy prior to the wedding ceremony. A written or oral invitation to officiate at Sardis will then be issued by our Pastor. The name, mailing address and telephone number of the visiting minister should be provided to our Pastor at least 90 days prior to the ceremony.

## Reservations for Wedding Date:

No wedding date will be guaranteed without a \$700.00 deposit. The sanctuary usage fee is \$1,100.00 for the rehearsal and ceremony. Please make checks payable to Sardis United Methodist Church. Indicate date and time of ceremony on the check and notify Wedding Coordinator by phone or email that check has been sent.

### Refund Policy Timeline:

- Full refund if wedding is cancelled within 60 days of making a deposit
- 50% of deposit refunded if wedding is cancelled 61 days after making a deposit up to 91 days before wedding date
- No refund of deposit will be given if wedding is cancelled within 90 days of wedding date

## Fee Requirements:

Sanctuary Fee:	\$1,100.00	Sardis Pastor's Fee:	\$250.00
Wedding Coordinator:	\$300.00	Cleaning Fee:	Included
Deposit:	\$700.00		

**The balance of the remaining \$400 Sanctuary fee and the \$300 Wedding Coordinator fee are due one week prior to wedding. The Sardis Pastor's fee is paid directly to the Pastor.**

## Music:

As a part of your sanctuary fee Sardis provides access to our musical instruments (baby grand piano and organ). You **are not** required to use our church musicians. Our church organist/pianist is available to play at weddings, however, and can assist you in the selection of appropriate music. You should contact him personally if you would like to engage his services (his fees are arranged and paid directly to him not to the church). Fees may vary depending on the number of pieces and the complexity of the pieces you choose. If you are having a soloist and wish to conduct a private rehearsal prior to the wedding, you need to indicate this before asking him to quote a fee. If you are interested in utilizing our church musicians, the Wedding Coordinator can provide the contact information. ***We discourage, but do not prohibit, the use of pre-recorded music for the ceremony. The equipment and any technical support needed to effectively utilize pre-recorded music must be provided by the wedding party.***

## Decorations:

The altar, cross and candles cannot be removed. The church pulpit is fixed and cannot be removed. The Baptismal Font and clergy chairs may be removed. The central aisle is used for seating and bridal entrance. It may not be blocked.

We permit the following decorations:

- Altar flowers
- Outside door wreaths, bows, and handrail decorations.
- Pew Markers (bow, flowers, etc.)
- Candelabras (if using wax candles must have protective floor covering underneath)
- Unity candles (provided by the wedding party, usually the florist)
- Other decorations as approved by the Wedding Coordinator and church Pastor

## Wedding Coordinator:

Our Wedding Coordinator is the official representative of Sardis UMC and is responsible for the events pertaining to the rehearsal and ceremony. **You may use an outside coordinator for the actual ceremony and rehearsal, but Sardis' Wedding Coordinator must be paid to be present and utilized for opening and closing the church and providing access prior to the wedding for outside professionals. Our coordinator should be contacted by your outside coordinator for assistance. Our coordinator's duties include:**

1. Seeing that the guidelines for use of the church are followed.
2. Opening the church for the rehearsal and wedding in a timely manner.
3. Responding to questions from the bride and groom and their vendors (florists, photographers, etc.). Arranging for viewings of the sanctuary prior to the rehearsal and service for florists, musicians, family members, etc.
4. Handling other matters related to church use such as lights, heating and air conditioning.
5. Assisting the Pastor and wedding party at the rehearsal and on the day of the wedding.
6. Directing the rehearsal and wedding if an outside wedding planner is not utilized. There is no prohibition on using an outside wedding planner to perform these functions if the bride and groom desire.
7. The Wedding Coordinator will open the church **2 ½ hours prior** to the service to receive floral and other decorations and will remain after the service to accommodate the needs of the wedding party before closing the church. If your time needs are greater or you wish to have her open the church earlier than **2 ½ hours prior** to the service (for pictures, etc.) please make prior arrangements with the coordinator.

## Additional Guidelines:

1. Persons assisting with your wedding (florists, musicians, etc.) may arrange a prior viewing of the sanctuary by making an appointment through the Wedding Coordinator.
2. **Flash pictures** during the actual ceremony are at the discretion of the **Officiating Minister**. A flash picture of the bride entering the church and the bride and groom leaving the church are appropriate. Photographic or video graphic equipment is discouraged forward of the first

row of pews during the ceremony unless approved by the **Officiating Minister**. The choir loft may also be used for attended or unattended video graphic or photographic equipment with Minister's permission.

3. We prohibit the use of real flower petals but do allow silk petals. Please limit these to one box of silk petals as these must be picked up by hand after the ceremony. We do not encourage the use of runners as our center aisle is carpeted. If using a runner, please use one made of material other than paper as these tend to puncture easily when guests exit the church. Also, you must provide the attendants who will pull the runner down the aisle.
4. Nothing may be thrown at the bride and groom inside the church. Birdseed, bubbles or biodegradable rice are recommended, if applicable, for post ceremony throwing.
5. Unfortunately, we cannot provide staffing of our nursery playroom at this time for either the rehearsal or wedding due to liability issues. However, the nursery playroom may be used as a dressing area for children in the ceremony or as a place to calm younger children. It is conveniently located next to the Bride's Dressing Room.
6. Our Fellowship Hall is available for small rehearsal dinners (25-40 guests) or small wedding receptions (50-75 guests). All setup and take down should be done by your caterer or by hosting persons. There are additional fees for the use of the Fellowship Hall.
7. No smoking inside church buildings. No alcoholic beverages permitted anywhere on the premises.
8. No attachments may be made to walls or furnishings. Pew decorations are allowed, and most florists are aware of how to attach decorations without harming the pews.
9. Parking at the church is limited. If you are expecting more than 150 guests, you may wish to hire someone to direct parking. There is additional parking in the cemetery next to the church. Parking in the shopping center next door may result in booting. Members of the wedding party (groomsmen and bridesmaids) should consider parking in the cemetery in order to save parking spaces for guests.
10. The earliest start for a Friday rehearsal is 5:00 p.m. Also, anyone participating in the wedding should attend the rehearsal if at all possible. This would include anyone doing a reading, soloists, musicians, etc. Attendance at the rehearsal helps insure a smooth ceremony.
11. Marriage license should be brought to the rehearsal and given to Officiating Minister.
12. All additional fees should be brought to the rehearsal. The Sardis Wedding Coordinator will provide you with a list of outstanding fees the week of the wedding via email or telephone.
13. Our sanctuary can seat up to a maximum of 225 persons.

**Please retain these guidelines and refer to them during the planning of your wedding.** If you have additional questions prior to your rehearsal/wedding, please call our Wedding Coordinator:

Kathie Sullinger, Sardis Wedding Coordinator  
404-237-6060  
[office@sardischurch.com](mailto:office@sardischurch.com)