

WEDDING POLICY

First United Methodist Church
105 N. Church St.
Manchester TN 37355
(931) 728-4624 – FAX (931) 728-8285

The First United Methodist Church of Manchester is happy to offer our facilities for your wedding. Membership in our congregation is not required. However, our senior pastor must review each request to use our facilities and determine its appropriateness before an agreement is final. Our senior pastor and our secretary are responsible for determining whether the date and time of a marriage ceremony can properly fit within the church calendar of ministries and activities. Please review the following concerning the wedding policy at Manchester First UMC.

Scheduling Your Wedding:

Our church secretary will assist in scheduling your wedding. Confirmation of reservation of the facilities will be made when the required fees have been paid, which should be done no later than a month before the wedding. Scheduling should be done at least 4 months in advance.

Should it become necessary to cancel or move the wedding, all but \$50 of any prepaid fees will be returned.

Clergy of churches other than Manchester First UMC may perform marriages in this church upon approval of the Manchester First UMC senior pastor. Our senior pastor must also be assured that the couple intending to be married attends a series of premarital counseling sessions with a pastor or counselor of the couple's choice.

Facilities available for weddings:

The Sanctuary will seat **approximately 300** people.

The chapel will seat **approximately 50** people.

The fellowship hall is available but the Fellowship Hall Rules must be followed.

The kitchen is available but the FUMC Kitchen Rules must be followed.

(The Fellowship Hall Rules and Kitchen Rules are available in the church office or online)

Fees:

Building Use Fees for weddings are as follows:

Members and their immediate family:

Use of Sanctuary and Dressing Rooms: no charge

Use of Fellowship Hall and Kitchen: no charge

Non-Members

Use of Chapel and Dressing Rooms \$50

Use of Sanctuary and Dressing Rooms: \$150

Use of Fellowship Hall and Kitchen: \$150

Custodial Fees (for all weddings):

Chapel Wedding and Dressing Rooms: \$50

Use of Sanctuary and Dressing Rooms: \$150

Use of Fellowship Hall and Kitchen (per weekend) \$150

Sound Technician (for all weddings)

Wedding Only: \$40

Rehearsal and Wedding: \$60

Deposits:

Damage Deposit:

A damage deposit of \$100 (check or cash) will be made before the activity. The deposit will be held for one week after the event and refunded upon approved inspection by the custodian, trustee, or kitchen committee member (when the kitchen or fellowship hall is involved).

The wedding party is responsible to make proper restitution for any repairs or replacement needed due to damage of the fellowship hall, kitchen, equipment, utensils, etc. All repairs and/or replacements must have prior approval of the FUMC Trustees and/or FUMC Kitchen committee.

Key Use Deposit:

Arrangements for times in which the building needs to be opened or closed shall be made with the custodian, through the church office. If the kitchen is to be used, a \$100 dollar deposit (cash or check) must be placed for a kitchen key. When the kitchen key is returned, the deposit will be returned.

Restitution:

Proper restitution must be made, in full, for any repairs or replacement needed due to damage to church or church contents. Repairs and replacements must have prior approval of the FUMC Trustees.

Dressing Rooms:

The Parlor (Room 125) is available for the bride and her attendants. It is located to the right of the sanctuary. Room 102, on the opposite side of the sanctuary, is available for the groom and groomsmen.

Please do not hang any clothes or items from the ceiling tiles or light fixtures.

We ask that no valuables be left in the rooms. The church cannot be responsible for lost or stolen articles.

Smoking is not permitted in the building, by anyone, at any time.

Communion:

The minister conducting the marriage ceremony is responsible for arranging for communion, if it is to be a part of the ceremony. Manchester First United Methodist Church's communion sets may be borrowed with approval of the senior pastor.

Music:

In view of the sacred nature of the ceremony, careful consideration should be given to the choice of music. Many excellent religious selections are available. All music should direct attention to God. The music selections must be reviewed and approved by our Director of Music.

Organist:

Our organist is normally available for weddings. The organist's services can be arranged through our Director of Music. Another organist may be used if approved by the Director of Music.

Wedding Bulletins:

The church does not furnish bulletins.

Floral arrangements and other decorations are subject to the following restrictions:

Protect all surfaces against damage or disfigurement. Give particular attention to moisture seepage, candle dripping, and scratches.

No flowers or decorative material of any kind shall be placed on the organ, piano, communion rail, or kneeling cushions.

If floral arrangements or other decorations are to be elevated, stands must be provided.

Candlesticks may be placed on the alter table provided the table is protected from any damage.

Pins, nails, glue, or other disfiguring method may not be used to attach decorations to church property.

None of the existing articles or furnishings in the sanctuary can be moved without permission of the pastor. The pews, the altar, and permanent fixtures cannot be moved.

Someone of the wedding party should be responsible for seeing that the florist or others schedule the placing and removal of flowers and decorations with the church office. All material must be removed from the church well ahead of any scheduled church service.

Photographers:

The bride elect is responsible for providing the following policies to the photographer:

1. No flash photography is allowed in the sanctuary or chapel after the ceremony has begun. Flash may be used inside the door to record the bride's entrance or the departure of the bride and groom.
2. VCR equipment may be used without photo lighting if the operator remains in one location so as not to be a distraction. Cords along the aisles are to be avoided.
3. *In consideration of guests waiting for the reception, photos after the wedding should be well planned with a written list and all participants informed. It is suggested that as many photos as possible be scheduled prior to the wedding.*
4. *Consider taking the larger group shots first to release other members of the wedding party as soon as possible.*
5. *Any photos that include the minister should be taken early in the session.*
6. Photographers are not to stand on pews or other furniture without a protective cloth or pad.

Conduct:

No rice or confetti is to be used during the celebration ceremony. Bird seed is suitable outside the building.

All activity will be restricted to areas agreed upon.

Intoxicants are not permitted in any part of the church building or premises.

Reception/Caterer:

Equipment or supplies delivered for the reception are to be scheduled with the church office to avoid any conflicts.

Kitchen equipment may not be used without prior approval. We request that this be discussed and agreed at the time the reservations are made.

WEDDING APPLICATION
FIRST UNITED METHODIST CHURCH

Name of Bride: _____

Address: _____

Phone: Home _____ Work _____

Name of Groom: _____

Address: _____

Phone: Home _____ Work _____

Future Address: _____

Is bride or groom a member of FUMC? Yes ___ No ___

Are the parents of either the bride or groom a member of this church? Yes ___ No ___

Please reserve the following for us:

- ___ Chapel
- ___ Sanctuary
- ___ Fellowship Hall
- ___ Kitchen

Date of Rehearsal _____ Time of Rehearsal _____

Date of Wedding _____ Time of Wedding _____

Officiating Minister _____

Name and address of officiating minister if other than FUMC:

Name: _____

Phone: _____

Name and address of wedding consultant to be used if other than from FUMC:

_____ Phone: _____

Check the fees and deposits that apply:

Building Use for Chapel and Dressing Rooms _____
Building Use for Sanctuary and Dressing Rooms _____
Building Use for Fellowship Hall and Kitchen _____
Custodial Fee _____
Sound Technician Fee _____
Damage Deposit _____
Key Deposit _____

Miscellaneous Information – please check the following if it is to be included in the wedding ceremony:

Florist: _____ Phone: _____
Photographer: _____ Phone: _____
Caterer: _____ Phone: _____

We agree to comply with the policies and regulations of Manchester First United Methodist Church:

Fees Owed: _____ Fees Paid: _____ Date: _____

Deposits Made: _____ Date _____ Deposits Returned _____ Date _____

Bride's Signature: _____ Date: _____

Groom's Signature: _____ Date: _____

Approved: _____ Date: _____

Pastor