

SENOIA UNITED METHODIST CHURCH

*For this reason a man will
leave his father and mother*



*and be united to his wife,
and they will become one flesh.*

Genesis 2:24

Wedding Policy & Fee Schedule

Guest Weddings

Adopted July 9, 2013

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From the Pastor

To the Bride and Groom:

Congratulations and blessings to you as you prepare for your wedding and upcoming marriage. Our prayer is that your wedding day be one you will remember and look back upon with joy and thanksgiving as you live out your marriage. The guidelines contained here have been prepared to help you prepare for the special day and ensure that the day is full of love and joy.

We are glad to have the opportunity to share this time with you. We want to do all we can to have each phase, from planning through rehearsal and ceremony, remembered with deep satisfaction. Whether large or small, your wedding's true meaning and beauty will lie in the spirit of those who take part.

In the excitement of planning a church wedding, many questions arise. This booklet is intended as a guide to make certain decisions and create an atmosphere conducive to a harmonious wedding experience.

Senoia United Methodist Church has established the following policies and procedures regarding weddings which are held here. We ask your cooperation in these areas.

On behalf of the people of Senoia UMC, I pray God's richest blessings upon you, your families, and your upcoming marriage.

In Christ,

Rev. Erik A. Mays, Pastor

***Please read through this booklet before signing
your wedding reservation form and booking your wedding.***

The Presiding Pastor:

Each wedding that takes place at Senoia UMC is a worship service. More specifically, they are worship services of Senoia UMC and therefore are United Methodist worship services. While we respect other traditions in the Christian faith it is a priority for us to ensure that each service (wedding or otherwise) which is conducted at Senoia UMC honors the Methodist tradition. In doing so, ***the pastor of Senoia UMC will conduct all weddings that take place at Senoia UMC.*** The only exception to this policy is if the bride and groom request for another minister to officiate at the wedding who is a United Methodist pastor. In that case, an invitation will be extended to that pastor. In respect of deep and meaningful bonds between couples and a pastor it is perfectly appropriate for **guest ministers** to co-officiate under the direction of the pastor of Senoia UMC. If you have another pastor (who is not United Methodist) that you would like to help officiate, please let the pastor of Senoia UMC know and an invitation will be extended.

The liturgy for the wedding service will come directly from the United Methodist Book of Worship. If the couple would like to have a brief message (a wedding homily) the pastor of Senoia UMC will be happy to do so.

Guest Pastors: All Guest Pastors will receive an invitation from the pastor of Senoia UMC. As a Guest Pastor they are welcome to participate in the service under the direction of the pastor of Senoia UMC. The only exception to this is if the Guest Pastor is United Methodist in which case the presence of the Senoia pastor is not required but an invitation will still be extended.

Pre-Marital Counseling: Each couple married at Senoia UMC (with the exception of those being married by another UM pastor other than the pastor of Senoia UMC) will be required to meet with the pastor of Senoia UMC to prepare for the service. Pre-marital counseling is a requirement before a wedding can take place at Senoia UMC. The couple should speak with the pastor of Senoia UMC once the wedding is book to plan for times to meet.

Wedding License: The Groom should present the license to the presiding Pastor at the beginning of the rehearsal. No ceremony can be performed without the license.

The Church Wedding Director:

All details concerning weddings in our facilities must be cleared with the Church Wedding Director.

The Director will direct both the wedding rehearsal and the ceremony, assisting you with the many decisions involved in such an event. All scheduled weddings will have a Church Wedding Director assigned. If you plan to have a professional bridal consultant or other guest person assisting you, that person is to function under the general supervision of the Church Wedding Director.

Fees:

These are to be discussed with the Wedding Director in advance of booking your wedding. No wedding date is considered officially reserved on the church calendar until the reservation form is returned, and the deposit paid. (*The deposit will be applied to the sanctuary fee.*) Once the reservation form & deposit have been received your date will be placed on the church calendar. **Member Fees** apply when the Bride, Groom or one of their parents has been an active member of Senoia United Methodist Church for at least six months prior to scheduling the wedding.

Reserving the Church:

The first step in making plans is deciding on the date and hour for the ceremony. Weddings may not be scheduled on Sundays or during the week of Easter or Thanksgiving weekend. There will be **no** weddings during the month of December because of extensive use of church facilities for special activities during this period.

Please see the enclosed Fee sheet.

Weddings may not be scheduled later than 7:00 pm.

A Sanctuary wedding with attendants requires a rehearsal. You should schedule your rehearsal at the same time that you reserve the church.

The Wedding Rehearsal:

One hour is allocated for the rehearsal. In fairness to all those participating, please schedule your rehearsal hour in consideration of your attendants' and families' travel schedules and then insist that they arrive at the rehearsal on time. Be sure they receive clear directions to the church.

Wedding Music:

The wedding is a worship service; therefore, appropriate music should be selected which glorifies God and emphasizes the sacred nature of the marriage vows. Music desired for the wedding must be approved in advance by the pastor performing the ceremony at least 30 days before the wedding. Sacred music is encouraged for your ceremony. Sacred music is defined as music about God or to God.

Our church Organist is very talented and has experience playing for weddings and is familiar with our church organ. He may be asked to play your wedding. His fee is negotiated with him and paid directly to him in advance of the wedding.

If musicians outside of the church are used, all instruments must be left as they are found.

You should discuss the music for your wedding with the musician as early as possible: i.e. processional, recessional, type of pre-service music, any other requests, etc.

Holy Communion:

If the bride and groom would like for Holy Communion to be part of the wedding service please discuss this with the pastor. The United Methodist Church has an "open table" meaning that all persons present who seek forgiveness of their sins, seek to live in peace with God and be in unity with their neighbors are invited to participate in Holy Communion. Please note, this means that it is not appropriate to only serve the bride and groom.

Flowers, Candles, Etc:

While decorations are certainly beautiful, it is recommended that they be modest. The Sanctuary has a beauty of its own that does not call for elaborate decoration. The main consideration is that an atmosphere of worship should prevail. The pulpit furnishings should not be moved without the approval of the Pastor and the Wedding Director.

No flowers or ferns may be placed on either the pulpit or altar table. If a flower girl is used, only silk petals may be dropped on the carpet.

Due to fire regulations, candles may not be used along the aisles or carried by anyone. Candle lighters are available for use in lighting and extinguishing candles. Drip-less candles are best for candelabra.

Aisle runners may not be used due to safety concerns.

Adequate protection must be placed under vases, pots, candelabra, etc. Take special care to prevent candle wax drippings on the carpet. No nails, tacks, tape, or other means may be used to secure flowers, palms, pew bows or other decorations to the church furniture, walls or fixtures. Pew markers may be tied with ribbon to the reserved pews.

Please arrange with your florist to have all decorations removed immediately following the taking of your pictures. Any cost for cleaning carpets and/or repairs of other damage resulting from failure to take proper precautions must be paid by the booking family. This includes damages incurred by persons under contract to you for services.

If your wedding is on Saturday and you wish to leave your altar flowers for use on the following Sunday in honor of your wedding, please notify the church office when you book your wedding.

Photography:

Photographers may take pictures before and after the ceremony, but not during the service itself. Non-flash time exposures from the rear of the Sanctuary are permissible. Flash pictures of the bride entering and recessing are permitted from a position agreed upon with the Wedding Director. Any part of the service may be reenacted afterwards for pictures. When taking photos, please do not sit on the communion rail for pictures. No one should stand on a pew or any church furniture. Photographers should plan to stop at least 30 minutes before the ceremony in order to allow the bride and her party time to relax and prepare themselves.

During the ceremony flash pictures by family and/or friends are not appropriate.

Video taping in the Sanctuary is acceptable using a stationary tripod - no moving around. Only available light may be used. Photographic flood lights are not permitted. Check with the Wedding Director regarding the placement of cameras. These decisions have become necessary in order to maintain the worshipful quality of the wedding service.

Dressing Rooms - Bride & Groom:

The Bride and attendants may dress in the JOY Sunday School room in the front of the Sanctuary. You may desire to bring a sheet on which to stand so that your wedding gown will not be soiled while you are dressing. Purses and other valuables should be locked in cars. We cannot insure the security of your valuables. ***All personal belongings/decorations must be removed before leaving the Church premises within the allotted time.***

The Groom may dress in the Fellowship Hall area or men's restroom. No valuables should be left in these areas.

Alcohol – Smoking:

No alcoholic beverages can be permitted on church property.

Senoia United Methodist Church is a tobacco-free facility.

Bird Seed:

No rice, bird seed, or any type of confetti may be used.

Bubbles are acceptable and encouraged for use outside.

Time Allocations:

The Wedding Director will open the building 30 minutes prior to the Rehearsal. The building will be scheduled for 4 hours usage the day of the Wedding. If you feel more time is needed, please discuss this with the Wedding Director. Additional time/fees can be arranged if the facilities are available.

GUEST WEDDING FEES

Wedding

Deposit for reservation (<i>non-refundable, applied to Sanctuary</i>)	\$100
Use of Sanctuary	800
Pastor	250
Wedding Director (<i>required</i>)	200
Custodian (<i>required</i>)	100
TOTAL REQUIRED FEES (<i>deduct deposit \$100</i>)	\$1,450

Security Deposit (*Separate check held until after the wedding*) \$350

Optional Fees

Use of Fellowship Hall and/or kitchen for reception	300
Use of Side Yard and/or Garden	300
Organist**	\$\$\$
Sound Technician (<i>if needed</i>)	100

**See note A.

***It should be noted that the average wedding will require at least 10 hours of the pastor's time. Weddings with special arrangements will require additional time.*

A. ORGANIST

The fee for our church organist is negotiated & paid directly. If other musicians are used, the Bride makes arrangements for and arranges payment with them.

B. SOLOIST

The Bride makes arrangements for all soloists and arranges payment with them.

C. SOUND TECHNICIAN

If voice enhancement is desired, the church sound technician is needed. No one else is permitted to operate the sound system. The fee is \$100.

D. CUSTODIAN

The custodian will clean the buildings before and after the wedding rehearsal, wedding. The fee is \$100 for the wedding for both members and non-members.

**All monies are due in the church office (4) weeks
before the wedding rehearsal.**