

# WEDDING POLICY

Smyrna First United Methodist Church

5/3/2010



“And the rib, which the Lord God had taken from man, made he a woman, and brought her unto the man. And Adam said, This is now bone of my bones, and flesh of my flesh: she shall be called Woman, because she was taken out of Man. Therefore shall a man leave his father and his mother and shall cleave unto his wife, and they shall be one flesh.” Genesis 2:22-24

**SMYRNA FIRST UNITED METHODIST CHURCH  
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**SMYRNA FIRST UNITED METHODIST CHURCH**

301 SAM DAVIS ROAD

SMYRNA, TN 37167

(615)459-2826

Thank you for choosing Smyrna First United Methodist Church for your special day. As marriage ceremonies are services of worship, we ask that all music and decorations be selected with this in mind. Since a church wedding focuses on God and His blessing on the marriage, we ask that all who are involved in the planning and participation of the wedding remember they are in God's house and on Church property. The atmosphere of the entire wedding experience should be one of Christian celebration and worship.

Before we can reserve the Sanctuary or Chapel for your wedding, the attached Wedding Application must be completed and returned to the church office along with a non-refundable deposit of \$100.00. **PLEASE NOTE:** All weddings must be approved by the senior pastor of Smyrna First UMC. Upon approval of the Wedding Application and receipt of the non-refundable deposit, we can then reserve your wedding date on the church calendar. **FULL PAYMENT OF THE WEDDING CHARGE IS REQUIRED ONE MONTH PRIOR TO THE WEDDING DATE.** Should the wedding be cancelled, payment will be refunded (less the non-refundable deposit) up to one week prior to the wedding date.

Attached to the Wedding Application you will find our Wedding Guidelines. Please read these guidelines very carefully. **SIGNING THE WEDDING APPLICATION INDICATES YOU HAVE READ THE GUIDELINES AND SCHEDULE OF CHARGES AND ARE WILLING TO ABIDE BY THE REGULATIONS.**

The Church has a Sanctuary that seats approximately 400 people and a Chapel that seats approximately 150 people. The Fellowship Hall will accommodate approximately 200 people. Dressing rooms are also available. Please indicate on the Wedding Application which areas of the church you will require so they can be reserved for you.

The Church facilities are not available for weddings or rehearsals on Sundays. No weddings will be performed during Holy Week. No weddings will be performed from December 23 through December 26. Weddings scheduled for December **MUST** use Advent and Christmas decorations put in place by the Altar Guild through Epiphany. Decorations may **NOT** be moved or removed. Church members will be given preference, especially when scheduling weddings in December. A Saturday wedding followed by a church reception must conclude before 8:00 P.M.

**SMYRNA FIRST UNITED METHODIST CHURCH  
WEDDING GUIDELINES**

- 1) One of the ministers of Smyrna First UMC is available to officiate at the wedding. If the bride or groom wish to have another minister officiate or co-officiate, this must be discussed with the senior pastor. All couples **must** go through pre-marital counseling (a total of eight hours, including 4 hours of reading and four hours of instruction) by one of the ministers of Smyrna First or by some other qualified individual. Proof of pre-marital counseling is required. (A copy must be given to the senior pastor at least two weeks before the wedding, if counseling is done by someone other than one of the ministers at Smyrna First.)
- 2) Couples who are not members of Smyrna First must be professing Christians (no exceptions).
- 3) Once your Wedding Application has been approved, a Wedding Hostess will be assigned to you. She will contact you once she has been notified. Please note...she is not a Wedding Coordinator. Her job is to answer any questions you have regarding the Wedding Guidelines and make sure those guidelines are up-held.
- 4) Only organists provided by the Church may be used for weddings. The bridal party must make arrangements with them. They each have set fees and must be paid at the rehearsal. Your Wedding Hostess will be able to provide you with the phone numbers you will need in order to contact them. Any competent pianist may play the piano. Music should be of a religious or classical nature in keeping with the sanctity of the house of God. A month before the wedding, the bridal party and the musicians **MUST** meet with the SFUMC Director of Music in order to review the music choices.
- 5) A Sound Technician will also be assigned to your wedding. Only Church Sound Technicians can be used to operate the sound system. All recorded or taped music must be presented to the sound technician at the time of the rehearsal.
- 6) When the Sanctuary or Chapel is used for weddings, all worship items must be treated with respect and protected from abuse. The high altar table must remain with the proper altar cloths in place. Some items may be moved with the permission of your Wedding Hostess. Praise Band equipment is **NOT** to be moved or removed from the Sanctuary. The band will remove/lower the microphone stands and lower the keyboard. The drum set and mixer will be covered with black cloths. Candles on the high altar table must always be lit first during a wedding service. All other uses of candles, plants, kneeling benches (we have one available), etc., must be approved by your Wedding Hostess.
- 7) Decorations may not be placed on the high altar table. Only drip less candles are to be used. This includes Unity Candles. Only silk or paper flower petals may be dropped in the Sanctuary or Chapel. No tacks, screws, nails, staples, wire, glue or scotch tape may be used to secure decorations. All decorations must be removed immediately following the ceremony. If flowers are being left for the Worship Services on Sunday, please notify the Church office at least a month ahead of time. No artificial snow, flocking or glitter will be allowed in the Church. Only birdseed or bubbles may be used outside the Church building. Sparklers cannot be used within 25' of the buildings. Holiday decorations set out by the Church **must not be moved/removed**.

- 8) Both video and still photography are allowed. No flash photography during the ceremony. However, as the wedding ceremony is a worship service, we do not permit photography during certain portions of the wedding ceremony. Your Wedding Hostess will provide you with that information. Photographers are not allowed to stand on church pews for picture taking. If couples wish to have their picture taken with the officiate please make arrangements for that picture to be made first.
- 9) If you are having your Rehearsal Dinner or Reception at the Church, you will need to reserve the Fellowship Hall and Kitchen. Caterers should confer with the Wedding Hostess regarding the use of kitchen equipment. All dishes and serving pieces must be supplied by the caterer. The Fellowship Hall and Kitchen must be left clean and all equipment that does not belong to the Church removed immediately after the event. **NO FOOD OR DRINK IS PERMITTED IN THE SANCTUARY OR CHAPEL.**
- 10) Alcoholic beverages and illicit drugs may not be served or consumed on the Church property. Smoking in the Church buildings and on the parking lot is prohibited. Please remember the parking lot and grounds are considered a part of the Church facility and should be used respectfully.
- 11) The air conditioning and heating systems have set controls and should not be changed or adjusted for any reason. If there is a problem, please contact your Wedding Hostess.
- 12) Children should be attended to by an adult at all times. Children should not be permitted on the elevator without an adult present.
- 13) You will have access to the building approximately 4 hours before the wedding music begins. Please be sure florists, photographers, etc., are aware of this time frame. Please contact your Wedding Hostess to schedule the time you will need to get into the building.
- 14) As your wedding is a Worship Service, please let your wedding participants and guests know that all cell phones need to be turned off.
- 15) All Florists, Photographers, Wedding Coordinators, Caterers, etc., must sign our Facility Use Contract. This also includes non-professionals doing the same job as a professional.
- 16) Non-members cannot schedule weddings more than six (6) months in advance.
- 17) Inability to pay all wedding fees will not be a reason to deny members a Church wedding.
- 18) Marriage certificates should be given to ministers or officiate at the rehearsal.

**If you have questions regarding these guidelines or Smyrna First UMC, please do not hesitate to contact the Church office or your Wedding Hostess.**

**SMYRNA FIRST UNITED METHODIST CHURCH**

301 SAM DAVIS RD., SMYRNA, TN 37167

(615) 459-2826 FAX: (615) 459-0825

**WEDDING APPLICATION**

Wedding Date: \_\_\_\_\_

Time: \_\_\_\_\_

Reception Here?     \_\_\_ Yes     \_\_\_ No

Time: \_\_\_\_\_

Rehearsal Date: \_\_\_\_\_

Time: \_\_\_\_\_

Rehearsal Dinner Here?     \_\_\_ Yes     \_\_\_ No

Time: \_\_\_\_\_

Minister: \_\_\_\_\_

Phone: \_\_\_\_\_

**Bride Elect** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Cell: \_\_\_\_\_

Church Affiliation: \_\_\_\_\_

Where: \_\_\_\_\_

**Bride's Parents:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Cell: \_\_\_\_\_

Church Affiliation: \_\_\_\_\_

Where: \_\_\_\_\_

**Groom Elect:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

Cell: \_\_\_\_\_

Church Affiliation: \_\_\_\_\_

Where: \_\_\_\_\_

Groom's Parents: \_\_\_\_\_

Address: \_\_\_\_\_

Home: \_\_\_\_\_

\_\_\_\_\_

Cell: \_\_\_\_\_

Church Affiliation: \_\_\_\_\_

Where: \_\_\_\_\_

Reason for not using your own church: \_\_\_\_\_

(This question must be answered and may be verified with your Church.)

**CHURCH FACILITIES DESIRED:**

Sanctuary: \_\_\_Yes \_\_\_No

Chapel: \_\_\_Yes \_\_\_No

Bride's Room: \_\_\_Yes \_\_\_No

Groom's Room: \_\_\_Yes \_\_\_No

Fellowship Hall: \_\_\_Yes \_\_\_No

Kitchen: \_\_\_Yes \_\_\_No

Do you wish to use the Church Organist? \_\_\_Yes \_\_\_No

Kneeling Bench: \_\_\_Yes \_\_\_No

(NOTE: ONLY CHURCH PROVIDED ORGANISTS CAN BE USED.)

Communion for couple: \_\_\_Yes \_\_\_No

I CERTIFY THAT I HAVE READ THE CONDITIONS AND REQUIREMENTS OF FACILITY USE AND THE SCHEDULE OF CHARGES AND AGREE TO ABIDE BY SAME IF I AM PERMITTED USE OF THESE FACILITIES AND WILL MAKE EVERY EFFORT TO INSURE THAT ALL MY GUESTS WILL DO LIKEWISE.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Deposit Amount: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Balance Due: \$ \_\_\_\_\_

Payments: \$ \_\_\_\_\_ Date: \_\_\_\_\_ \$ \_\_\_\_\_ Date: \_\_\_\_\_

\$ \_\_\_\_\_ Date \_\_\_\_\_ \$ \_\_\_\_\_ Date: \_\_\_\_\_

Hostess: \_\_\_\_\_

Notified: \_\_\_\_\_

Sound Tech: \_\_\_\_\_

Notified: \_\_\_\_\_

Custodian: \_\_\_\_\_

Notified: \_\_\_\_\_

Pastor: \_\_\_\_\_

Notified: \_\_\_\_\_

Altar Guild: \_\_\_\_\_

Notified: \_\_\_\_\_

**SMYRNA FIRST UNITED METHODIST CHURCH  
SCHEDULE OF CHARGES FOR WEDDINGS**

1) If either the Bride or Groom is an active **member of SFUMC** or if the **child of an active member** or a **member of staff personnel**:

Sanctuary	NO CHARGE
Chapel	NO CHARGE
Fellowship Hall	NO CHARGE
Custodian Sanctuary/Chapel	\$150.00
Custodian Fellowship Hall	\$150.00
Hostess (wedding only)	\$125.00
Hostess (Sanctuary & FH)	\$150.00
Sound Tech (wedding only)	\$100.00
Wedding Deposit	\$100.00 (Non-refundable)
Minister Fee (If Smyrna pastor is used)	Optional

2) If neither the Bride or Groom is a member or child of a member of SFUMC:

Sanctuary	\$ 600.00
Chapel	\$ 400.00
Fellowship Hall	\$ 300.00
Custodian Sanctuary	\$ 250.00
Custodian Chapel	\$ 150.00
Custodian Fellowship Hall	\$ 250.00
Hostess (wedding only)	\$ 150.00
Hostess (Sanctuary & FH)	\$ 250.00
Sound Tech (wedding only)	\$ 100.00
Church Organist/Pianist	\$ 100.00 ea.
Minister Fee (If Smyrna pastor is used)	\$ 150.00
Damage Deposit*	\$ 100.00
Wedding Deposit	\$ 100.00 (Non-Refundable)

IF ANY PROPERTY IS DAMAGED AND MUST BE REPLACED OR REPAIRED, THE BRIDE AND GROOM WILL BE ASSESSED THE CHARGES.

\*ANY DAMAGE TO FURNITURE, CARPET OR ANY CHURCH PROPERTY WILL BE SUBJECT TO THE ACTUAL COST OF CLEANUP OR REPLACEMENT IF GREATER THAN THE \$100 DAMAGE DEPOSIT. THE DAMAGE DEPOSIT WILL BE REFUNDED IF NO DAMAGE IS DEEMED TO HAVE OCCURRED.

**SMYRNA FIRST UNITED METHODIST CHURCH**

***Caterer Agreement***

The caterer in charge must sign below indicating that they have read and agree to follow the Church's guidelines regarding catering the rehearsal /reception dinner.

Florist: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*This agreement must be turned in to the Church Office no less than  
14 days prior to the wedding. A copy will be mailed back  
to the caterer to use as a reference guide.*

1. Caterers should confer with the Wedding Hostess regarding the use of kitchen equipment.
2. All dishes and serving pieces must be supplied by the caterer.
3. The Fellowship Hall and Kitchen must be left clean.
4. All equipment that does not belong to the Church must be removed immediately after the event.
5. No food or drink is permitted in the Sanctuary or Chapel.
6. Alcoholic beverages and illicit drugs may not be served or consumed on the Church property.
7. Smoking in the buildings and on the parking lot is prohibited.
8. You will have access to the building approximately 4 hours before the wedding music begins.

**The bride shall secure and return to the Church office the signed agreement by the caterer in charge.**

**Bride's Name:** \_\_\_\_\_ **Date of the Wedding:** \_\_\_\_\_

**SMYRNA FIRST UNITED METHODIST CHURCH**

***Florist Agreement***

The florist in charge must sign below indicating that they have read and agree to follow the Church's guidelines regarding decorating the worship space.

Florist: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

*This agreement must be turned in to the Church Office no less than 14 days prior to the wedding. A copy will be mailed back to the florist to use as a reference guide.*

**Decorations**

The sanctuary and the chapel are designed for worship and are already decorated and arranged appropriately. Additional decorations need not be unduly elaborate, expensive or ostentatious. When the family so desires, limited candles, ferns and flowers may be added; however, no decoration shall detract from, damage or obscure from view any of the Christian symbols or furnishings in the worship space. **Holiday decorations set out by the Church may not be moved or removed.**

**Paraments**

The paraments on the altar in our Church are white for weddings. The Wedding Coordinator at Smyrna First UMC is responsible for arranging them before a wedding and for removing them after the service.

**Candles**

The two candles on the altar remain there at all times and shall not be moved. Additional candelabra may be used in the chancel area, in window arrangements, or in pew candelabra with hurricane chimneys, but drip less candles are required in all instances to prevent dripping wax.

**Flowers**

Any arrangement used in the center of the lower altar should be no higher than the horizontal arms of the cross, and the cross cannot be removed. Other greenery or decorations should never be placed in such a way that they obscure the altar or interfere with the movement of the service. Only silk or paper flower petals are to be used by the flower girl. No artificial snow or flocking may be used in the Church. Flowers may also be used in the narthex and as pew markers. Should the family desire to do so, only the lower altar and narthex flowers should be left for use in the Sunday services of worship. **The Smyrna First UMC Wedding Hostess must be made aware of the plans for floral arrangements when the bride and hostess meet.**

**The bride shall secure and return to the Church office the signed agreement by the florist in charge.**

**Bride's Name:** \_\_\_\_\_ **Date of the Wedding:** \_\_\_\_\_

**SMYRNA FIRST UNITED METHODIST CHURCH**  
***Photographer Agreement***

The photographer in charge must sign below indicating that they have read and agree to follow the Church's guidelines regarding photography.

Photographer: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Videographer: \_\_\_\_\_ Date: \_\_\_\_\_

*This agreement must be turned in to the Church office no less than  
14 days prior to the wedding. A copy will be  
mailed to the photographer for use as a reference guide.*

**Still Photography**

A photographic record of the couples' wedding is important and may be a source of joy for many years. Photographing the event, however, must never become more important than the event itself. One "overview" non-flash photograph of the congregation and full wedding party lined up at the chancel while the organist plays the concluding chords of the wedding processional is permitted. No other photographs will be permitted during a wedding unless specifically requested by the Wedding Hostess.

Flash pictures disturb the worshipful atmosphere; the loud sound of camera shutters is obtrusive even when a flash is not used. Therefore, family members, friends and photographers must refrain from taking pictures until the service is concluded.

A picture of the bride and groom leaving the church may be made if the professional photographer does so at the back of the aisles. Time should be allowed prior to or following the service for pictures to be made. If photographs are being made in the sanctuary prior to the wedding service, this must be concluded and all equipment removed 45 minutes before the hour of the wedding. We believe the service itself will therefore be enhanced and more pleasing to the participants and to God.

**Videography**

Occasionally we are asked for permission to videotape a wedding service in our Church. We have no objection to this if the wedding party strongly desires it. However, we must ask that the same general rules apply as regarding still photography. The cameras should be located as unobtrusively as possible (preferably in the rear of the sanctuary) and should not be moved during the service. If one is to be used in front, it should be "hidden" and turned on prior to music and not moved or adjusted again until the service is fully concluded.

**The bride shall secure and return to the church office this signed agreement by the photographer in charge.**

**Bride's Name:** \_\_\_\_\_ **Date of Wedding:** \_\_\_\_\_

**SMYRNA FIRST UNITED METHODIST CHURCH  
FACILITY USE REQUEST FORM**

**Requestor:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **E-Mail:** \_\_\_\_\_

**Event:** \_\_\_\_\_ **Date of Event:** \_\_\_\_\_

**Time of Event: Start:** \_\_\_\_\_ **End:** \_\_\_\_\_ **Number of Attendees:** \_\_\_\_\_

**Room/Location Requested:** \_\_\_\_\_

**Equipment Requested:** \_\_\_\_\_

1. I agree to be the person in charge of the activity and shall be responsible for the conduct of the participants.
2. I agree that an adult will be responsible for use of all equipment.
3. I agree that the building will be left clean and orderly when I leave, lights turned off and the building locked.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**SMYRNA FIRST UNITED METHODIST CHURCH  
GUIDELINES FOR USE OF FELLOWSHIP HALL**

**Responsible Party:** \_\_\_\_\_ **Event:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

Responsible parties will provide their own supplies. Bring with you those things you plan to use. Dish towels and dishcloths are not provided. Garbage bags for the kitchen and bathrooms are furnished by the Church and will be available for use.

Prior to the scheduled event, the Responsible Party will inspect the Fellowship Hall **with the wedding hoste:**

UNLESS OTHERWISE NOTED, THE FELLOWSHIP HALL IS IN A SATISFACTORYLY CLEAN CONDITION AND WILL BE LEFT IN THAT CONDITION.

I ACCEPT THIS ROOM AFTER INSPECTION/WITHOUT INSPECTION.

**Responsible Party:** \_\_\_\_\_ **Staff Member:** \_\_\_\_\_

1. Wipe up spills on the floor immediately to prevent falls and damage to the flooring.
2. Remove trash from the building and place it in collection bins at the side of the building. Extra garbage bags are on the side of the garbage container. Do not leave garbage in the large garbage can in the kitchen.
3. Sweep the floor. The broom and dust pan are kept in the furnace room.
4. Wipe off all tables used, countertops and serving counter. Make sure stove, refrigerator and microwave are clean. Leave the sinks clean and free of dirty dishes.
5. Leave NO FOOD in the refrigerator, on the countertops or in the cabinets.
6. Do not blow out pilot lights on stove.
7. No alcoholic beverages are allowed on the premises.
8. No smoking is allowed in the building. Receptacles are provided outside Fellowship Hall for cigarette butts.
9. Turn off lights and lock all doors. Check to see that the doors are locked from the outside.

I HAVE READ THE ABOVE AND ACCEPT ALL THESE TERMS.

**Responsible Party:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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