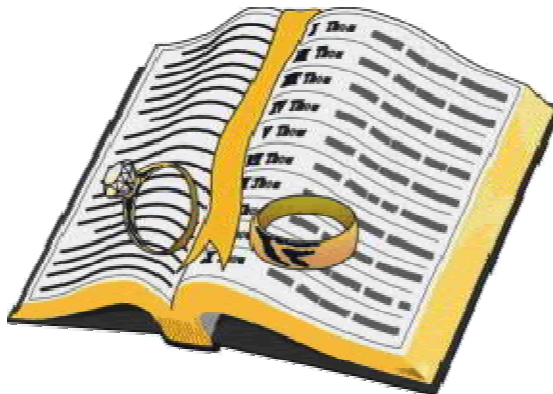




Wedding Policies



POWERS FERRY UNITED METHODIST CHURCH

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Powers Ferry United Methodist Church Wedding Policies

The wedding ceremony is a worship service in which God's love is celebrated and the lordship of Jesus Christ is proclaimed. We believe the scriptures teach that marriage is an institution established by God, and that it is a lifetime commitment. We also believe an understanding of the biblical foundation for marriage is essential for any couple considering marriage.

The pastor and staff at Powers Ferry United Methodist Church (PFUMC) wish to extend every assistance to you to make your wedding a memorable and meaningful occasion.

Premarital counseling with the pastor(s) performing the ceremony is a requirement for marriage. When the pastor performing the ceremony is not on staff at Powers Ferry UMC, premarital counseling must be scheduled with him/her. Also the bride and groom should meet with the pastor performing the ceremony to discuss and plan the service. All plans for the service must be approved by the pastor(s) who will officiate on the day of the wedding.

Please read these policies carefully. Your wedding is very important to us at Powers Ferry UMC. May God bless you as you embark on this exciting journey of marriage.

1.0 Wedding Policy

1.1 Purpose

The purpose of this document is to provide guidelines for ensuring that the sacredness of God's house is not violated and to avoid any misunderstandings concerning what is allowed and not allowed when using the facilities at Powers Ferry United Methodist Church.

1.2 General Requirements and Policies

The church looks upon your wedding as a sacred union within the church that is blessed by God. The wedding service is an act of worship and should be approached as such when selecting music, the ceremony, and all other aspects of the event.

The following general requirements and policies must be adhered to:

1. A wedding shall be defined as a ceremony between two professing Christians, one man and one woman.
2. Each couple is required to contact the PFUMC Wedding Coordinator prior to setting definite plans for the wedding at this church.

3. Individuals interested in using the facilities of Powers Ferry United Methodist Church must read and agree to the **FACILITY USE POLICY AGREEMENT** outlined in the Appendix of this document.
4. Couples desiring to be wed will fall into one of three categories: *members* (who have been active for at least six months), *children of members*, and *non-members*.
5. For members and children of members, there is no charge for the use of the facilities, however, a donation would be accepted and appreciated to offset utility costs and general wear and tear. Non-members fees are outlined in section 3.1 of this document.
6. Fees are required to offset utility expenses and use of the facility. These fees include the use of the sound system, piano and keyboards. However, the use of the sound system must be operated by a church technician. The cost for this service is \$50.
7. Fees do not cover damages or excessive cleanup of property. Any damages or excessive janitorial services will be the responsibility of the wedding party. .
8. All couples who wish to use Powers Ferry United Methodist Church contact the church office at 770.973.5271. The couple must complete the **WEDDING REQUEST FORM** (see Appendix). A deposit of \$100 must accompany this form in order to be confirmed. Once the wedding date has been confirmed on the PFUMC calendar, the deposit will be non-refundable.
9. All fees will be due no later than two (2) weeks prior to the wedding.
10. Guest ministers are welcome to participate in wedding ceremonies. It is considered a professional courtesy for guest ministers to call our pastor and receive an invitation to perform a ceremony at our church. Please inform him/her of this.
11. Rooms for dressing are available in the Education Building for all members of the wedding party. The church does not guarantee the security of these rooms and cautions that it cannot be responsible for valuables left in these rooms. These rooms must be left in order after use.
12. You will be assigned a Wedding Coordinator. The Wedding Coordinator will assist you in planning a ceremony reflective of the PFUMC wedding policies, assist the pastor in directing the rehearsal, and provide you with proper representation during the planning and execution of this most memorable event. S/he works with the full authority of the PFUMC pastor. His/her role is *not intended to be that of a bridal consultant*, rather one of a liaison and representative of the church.
13. Because of scheduling difficulties, no weddings will be scheduled on Sundays, New Year's Day, Easter, July 4th, Labor Day, Thanksgiving Day, Christmas Day or during Holy Week. There only will be one wedding scheduled per weekend.

14. Smoking is not permitted anywhere inside the Church building, including restrooms; urns are provided by the outside doors. No alcoholic beverages or illegal drugs are permitted on the church property.
15. The persons signing the Agreement are responsible for adherence to the wedding policies and for any damages incurred.

2.0 Wedding Planning Information

2.1 Facility Use

It is expected that all members of the wedding party will conduct themselves with reverence and respect for the church and its furnishings. Every precaution should be taken to prevent damage to flooring and furnishings. Furniture such as the communion table may be moved, however any damage incurred will be the responsibility of the wedding party. There is to be no tacking or stapling of decorations. The wedding party is responsible for any damage that is incurred through the decorating of the church facilities.

2.1.1 General Building Use Guidelines

- The church facilities will be opened two hours prior to the scheduled time of the wedding.
- The church facilities will be cleared, cleaned and doors locked no later than 10:00pm.
- Nursery facilities are not provided.
- Alcoholic beverages or illegal drugs are not permitted on church premises.
- Smoking is not permitted in any of the church facilities.
- No rice, birdseed, or confetti is to be thrown in any of the church buildings, on the walk ways, or the church parking lot due to slip hazards created on hard surfaces and difficulty of clean up. Bubbles are permitted, but outside only.
- PFUMC will not be liable for any property on the premises before, during, or after the wedding or its related functions.

2.1.2 Sanctuary Use Guidelines

The sanctuary comfortably seats 600.

- Please speak with the Wedding Coordinator regarding any changes to the placement of church furnishings.
- PFUMC has a kneeling bench for weddings that may be used if desired.
- The candlesticks on the communion table may not be moved.
- The communion table may be moved. The baptismal font and flower stand usually are not in the way and are not moved.
- Protective covering must be placed under any and all candelabra. Candles are to be extinguished immediately following the wedding ceremony.
- Immediately following the wedding ceremony, all church furnishings must be returned to their original positions and all decorations removed.
- No food or drink items may be taken into the sanctuary.

2.1.3 Fellowship Hall Use Guidelines

Maximum capacity: 100 flowing 80 seated

- Please speak with the Wedding Coordinator regarding any changes to the placement of room furnishings.
- Use of the hall is limited to 4 hours for the rehearsal dinner and 8 hours for the wedding reception. (Time allotments include time for set up, decorating, and clean up.)
- The church facilities must be cleared, cleaned and doors locked no later than 10:00pm.

2.2 **Flowers**

- The wedding party must provide all decorations, flower containers, dripless candles, table linens, dishes, etc.
- The wedding party assumes responsibility for arranging for all equipment and decorations to be removed immediately following the wedding/reception.
- The most appropriate church decorations are the simplest. We suggest that arrangements be placed on the flower table.
- The florist should contact the church office during normal Office hours for delivery or set up. Any other access to the building must be arranged through the church Office. The church will accept deliveries of rental equipment if financial arrangements have been settled by the responsible party. We cannot accept C.O.D. deliveries.
- The florist or wedding party is responsible to remove all floral decorations and accompanying equipment.

2.3 **Candles**

Two candles are provided for use on the altar table. Additional candles can be used, but they must be “non-drip,” and carpet guards must be used. No candles may be used outside the altar area.

2.4 **Other Decorations**

- For safety reasons, the use of aisle runners is not allowed.
- No nails, tacks, tape, etc., shall be used to secure decorations.
- No trucks shall be driven across the church lawn or sidewalks for loading or unloading.
- All greenery and decorations must be removed immediately following the wedding. If the flowers are to be left for Sunday morning worship, arrangements should be made with the church office.

2.5 **Photography and Video/Audio Taping**

- As the wedding ceremony is a service of worship, flash photography is not permitted during the ceremony. Photographs using a flash may be taken in the sanctuary prior to or after the ceremony. Photographs may be taken without a flash only if the photographer is not seen or heard by the congregation. (It is the responsibility of the bride and groom to inform their guests of our photography policy.)

- All photographers must consult with the Wedding Coordinator prior to the ceremony.
- Video and audio taping are permitted if they are done with existing light in an unobtrusive manner from an inconspicuous place, such as the rear or balcony of the sanctuary/chapel or one placed on a tripod may be placed in the choir loft of the sanctuary and turned on at the beginning of the ceremony.

2.6 Music

A ceremony of marriage is a traditional service and the music must be reflective of established practice and highest ideal of the Church. Music used in connection with the ceremony must be in keeping with the sacredness and dignity of the wedding ceremony. Words and melody should appeal to the highest ideals of Christian faith. Preference should be given to music with Biblical themes with Jesus Christ being central in joining a couple together.

- It is strongly recommended that a church instrumentalist be used since s/he is thoroughly familiar with the instruments, acoustics, and music needs. Name(s) and phone number(s) will be given to you in order for you to choose your wedding music.
- The instrumentalist fee is paid directly to the instrumentalist.
- The music director can suggest a soloist, if needed. The music director may be contacted through the church office.
- The music director must approve the use of musicians other than Powers Ferry staff musicians.
- Use of the sound system in the sanctuary must be coordinated with the Director of Music through the Wedding Coordinator.

2.7 Wedding Coordinator

All weddings held at Powers Ferry must use Powers Ferry's Wedding Coordinator. The Coordinator will meet with the bride to discuss wedding details. S/he will be at the wedding rehearsal and will arrive at the church one hour prior to the time of the ceremony. S/he will remain at the church following the wedding until the photographer is finished taking pictures. Please contact the church office at 770.973.5271 to arrange a meeting with our Wedding Coordinator.

2.8 Reception or Rehearsal Dinner

If the fellowship hall is to be used for a reception or rehearsal dinner, the following regulations must be observed:

- All arrangements with a caterer must be made by the bride and groom. The church will not be involved in any way.
- The wedding party, or the caterer, should contact the church office during normal Office hours for delivery or set up. Any other access to the building must be arranged through the church office. The church will accept deliveries of rental equipment if financial arrangements have been settled by the responsible party. We cannot accept C.O.D. deliveries.
- The caterer is responsible for the cleaning of the kitchen. If a caterer is used, he/she must furnish all equipment.

- The church kitchen may be used as a staging kitchen only, not for cooking.
- The caterer is responsible for setup of the room.
- The church can provide the following equipment as available:
 - 60" round tables (maximum 10 tables with 8x chairs each)
 - 6 ft. serving tables (maximum 6 for serving)
 - Additional chairs available for perimeter seating upon request and availability
- No alcoholic beverages or illegal drugs are permitted on the church property.
- No smoking is allowed in the church buildings.
- **ALL REFUSE MUST BE TAKEN TO THE DUMPSTERS IMMEDIATELY AFTER YOUR WEDDING.**

2.9 Rehearsal

- The wedding rehearsal (and wedding ceremony) must begin promptly at the appointed time. Members of the wedding party should remember throughout the entire rehearsal and wedding that they are in a holy place, dedicated to the worship of God.
- We suggest that the bride participate in her wedding rehearsal.
- If there is a rehearsal dinner it should follow the rehearsal. The rehearsal should last no longer than one hour and all participants are expected to be on time.

3.0 Fee Schedule

- To schedule the date on the church calendar, your wedding request form and a deposit of \$100 must be received within 2 weeks of initial contact. Once the wedding date has been confirmed on the PFUMC calendar, the deposit will be non-refundable.
- Please make your deposit check payable to Powers Ferry United Methodist Church and note in the memo section the wedding party name.
- The balance for the use of the facilities will be due two (2) weeks prior to the date of the wedding.
- Please write individual checks to the pastor, instrumentalist, soloist, etc. The Wedding Coordinator will assist you.
- PFUMC members are exempt from facility usage fees.

3.1 Facility and Personnel Fees

	Members	Non-Members
Chapel	Donation	\$200
Sanctuary	Donation	\$400
Fellowship Hall	Donation	
– Rehearsal dinner (4 hours)		\$125
– Reception (8 hours)		\$250
Custodial fees:		
– Chapel	\$50	\$50
– Sanctuary	\$125	\$125
– Rehearsal dinner	\$100	\$100
– Reception	\$100	\$100
Sound Technician	\$50	\$50
Wedding Coordinator	\$175	\$175
	Total due:	
	Less advance deposit	(\$100)
	Balance due:	(\$100)

3.2 Miscellaneous Fees

Fees and payment for the following should be arranged with the individual:

- Pastor honorarium
- Church instrumentalist
- Soloist

4.0 Appendix

The *Wedding Request Form* and the *Facility Use Policy Agreement* are found on the pages that follow.



WEDDING REQUEST FORM

Date Submitted _____

PFUMC Member _____ Non-Member _____

BRIDE: _____ Church Affiliation _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ (H) _____ (W) _____ (C)

Email: _____

Parents: _____ Church Affiliation _____

Address: _____ Phone: _____

GROOM: _____ Church Affiliation _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ (H) _____ (W) _____ (C)

Email: _____

Parents: _____ Church Affiliation _____

Address: _____ Phone: _____

Wedding Date (Please list three) 1st choice _____ 2nd _____ 3rd _____

Time _____ AM/PM Sanctuary or Chapel _____

Rehearsal Date for 1st choice _____ Time _____

Officiating Minister _____ Phone # is outside PFUMC _____

Reception location _____

After we have received this, you will be contacted by our Wedding Coordinator to schedule a counseling session in order to start the wedding process.

Please mail this request form with your \$100 deposit to Powers Ferry United Methodist Church, 245 Powers Ferry Road, Marietta, Georgia 30067 or you may drop it off at the church office.



FACILITY USE POLICY AGREEMENT

We have each read and understand the above wedding policies of Powers Ferry United Methodist Church and agree to abide by them. The persons signing this Agreement are responsible for adherence to the wedding policies and for any damages incurred.

Bride: _____ Phone: _____ (h) _____ (cell)

Groom: _____ Phone: _____ (h) _____ (cell)

Please return this form to the PFUMC Wedding Coordinator.