

# Wedding Policy



## NASHVILLE UNITED METHODIST CHURCH

*'On the Village Green'*

Rev. Mary G. Cartwright, Pastor

36 South Jefferson Street

P. O. Box 518

Nashville, Indiana 47448

Phone: 812-988-4666

Website: [www.NashvilleUMC.com](http://www.NashvilleUMC.com)

Facebook: [Facebook.com/NashvilleUMC](https://www.facebook.com/NashvilleUMC)

Twitter: [Twitter.com/NashvilleUMC](https://twitter.com/NashvilleUMC)

E-mail: [nashvillemetho@sbcglobal.net](mailto:nashvillemetho@sbcglobal.net)

Rev. 8/2013

## **INTRODUCTION**

Nashville United Methodist Church is happy to celebrate this glad occasion with you! We are pleased to be able to provide facilities in which you can celebrate your marriage vows. We will do all we can to make this event meaningful and memorable for you.

We extend God's blessings and pray that the preparation for your wedding will bring you a deeper sense of love, joy, and peace.

## **PERSONNEL**

The pastor of Nashville United Methodist Church will normally officiate at wedding services in the church. Guest pastors are welcome to assist with the ceremony. Special circumstances sometimes require the services of a guest pastor. Please discuss your wishes with NUMC's pastor early in the planning process.

The organist at Nashville United Methodist Church may be available for your wedding service. Other approved organists are available. It is the responsibility of the wedding party to contact the church organist or pianist directly, as soon as your wedding date is set.

The church provides hostess/es who serve as liaison between the church and the wedding party. She/they will be in attendance at the rehearsal and the wedding, and at the reception if it is held at the church. Call the church office (988-4666) to arrange contact.

The church's custodian will do customary cleaning (vacuuming, trash removal) after the ceremony to ready the church for Sunday services. Please take all your personal items with you.

If your reception is to be held in our Fellowship Hall, and includes the use of the church kitchen, a kitchen representative must be in attendance.

If you request special music to be played from a CD, we will provide a sound technician to run our sound and light board.

## **SCHEDULING**

Applications for weddings must be made with the officiating pastor at Nashville UMC. It is recommended that arrangements be made as far in advance as possible.

The officiating pastor may wish to schedule several consultations with the bride and groom prior to the wedding.

Weddings are considered officially scheduled on the church calendar when the application form and reservation fee are received in the church office.

**Applications must be accompanied by the \$100 reservation fee.**

Times allotted for weddings are scheduled in four-hour blocks of time.

- Morning weddings are between 8:00 and noon.
- Afternoon weddings are between 12:00 and 4:00.
- Evening weddings are between 4:00 and 8:00.

Decorating, photographs, and wedding party cleanup need to take place within these time frames.

Please check with the hostess if you need to shift these four-hour time blocks.

## **DECORATIONS**

- Nothing in the sanctuary is to be moved (i.e., the lectern, baptismal font, chairs, pulpit, piano, organ console, communion table, etc.) by anyone other than NUMC's wedding hostess.
- The installation of all decorations (especially candles) is subject to the supervision of the hostess/es.

- Seasonal decorations may not be removed from the sanctuary without permission from the pastor.
- No decorations may be placed on the organ, piano, or altar rails.
- All flowers and decorations are to be removed immediately following the ceremony or final photos (within the allotted time.)
- Pads must be placed under palms, ferns, and floral pieces.
- Arrangements for an aisle cloth need to be made with the florist. The length of the aisle is sixty feet.
- Drop cloths must be placed under candelabras provided by florists. Aisle candles are not permitted.
- Decorations or markers may be used on the ends of the pews, but the method for fastening them to the pews must be approved by the hostess/es.

## **PHOTOGRAPHY AND VIDEOTAPING**

The purpose of regulating the taking of still and video pictures during the ceremony is to preserve the dignity of the wedding ceremony as a religious service. Please be sure your photographer is aware of the following guidelines.

- Photographs may be taken during the wedding from a position no closer than the last pew. No flash photographs may be taken during the ceremony.
- Ushers are requested to inform guests with cameras that flash pictures may not be taken during the ceremony.

- Videotaping during the ceremony is allowed from the rear of the Sanctuary.
- The cameraperson must select a position prior to the wedding and remain stationary with the camera throughout the ceremony.
- Special lighting to enhance videotaping is not permitted during the ceremony.
- We will be happy to cooperate in arranging for pictures to be taken prior to or following the ceremony, not to exceed the hours allotted for the wedding.

## **MUSIC**

The Christian wedding service is an act of worship in which the Bride and Groom come together to offer special thanks and praise and to ask God's blessing upon their life together. Music is an integral part of Christian worship. We ask that music be selected with this in mind.

## **FEES**

A separate \$100 Security Deposit check is due prior to meeting with the Pastor. Final payment of church use fees is to be made directly to the Wedding Coordinator. (See Fee Schedule for specific details) All checks should be made payable to Nashville United Methodist Church. If a guest pastor officiates, that fee should be paid directly to the guest pastor.

The wedding party will be held liable for any damages incurred or extra cleaning.

## **MISCELLANEOUS**

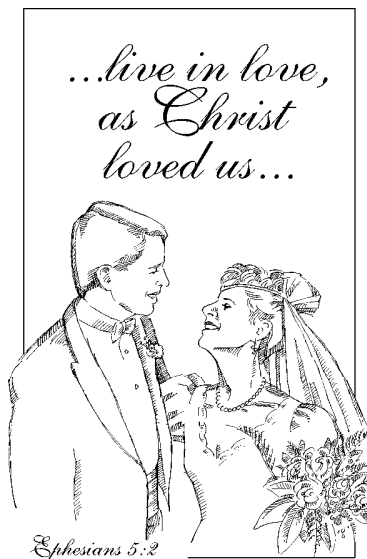
Members of the wedding party who wish to dress at the church are welcome to do so. Two rooms for this purpose are included in the user fee. On the evening of the rehearsal the hostess will indicate where these rooms are located.

Please Note: Beverages containing RED FOOD DYE are not permitted in the building. If spilled they would permanently stain the carpet.

ALCOHOLIC BEVERAGES AND SMOKING ARE NOT PERMITTED IN THE CHURCH OR ANYWHERE ON THE GROUNDS.

## QUICK AND EASY CHECKLIST:

- ❑ Read the wedding policies, and be familiar with all guidelines. Jot down any questions.
- ❑ Fill out application form and return to church with deposit check (\$100 reservation fee)
- ❑ Confirm a date and time for your wedding with the church secretary
- ❑ Contact the pastor (and any guest pastor)
- ❑ Contact the church organist/pianist
- ❑ Schedule the rehearsal and bring payment for pastor, organist, kitchen supervisor, sound and light technician, hostess and custodian that night.
- ❑ For any questions, contact the church secretary/wedding hostess at (812) 988-4666 or by e-mail: [nashvillemetho@sbcglobal.net](mailto:nashvillemetho@sbcglobal.net).
- ❑ Remember to slow down and enjoy the journey.



Rev. April 2011

**NASHVILLE UNITED METHODIST CHURCH  
NUMC NON-MEMBER  
Wedding Fees for Church Use**

A church representative is required for all events.

ROOM	FEE	SECURITY DEPOSIT**	SERVICES REQUIRED***
Sanctuary	\$450	\$100 **	
Pastor	\$150	---	*
Organist	\$150	---	***
Wedding Coordinator	\$100	---	*****
Sound and Lights	\$ 75	---	
Custodian	\$ 75	---	---
<b>TOTAL</b>	<b>\$1,000</b>		
Additional charge: Fellowship Hall/Kitchen for Rehearsal Dinners	\$350	---	*****

- \* Pastor needs to approve the use of a guest pastor.
- \*\* Security Deposit is fully refundable if no damage is found.
- \*\*\* Charges for services are based on the planned activity. Recorded music must be approved by the Pastor and Music Director
- \*\*\*\* A person trained in use of the kitchen must be on site if kitchen facilities are used.
- \*\*\*\*\* The fee of \$1,000 will include services necessary to conduct the wedding and should be delivered to Wedding Coordinator prior to wedding.

Check should be made payable to the Nashville United Methodist Church.



**NASHVILLE UNITED METHODIST CHURCH**  
**Application for Wedding**

36 South Jefferson Street  
P.O. Box 518

Nashville, IN 47448  
812-988-4666

Please complete this form and return to the church office. **Security deposit is due at time of application; church use fees due to Wedding Coordinator no later than wedding rehearsal.** Make checks payable to Nashville United Methodist Church.

Wedding date:	Time:	Expected attendance:
Rehearsal date:	Time:	
Church reception?	If yes, ( ) Outside caterer ( ) Other ( )	
Bride's name:		Phone:
Address:		NUMC member?
Groom's name:		Phone:
Address:		NUMC member?
Other contact person:		Phone:
Address:		

I/We have read the Policies Booklet and agree to the guidelines included therein.

\_\_\_\_\_  
Signature of Bride or Groom \_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Pastor \_\_\_\_\_  
Date

<i>For church office use only:</i>	<b>DONATION</b>	<b>TOTAL</b>	
Security Deposit (refundable)	_____	_____	
Sanctuary	_____	_____	
Fellowship Hall	_____	_____	
Classroom/s	_____	_____	
Kitchen	_____	_____	
Wedding Services	_____	_____	Paid directly to
			Wedding Coordinator
Date reservation fee paid: _____ Check # _____ Date other paid _____ Check # _____			