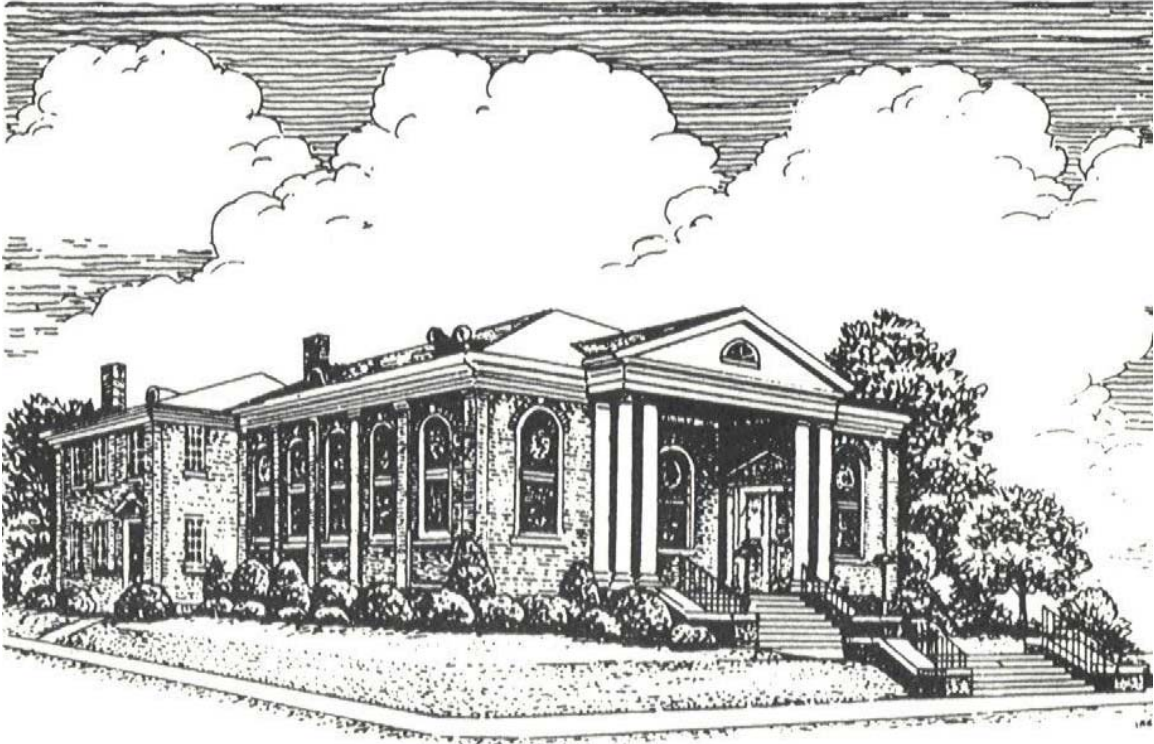


# **NASHVILLE UNITED METHODIST CHURCH**

## **Wedding Policies and Guidelines**



**209 East Washington Street  
Post Office Box 86  
Nashville, North Carolina 27856  
(252) 459-7178**

## **POLICY FOR USE OF CHURCH FACILITIES:**

We are pleased that you are considering Nashville United Methodist Church as the place to celebrate your special occasion or other gathering. We look forward to working with you and providing the necessary services. Since many weddings and other activities are scheduled in the Church throughout the year, we have established the following rules and guidelines in order to coordinate and preserve the sanctity of the facilities and the services held here. We appreciate your cooperation.

### **Sanctuary:**

You may consider using the Sanctuary for funerals, weddings, anniversaries and other special gatherings. We require that you schedule the use of the Sanctuary through the church secretary in consultation with the Minister, and that the Minister, Minister of Music or other church director be present during the event. If decorations or music are to be used at your event, we ask that you follow the guidelines set out below under Weddings. An itemized list is provided with this guide for all fees for the use of the church facilities.

### ***Food and drink are not permitted in the Sanctuary.***

There are special guidelines with regard to Weddings, which are outlined below:

### **Weddings:**

- A wedding is a special service of worship within a community of faith. It is the policy of NUMC that weddings are performed for current members of the church family and their children. All others must be approved by the Minister.
- All arrangements pertaining to the service of marriage are to be made in consultation with the Minister and it is the policy of NUMC that our Minister officiate at the wedding service. Permission to include another Minister in the service must be obtained from the Minister of NUMC, who will then extend an invitation to the guest Minister.
- The services of a NUMC wedding director are required for all weddings and rehearsals. Outside directors are not permitted. Your individual wedding director will contact you eight weeks before your wedding date, but you may contact her through the church office if the need arises.
- Scheduling of the church facilities is the responsibility of the church secretary in consultation with the Minister. The date and time of the wedding service must be cleared through the church secretary, who will notify the Minister, the Minister of Music, wedding director, custodian, and all other necessary persons. Regularly scheduled church activities have priority on the church calendar. Wedding services are scheduled on a first-come basis and may be scheduled as soon as one year in advance.

- In the event that more than one wedding is scheduled for the same day, a minimum of four hours time is scheduled between weddings; and no more than one reception can be held at the church. No wedding shall be scheduled during Holy Week or on Christmas Eve or Christmas Day.

### **Music:**

- It is the policy of NUMC that the Minister of Music play for all weddings. The Minister of Music serves as musical director for each wedding and as consultant on all aspects of music for weddings. Since weddings at NUMC are considered services of worship, the same high standards must be applied in selecting wedding music as are applied in all other worship services. All music to be used in a wedding service must be approved by the Minister of Music. The guidelines for music shall be that it is sacred or worshipful in nature. Only qualified organists approved by the Minister of Music may use the organ.
- The Minister of Music must be contacted by the prospective bride and groom no later than four weeks prior to the wedding date. More detailed information on wedding music at NUMC will be provided by the Minister of Music at the time of the initial consultation.

### **Decorations:**

- Flowers used on the altar for a wedding service are dedicated to the glory of God. It is the traditional of this Church to use live flowers. When there are no altar flowers scheduled for the following Sunday worship service, the family may choose to leave the flowers on the altar. Two flower arrangements are required and the church has two sets of vases in which they can be arranged. If the bride wishes to take the wedding flowers after the ceremony or to have them distributed to a specific individual or place, then a person should be designated by the bride to collect the flowers immediately after the wedding. Flowers not taken by the bride on the day of the wedding will be used by NUMC.
- The chancel area is a sacred space and should not be rearranged. Candelabras and other wedding decorations may be added in consultation with the wedding director.
- Because regularly scheduled church activities and decorations have priority on the church calendar, brides and grooms who have scheduled their weddings during special times in the church year, such as Lent and Advent, must accept the sanctuary as it is decorated. No altar flowers may be used when special flowers are in place.
- No tacks, nails, tape or other materials, which may permanently deface the buildings or furnishings, may be used in decorating. Only wrapped wire or ribbon that will not mar the pews may be used to fasten bows.

- No rice shall be thrown in the church buildings. We request that birdseed be used outside. This is good environmental stewardship as well as requiring less maintenance and clean-up.
- The wedding director is available to answer any questions you may have concerning the church policy, decorations or procedures.

### **Photography and videography:**

- A wedding is a worship service. *Guests and/or photographers are not allowed to take flash pictures during the ceremony.* Photographers may take pictures only from the balcony during the service using only existing light or time exposure.
- Videographers must have their equipment in place and operational 45 minutes before the wedding is scheduled to begin. Video cameras may be placed in the balcony. It cannot be visible to the congregation and cannot be placed in the chancel or choir loft. Video equipment and personnel must be unobtrusive and should not interfere with the seating of guests or family members or the work of the wedding director.

### **Sound System:**

- Only a qualified person may operate the sound system. If you would like the ceremony audiotaped or soloist require microphones, please notify the wedding director so that she may contact the appropriate person.

### **Rehearsal:**

- During the rehearsal, the wedding director instructs the participants in their respective positions and movements during the wedding. The Minister leads the bride and groom through their vows and their movements during the actual ceremony. Following the rehearsal, the wedding director will instruct the ushers concerning their duties in seating guests and family members.
- It is very important that the participants in the wedding arrive at the church promptly so that the rehearsal may begin and end on time. Having the wedding part arrive on time is an important consideration for others.
- Brides should bring the following items to the rehearsal:
  - Guest register
  - Wedding programs
  - Unity candle (if used)
  - Seating chart for special guests/family members
  - *Marriage License*

### **Holy Communion:**

- Holy Communion may be celebrated as part of the service of Christian marriage. If the bride and groom opt to include Communion in their wedding ceremony, not only do they receive Communion, but also the entire congregation is invited to receive Communion. It is our tradition to invite all Christians to receive Communion.
- Holy Communion during wedding ceremonies is served to the congregation by “intinction”, a method used whereby participants receive the bread and dip it into the cup and return to their seats.

### **Alcohol/Drugs/Smoking:**

- The use of alcoholic beverages or illegal drugs is prohibited at NUMC. Since NUMC is a place of worship, the bride and groom will advise the members of the wedding party to refrain from the use of alcoholic beverages or illegal drugs before both the rehearsal and the wedding ceremony. *Abuse of this policy may result in immediate termination of the ceremony.*
- Smoking is not permitted in any of the Church buildings.

### **Reception:**

- Plans for receptions should be made with the church hostess who will advise on catering and available equipment (tablecloths, plates, cups and silver). If an outside caterer is used, a church hostess will be present to open, supervise and close the kitchen. An additional fee is required for these services. The wedding director is not responsible for directing the reception.

### **Fees:**

- An itemized list is provided with this guide for all fees for the use of the church facilities.
- The fee for the Minister of Music covers consultation with the bride, rehearsal and wedding. Additional fees are required for soloists, both vocal and instrumental. When additional practice time is required by the Minister of Music, an additional fee may be required. Soloists who are not employees of the church should be paid directly.
- The fee for the wedding director covers consultation with the bride, rehearsal and wedding.
- The fees should be paid by one check made payable to Nashville United Methodist Church and should be brought to the church office four weeks prior to the wedding.

- *A gift or honorarium for the Minister is at the discretion of the couple and should be given directly to the Minister.*

### **Braswell Hall:**

You may consider using the Braswell Hall for weddings, anniversaries and other special gatherings. We require that you schedule the use of the Braswell Hall through the church secretary in consultation with the Minister, and that the Minister or other church director be present during the event. If decorations or music are to be used at your event, we ask that you consult with the church director assigned to your event. An itemized list is provided with this guide for all fees for the use of the church facilities.

If the Braswell Hall is used for a wedding, the above policy for weddings should be followed.

### **Cockrell Hall:**

You may consider using the Cockrell Hall for weddings, anniversaries and other special gatherings. We require that you schedule the use of the Cockrell Hall through the church secretary in consultation with the Minister, and that the Minister or other church director be present during the event. If decorations or music are to be used at your event, we ask that you consult with the church director assigned to your event. An itemized list is provided with this guide for all fees for the use of the church facilities.

### **Classrooms, Etc.:**

You may consider using a classroom for weddings, anniversaries and other special gatherings. We require that you schedule the use of a classroom through the church secretary in consultation with the Minister, and that the Minister or other church director be present during the event. If decorations or music are to be used at your event, we ask that you consult with the church director assigned to your event. An itemized list is provided with this guide for all fees for the use of the church facilities.

### **Dancing:**

Although dancing is not prohibited at NUMC, special care should be given to the selection of dance and music. Only music that honors Christ should be used and it should not diminish the atmosphere of Christian worship and fellowship. The dance itself should not be provocative or suggestive. The lyrics of the music should not contain references that are violent, explicit or provocative and should not contain profanity. The Minister of Music must be contacted and may request review of a play list, which should not be altered after approved. *Abuse of this policy may result in immediate termination of the event.*

**Alcohol/Drugs/Smoking:**

The use of alcoholic beverages or illegal drugs is prohibited at NUMC. Smoking is not permitted in any of the Church buildings. *Abuse of this policy may result in immediate termination of the event.*

**Damage:**

Breakage of and/or damage to the Church facilities or equipment must be reimbursed to the Church at replacement cost.

**Church Fees: Members**

Custodial Fees:

Sanctuary	\$100.00	<input type="checkbox"/>	\$
Cockrell Hall	\$50.00	<input type="checkbox"/>	\$
Basement	\$25.00	<input type="checkbox"/>	\$
Braswell Hall	\$200.00	<input type="checkbox"/>	\$
Classrooms	\$25.00	<input type="checkbox"/>	\$

Minister of Music:

Organist/Pianist	<i>Includes Consultation, Wedding Rehearsal, Wedding and one rehearsal w/ soloist</i>	\$150.00	<input type="checkbox"/>	\$
Consultation Only		\$50.00	<input type="checkbox"/>	\$
Additional Rehearsals		Each \$25.00	<input type="checkbox"/>	\$
Reception	<i>At Church Facility</i>	\$50.00	<input type="checkbox"/>	\$

Sound Technician \$50.00  \$

Wedding Director *Includes Consultation, Wedding Rehearsal, & Wedding* \$150.00  \$

Kitchen Hostess *Braswell Hall Only* \$50.00  \$

Total Due \$

*Make check payable to: NUMC*

**Church Fees: Non-Members**

Facility Fees:

Sanctuary	\$200.00	<input type="checkbox"/>	\$
Cockrell Hall	\$100.00	<input type="checkbox"/>	\$
Braswell Hall	\$200.00	<input type="checkbox"/>	\$
Classrooms	\$50.00	<input type="checkbox"/>	\$
Basement	\$100.00	<input type="checkbox"/>	\$

Custodial Fees:

Sanctuary	\$100.00	<input type="checkbox"/>	\$
Cockrell Hall	\$50.00	<input type="checkbox"/>	\$
Basement	\$25.00	<input type="checkbox"/>	\$
Braswell Hall	\$200.00	<input type="checkbox"/>	\$
Classrooms	\$25.00	<input type="checkbox"/>	\$

Minister of Music:

Organist/Pianist	<i>Includes Consultation, Wedding Rehearsal, Wedding and one rehearsal w/ soloist</i>	\$200.00	<input type="checkbox"/>	\$
Consultation Only		\$100.00	<input type="checkbox"/>	\$
Additional Rehearsals		Each \$50.00	<input type="checkbox"/>	\$
Reception	<i>At Church Facility</i>	\$100.00	<input type="checkbox"/>	\$

Sound Technician \$50.00  \$

Wedding Director	<i>Includes Consultation, Wedding Rehearsal, Wedding</i>	\$200.00	<input type="checkbox"/>	\$
Pastor's Fee		\$200.00	<input type="checkbox"/>	\$
Kitchen Hostess	<i>Braswell Hall Only</i>	\$75.00	<input type="checkbox"/>	\$

Total Due \$  
*Make check payable to: NUMC*