

WEDDING GUIDELINES

NOLENSVILLE FIRST UNITED METHODIST CHURCH
7316 NOLENSVILLE ROAD
P. O. BOX 249
NOLENSVILLE, TN 37135
(615) 776-2815
Fax (615)776-1622
www.nolensvilleumc.org
numc@nolensvilleumc.org

PASTOR:
The Reverend Dr. Sandy P. Shawhan

Wedding Contact Person:
Susan M. Foote
(615) 417-8892 email: Osusanjane@yahoo.com

Nolensville First United Methodist Church, with a history of ministry to Williamson County and the world, will be happy to host your wedding as a most sacred moment in life. The Church rejoices with you and we are eager to help make your wedding a beautiful and memorable occasion. It is not necessary for a wedding to be elaborate in order to be beautiful. The true beauty lies in those who are taking part. One must remember that the service of the wedding is a service of worship and celebration.

Before making any firm plans or announcements regarding your wedding date, please carefully read this guide of Church Wedding Policy adopted by the Church Council of Stewards of Nolensville First United Methodist Church.

TO SECURE THE USE OF THE CHURCH FACILITIES:

1. Discuss your wedding plans with the wedding contact person. The wedding contact person will check the church calendar and advise you on available dates and times for the wedding.*
2. Arrange for a pastor to conduct the wedding ceremony.
 - a. If the Nolensville First United Methodist pastor will conduct the ceremony, the bride and groom are to meet with the pastor for pre-marital counseling.
 - b. The pastor gives final approval for any wedding held at the church.
 - c. Any leadership roles taken by other clergy will be at the invitation of the pastor of the church.
3. Complete the Wedding Reservation Contract and send it to the church office with the deposit.
 - a. Receipt of the contract and deposit in the church office will confirm the wedding date.
 - b. This deposit will be applied to the total wedding fee.
 - c. The remaining balance must be paid in full 60 days before the wedding.
 - d. If the wedding is canceled by the wedding party, the deposit is forfeited.
4. Meet with the wedding contact person to review preliminary wedding plans and list of florist, caterer, photographer and wedding planner as applicable.
5. **TWO WEEKS BEFORE THE WEDDING:** Meet with the wedding contact person to confirm wedding plans:
 - a. List of wedding party
 - b. For florist, caterer, and photographer, return signed guidelines forms
 - c. Final plans for reception if using Fellowship Hall

* For evening wedding: If the reception will be held at the church, the wedding must begin by 7:00 p.m. If not, the wedding must begin no later than 8:00 p.m. All facilities must be vacated no later than 10:00 p.m., so that custodial care may be completed.

INFORMATION FOR USING CHURCH FACILITIES:

- a. Rooms are available for dressing on the day of the wedding at the direction of your wedding contact person.
- b. The opening and closing of the building is the responsibility of the wedding contact person.
- c. The church may be decorated the day before the wedding, as necessary and as scheduling permits. All decorations must be removed after the ceremony.
- d. A kneeling bench may be used if desired, with the wedding contact person's approval.
- e. No tacks, nails, pins, screws, tape or other like objects shall be driven into walls, floors, ceiling tiles, pews, furnishings, or other portions of the building.
- f. Candles and floral arrangements may not be placed on or next to the piano or organ.
- g. Rug protectors must be placed under any plants and candles as needed.
- h. Artificial flower petals may be scattered on the floor of the sanctuary (not live or dried flower petals to avoid staining the carpet)
- i. Only birdseed or bubbles may be used to wish the couple good-luck upon leaving the wedding. No rice, confetti, sparklers, or firecrackers.
- j. All of our buildings are smoke-free. Cigarette butts are to be placed in outside container.
- k. No alcoholic beverages can be served or consumed in our buildings and property surrounding the buildings.
- l. The church is not responsible for any materials left behind or lost at the church.

MUSIC

Music should be carefully selected and respectful of the religious setting in which you are having your ceremony. Music should be acceptable to a family setting.

You may use an organist or pianist of your choice for the wedding. Arrangements can be made for the church organist and/or pianist by contacting them directly.

If pre-recorded music is used, it must be a regular CD recording or WAV format (not MP-3).

The church's sound technician must be utilized as needed during the wedding ceremony, rehearsal, and reception as applicable. Arrangements for the sound technician are made through the wedding contact person.

CATERING FOR THE RECEPTION

Instructions on use of the kitchen equipment in the Fellowship Hall are located in the kitchen in a large black notebook. It is the responsibility of the catering staff to make sure that the Fellowship Hall is returned to a clean, presentable state after the wedding. All trash must be removed from the building to the appropriate receptacles outside.

HONORARIUMS

Someone in your wedding party is to be responsible for paying honorariums to the clergy personnel conducting the ceremony. The musician(s) and/or the soloist(s) should be paid appropriately when used.

PHOTOGRAPHY

Photographs may be taken in the church before or after the wedding. Your professional photographer may take flash photographs of the wedding party as they enter the church and as they leave the church. Photographs during the ceremony are permitted only from the back of the sanctuary and without flash.

Photographers are not allowed to stand on church pews or any church furnishings. Professional videotaping is allowed only when the unit is stationary in the side aisle, no closer than the middle of the sanctuary.

BEST WISHES

It is our hope that your wedding at Nolensville First United Methodist Church will be a memorable and joy-filled Christian experience. May God bless your marriage and bring you peace. We are pleased to be of assistance to you in making your wedding day special.

FACILITY USAGE FEES FOR NON-MEMBERS

If neither the bride nor the groom is a member of Nolensville First United Methodist Church, or child of a member, the following guidelines and fees apply:

A deposit of \$300.00 is required when application is made for facility usage which will be applied to the total wedding fee. If the wedding is not held as scheduled, this fee will not be refunded.

Sanctuary Usage	\$300.00
Custodial Services for Sanctuary	\$ 75.00
Church Contact for Rehearsal	\$ 50.00
Church Contact for Wedding	\$ 75.00
Sound Technician for Rehearsal	\$ 50.00
Sound Technician for Wedding	\$ 50.00

Total non-member cost for rehearsal and wedding: \$600.00

Fellowship Hall Usage	\$200.00
Custodial Services for Fellowship Hall	\$100.00
Church contact for Fellowship Hall	\$ 75.00
Sound Technician for Reception	\$100.00

Total non-member cost for reception only: \$475.00

Fellowship Hall Usage for Rehearsal Dinner	\$150.00
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Total non-member cost for ALL wedding services: \$1,225.00

If any property is damaged and must be replaced, the bride and the groom will be assessed the charges. Wedding contact person will have authority to define damage and assess costs for repair/replacement.

Wedding Reservation Contract for Nolensville First United Methodist Church

Telephone (615) 776-2815, fax (615) 776-1622
7316 Nolensville Road, P. O. Box 249 Nolensville, TN 37135

Bride's Name _____ Telephone _____

Bride's Address _____

Groom's Name _____ Telephone _____

Groom's Address _____

Bride's Parents _____ Telephone _____

Bride's Parents' Address _____

Groom's Parents _____

Groom's Parents' Address _____

Date of Wedding _____ Time of Wedding _____

We request access to the church for the wedding on _____ at _____ o'clock

We will be out of the church no later than _____ o'clock.

We request access to the church for rehearsal on _____ at _____ o'clock

We will be out of the church no later than _____ o'clock.

Please circle appropriately:

We will/will not be using the Fellowship Hall for the wedding reception.

We will/will not be using the Fellowship Hall for the rehearsal dinner.

Florist _____ Telephone _____

Caterer _____ Telephone _____

Photographer _____ Telephone _____

Wedding Planner _____ Telephone _____

Officiating Clergy _____ Telephone _____

Church Name & Address _____

I/We agree to and shall indemnify and hold Nolensville First United Methodist Church and any employee or church representative involved with said church harmless from and against any and all claims, losses, damages, suits, and liability of every kind for injury to or death of any person or for damage to any property arising out of or in connection with the performance of this lease agreement.

Signature(s) _____ Date _____

DEPOSIT MUST BE PAID WITH THIS RESERVATION FORM.

NOLENSVILLE FIRST UNITED METHODIST CHURCH
7316 Nolensville Road, Nolensville TN 37135 (615) 776-2815

Wedding Contact: Susan M. Foote (615) 417-8892 or email: Osusanjane@yahoo.com

GUIDELINES FOR THE FLORIST

Please review this information with the florist and return the signed form to your wedding contact person at least two weeks before the wedding date

1. Only appropriate floral decorations are to be used on the altar table.
2. The altar and cross are to remain in the chancel area of the church. Other items may be removed, with the wedding contact person's approval.
3. Rug protectors must be placed under any plants and candles to protect carpet or other surfaces from moisture or candle wax. Only dripless taper candles or pillar candles are allowed in the sanctuary. NOTE: Our church is a historical building, therefore, would be easily susceptible to flame.
4. No tacks, nails, pins, screws, tape or other like objects shall be driven into walls, floors, ceiling tiles, furnishings, pews, or other portions of the building.
5. Candles and floral arrangements may not be placed on or next to the piano or organ.
6. The church may be decorated the day before the wedding, with the wedding contact person's permission.
7. All decorations and florist equipment must be removed after the ceremony and/or reception. The church custodian does not clean up after the florist the day of the wedding.
8. The opening and closing of the building is the responsibility of the wedding contact person.
9. Only artificial flower petals may be scattered on the floor of the sanctuary (not live or dried flower petals to avoid staining the carpet).
10. Only birdseed or bubbles may be used, outside the church buildings, to wish the couple good-luck upon leaving the wedding.
11. The church does not keep floral equipment overnight. The church is not responsible for any materials left at the church or lost at the church.

We have read the policies stated above and agree to abide by these policies.

Florist Signature _____ Print Florist Name _____

Florist Company _____ Florist Telephone _____

Bride or Groom Signature _____ Date of Wedding _____

Date Received by Wedding Contact Person: _____

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GUIDELINES FOR THE CATERER

If using church facilities for the reception

Please review this information with the caterer and return the signed form to your wedding contact person at least two weeks before the wedding date.

1. Smoking is not permitted in any of our church buildings.
2. Serving of alcoholic beverages is not permitted on the church premises, including buildings and property, at any time. Members of the wedding party must refrain from using alcoholic beverages prior to and during any activity held at the church.
3. All food and drink must remain outside of the sanctuary.
4. Rules for how to use the kitchen equipment in the Fellowship Hall are located in the kitchen in a large black notebook.
5. It is the responsibility of the catering staff to make sure that the Fellowship Hall and any other space used on church property is returned to a clean, presentable state after the reception. All trash must be removed from the building to the appropriate receptacles outside.
6. The opening and closing of the building is the responsibility of the wedding contact person.
7. The church does not keep catering equipment overnight. The church is not responsible for any materials left at the church or lost at the church.

We have read the policies stated above and agree to abide by these policies.

Caterer Signature _____ Print Caterer Name _____

Catering Company _____ Caterer Telephone _____

Bride or Groom Signature _____ Date of Wedding _____

Date Received by Wedding Contact Person: _____

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GUIDELINES FOR THE PHOTOGRAPHER

Please review this information with the photographer and return the signed form to your wedding contact person at least two weeks before the wedding date

1. The wedding is a worship service. The taking of pictures, movies, or videos should not distract from this in any way.
2. Photographs may be taken in the church before and after the wedding ceremony.
3. Photographs may not be taken during the wedding, with the following exceptions:
 - The professional photographer may take flash pictures of the bride and the wedding processional coming in from the rear of the church via the center aisle.
 - The professional photographer may take flash pictures from the back of the church as the wedding party recesses after the wedding ceremony.
 - The professional photographer may take photos without flash, from the back of the sanctuary only, during the ceremony.
4. Photographers are not allowed to stand on church pews or any church furniture.
5. Professional videotaping is allowed only when the unit is stationary in the side aisle, no closer than the middle of the sanctuary.

Photographer Signature _____

Print Photographer Name _____

Photography Company _____

Photographer Telephone _____

Bride or Groom Signature _____ Date of Wedding _____

Date Received by Wedding Contact Person: _____