

# 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](http://www.nolensvilleumc.org)

[numc@nolensvilleumc.org](mailto:numc@nolensvilleumc.org)

PASTOR:

The Reverend Dr. Sandy P. Shawhan

Wedding Contact Person:

Susan M. Foote

(615) 417-8892 email: [Osusanjane@yahoo.com](mailto: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. As two people join their lives to establish a home, the Church rejoices with them, and we are eager to help make the occasion of the wedding beautiful and memorable. 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.

Our desire, as a church, is to assist you with your wedding in every way. This booklet should provide the answer to many questions related to a wedding at our church. It is designed to become a guide and checklist as plans are made for your special day.

Before making any firm plans or public announcements regarding your wedding date, please carefully read this manual of the 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. The first step is to contact the wedding contact person to discuss your wedding plans.
2. The second step is to meet with the pastor of Nolensville First United Methodist Church.
  - a. The pastor will give final approval for any wedding to be held at the church.
  - b. The bride and groom will be expected to receive pre-marriage counseling, to be arranged with the clergy person who will be conducting the wedding.
  - c. Any leadership roles taken by other clergy will be at the invitation of the pastor of the church.
3. The third step is to complete the Wedding Reservation Contract and to return it with the appropriate non-refundable deposit to the church office.
  - a. The receipt of the contract and deposit will confirm the date.
  - b. This deposit will be applied to the total wedding fee.
  - c. The remaining balance must be paid in full 60 days prior to the wedding.
  - d. If the wedding is cancelled by the wedding party, the deposit will be 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

## **GENERAL INFORMATION:**

1. Non-members may hold weddings only two weekends per month. NO WEDDINGS ARE ALLOWED DURING SPECIAL CHURCH SEASONS (Holy Week, Christmas) OR SEASONAL EVENTS (Lawn Festival). Your wedding contact person has the specific dates that are affected.
2. The furnishings and paraments are to remain within the chancel area of the church. See your wedding contact person for details.
3. 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.
4. It is permissible to decorate the church the day before the wedding, with the wedding contact person's permission. All decorations must be removed after your ceremony.
5. All of our buildings are smoke-free. Cigarette butts are to be placed in outside container.
6. No alcoholic beverages can be served or consumed in our buildings and property surrounding the buildings.
7. The opening and closing of the building is the responsibility of the wedding contact person.
8. The church is not responsible for any materials left at the church or lost at the church.
9. If real flower petals are used by the flower girl, an isle runner should be in place.
10. Only birdseed or bubbles may be used to wish the couple good-luck upon leaving the wedding. No rice, confetti, sparklers, or firecrackers.

## **FLORAL DECORATIONS**

Only appropriate floral decorations are to be used on the altar table. THE FLORIST SHALL SEE THAT RUG PROTECTORS ARE PLACED UNDER PLANTS AND CANDLES. (NOTE: Our church is a historical building, therefore, would be easily susceptible to flame.) A kneeling bench may be used if desired, but such an item is not to detract from the chancel area as the religious focus of the church.\*

## **TIME OF CEREMONY**

Weddings may not be scheduled for any time that conflicts with the regular services and programs of the church. A wedding that includes a reception at the church may be scheduled to begin no later than 7:00 p.m. A wedding without a reception at the church may not be scheduled to begin later than 8:00 p.m. All facilities must be vacated no later than 10:00 p.m., in order that custodial care may be completed.

## **MUSIC**

You may use the organist or pianist of your choice. (Our church organist and/or pianist can be utilized with prior arrangements being made through your wedding contact person.) Your music should be carefully selected and respectful for the religious setting in which you are having your ceremony.

If pre-recorded music is to be 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.

## **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.

\*Wedding contact person shall have the final discretion on appropriateness.

## **PHOTOGRAPHY**

Pictures may be made in the church preceding the wedding. Pictures may not be taken during the wedding ceremony, with the following exceptions:

1. Your professional photographer may take flash photographs of the bride and the wedding processional coming in from the rear of the church via the center aisle.
2. Your professional photographer may take flash photographs from the back of the church as the wedding party recesses after the wedding ceremony.

Photographers are not allowed to stand on church pews for picture taking. Pictures that capture significant moments can be posed before and after the ceremony. Professional video taping is allowed only when the unit is stationary in the side aisle, no closer than the middle of the sanctuary.

## **CATERING**

Rules for how to use the kitchen equipment in the new 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.

## **MUSIC FOR REHEARSAL/RECEPTION**

Music (either live or recorded) may be used for your reception. We request that you respectfully use only music that would be acceptable to a family setting. (Consider the language, the content, and the suggestiveness of lyrics.)

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
<b>Total non-member cost for rehearsal and wedding:</b>	<b>\$600.00</b>
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
<b>Total non-member cost for reception only:</b>	<b>\$475.00</b>
Fellowship Hall Usage for Rehearsal Dinner	\$150.00
<b>Total non-member cost for ALL wedding services:</b>	<b>\$1,225.00</b>

Rooms are available for dressing on the day of the wedding at the direction of your wedding contact person.

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 & 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) \_\_\_\_\_

DEPOSIT MUST BE PAID WITH THIS RESERVATION FORM.

**NOLENSVILLE FIRST UNITED METHODIST CHURCH**

7316 Nolensville Road, Nolensville TN 37135 (615) 776-2815

Pastor: The Reverend Dr. Sandy P. Shawhan

Wedding Contact: Susan M. Foote (615) 417-8892 or email: [Osusanjane@yahoo.com](mailto: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. The church may be available to be decorated the day before the wedding, with the wedding contact person's permission.
6. 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.
7. The opening and closing of the building is the responsibility of the wedding contact person.
8. If real flower petals are used by the flower girl, an isle runner should be in place.
9. Only birdseed or bubbles may be used, outside the church buildings, to wish the couple good-luck upon leaving the wedding.
10. 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: \_\_\_\_\_

**NOLENSVILLE FIRST UNITED METHODIST CHURCH**

7316 Nolensville Road, Nolensville TN 37135 (615) 776-2815

Pastor: The Reverend Dr. Sandy P. Shawhan

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

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

**NOLENSVILLE FIRST UNITED METHODIST CHURCH**

7316 Nolensville Road, Nolensville TN 37135 (615) 776-2815

Pastor: The Reverend Dr. Sandy P. Shawhan

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

*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.
4. Photographers are not allowed to stand on church pews or any church furniture for picture taking.
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: \_\_\_\_\_