

PLANNING YOUR WEDDING
at
CENTRAL UNITED METHODIST CHURCH

Congratulations. Marriage is a divinely instituted relationship – a gift given by God to couples who are united in Christ and in the will of God. In this spirit, we regard the wedding ceremony as a worship service; therefore, it should be conducted with reverence, dignity, warmth and joy.

The following instructions are given to you as guidelines for planning your wedding ceremony at Central United Methodist Church (CUMC). Your careful attention to this information will ensure your special day goes smoothly.

Weddings performed at CUMC must be performed by one of our pastors. Four hours of premarital counseling, offered by the pastor, is suggested for each couple. Premarital counseling can also be obtained elsewhere. The Lead Pastor has the final authority to approve the conduct of the ceremony, music, etc. Pastors may refuse to perform a wedding for anyone considered under the influence of alcohol or other drugs at the time of the wedding.

RESERVING THE FACILITY AND DATE

The use of the CUMC facilities can be tentatively reserved by calling the church office at (865) 986-7320. A wedding date cannot be confirmed more than 12 months before the weddings.

PROCEDURE FOR WEDDING PLANNING

The following should be included in your wedding planning:

1. Check facility availability. You may choose one of the following rooms:

Worship Center	(capacity – 600)
Courtyard	(capacity – 150)
Pavilion	(capacity – 299)
2. Complete the wedding reservation form and pay a \$100 deposit.
3. Complete the wedding request form and confirm the times for the rehearsal and wedding and/or the wedding receptions.
4. Select musicians and music (see music section)
5. Plan facility use and decorations for reception including kitchen usage.
6. With the pastor, confirm times, needs and expectations for the rehearsal, wedding and/or wedding reception.

REHEARSAL

The rehearsal time should be set at the convenience of both the wedding party and the pastor performing the ceremony. Typically, one hour is sufficient for the rehearsal. Encourage all participants to be on time. Rehearsals should not be scheduled later than 7 pm.

RECEPTION

If you desire to have your reception at CUMC, you may choose one of the following rooms (see fee schedule):

- Worship Center
- Courtyard
- Pavilion
- Church Gathering Area (capacity – 100)

The facilities coordinator must approve reception activities and music. A maximum of six hours is allowed for set-up and decorating. No alterations to the church property (outdoor or indoor) and/or landscape are permitted.

FACILITY USE

The Worship Center was designed and furnished as a place of worship; therefore, the decorations should be consistent with the spirit of a wedding ceremony as an act of worship. It is the responsibility of the bride and groom to communicate these guidelines to all necessary parties, including musicians, florists and photographers.

Here are several additional guidelines:

- Please refrain from rearranging the contents of the Worship Center.
- If requested, furnishings in the Worship Center may be moved in preparation for the ceremony. (The altar, organ and pianos may not be removed.)

Eligible items include:

- Any chairs on the platform
 - The register stand for bride's book
 - Music stands
 - It may be possible to move other furnishings, but not without specific approval from the presiding CUMC pastor, and not without the proper staff present to make the necessary adjustments.
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- If the wedding is scheduled during the time our Christmas or other seasonal decorations are in place, the decorations may not be removed or altered in any way.
 - Please leave dressing and waiting rooms as you find them
 - No smoking is permitted in the church building
 - No fireworks are allowed on church property
 - No alcoholic beverages or illegal drugs are allowed on the church premises or grounds
 - No red dye is allowed in beverages served at the church. Please report any beverage spills to facility staff and begin blotting the spill as soon as possible.
 - No rice is permitted. Birdseed or bubbles may be used outside the building only. Please distribute bird seed or bubbles as guests leave the building and not before.
 - Care should be taken to schedule service for flowers and catering at the same time or overlapping times to minimize use of facility staff time and travel.

FACILITY USE (continued)

- Facility staff must be present while florists or caterers are in the church as well as during the rehearsal, wedding and reception.
- Please use only metal-enclosed, dripless candles for the wedding ceremony and/or reception. See the policy for florists and consult with your florists.
- If you wish to leave the wedding flowers for use during the following Sunday services, please let us know well in advance. Please do not remove the altar flowers.
- The applicant is responsible for reimbursing the church for any damage to church property resulting from actions of the wedding party, guests, assistants or other personnel engaged for the occasion.

MUSIC

The wedding ceremony is a sacred uniting of two people in Christ and is considered a worship service; therefore, all music should be appropriate to the solemnity of the occasion. Any music that is not sacred in nature should be submitted for approval. Sacred music generally is music that is used for worship; traditional, classical wedding music, and music written by contemporary Christian artists. If you desire to use music that does not meet these standards, please submit the approval form to the pastor.

Any CD/MP3 or playlist you wish to be used in your wedding must be submitted to the pastor ten days in advance.

FINANCIAL RESPONSIBILITY

Payment:

A reservation fee of \$100 is required at the time you make your facilities reservation. This fee will be applied to the final bill and is non-refundable. Half of the final bill will be paid three months in advance. This will serve as your wedding deposit. Written notice of cancellation must be submitted at least three days prior to the wedding in order to receive your deposit back.

A bill for the facility usage fee, the pastor fee and any other applicable services (kitchen use, etc.) will be sent ten days before the wedding. **The responsible party will make checks payable to Central United Methodist Church. This fee may be submitted directly to the church office.** Fees to other wedding participants are the responsibility of the bride and groom.

Final billing with any additional and/or extraneous costs (or a refund of excess payment) will be made in the days immediately following your wedding.

The facilities usage fee for wedding covers the following services. This fee is offered at a reduced price for church members:

- Opening and closing the facility for rehearsal.
- Opening and closing the facility for the florist and caterer.
- Cleaning Worship Center, restrooms, dressing areas, foyers and reception area following the wedding.

Payment (continued)

- Sound (3 hours) – A sound technician will be assigned to your wedding to operate the sound system, set up the microphones and adjust the lighting as necessary. The pastor will communicate between the bride and groom and the sound technician.
- See fee schedule for additional information.

PHOTOGRAPHERS

Photographs may be taken as the wedding party comes up the aisle and as they retire; however, during the ceremony no flash photography will be allowed. Non-flash photography may be taken. We ask that any photographers and assistants refrain from any extraneous or distracting movements during the service. This policy may be altered at the discretion of the wedding coordinator and the pastor.

The worship center must be cleared of all photography one hour before the wedding so last-minute preparations may be made.

VIDEOGRAPHERS

If you are having the service video recorded, please check with the pastor with regard to the proper location of the person taping the ceremony. Generally, a stationary camera can be placed on a platform but the camera operator is not allowed to move around in any way that might detract from the service.

The catwalk is off-limits to anyone except the CUMC technical services team.

A facility staff member must be present while florists and/or caterers are in the church as well as during the wedding and reception.

FLORIST

- It is imperative that nothing is set on the organ or piano
- No leaf shine is to be sprayed in the worship center
- Plants and candelabras must be picked up within one hour after the wedding ceremony. The church will not take responsibility for damage to plants, candelabras or other items
- The church property and/or landscape must not be altered in any way
- Flowers are not allowed in our refrigerators due to health regulations
- The church can provide a candelabra and kneeling benches for the wedding ceremony
- Only metal-enclosed, dripless candles should be used for wedding and reception

CATERER

- Contact the church if you need to use the kitchen. See fee schedule for use of equipment
- Please supply your own paper towels, cake plates, punch cups, foil and film for leftover food wrapping
- Wipe spillage from countertops and floors
- No RED dye in punch or food

- Refrigeration is seldom available
- Clean any coffee pots and tea makers after use

OFFICE USE ONLY:

Name _____ Wedding Date: _____ Today's Date _____

Central United Methodist Church
301 Hickory Creek Road, Lenoir City, TN 37771
(865) 986-7329

Before completing this form, please carefully read the guideline for weddings at Central United Methodist Church.

BRIDE

Name _____

Address _____

Phone Number _____

E-mail address _____

CUMC member Yes _____ No _____

GROOM

Name _____

Address _____

Phone Number _____

E-mail address _____

CUMC member Yes _____ No _____

BILLING INFORMATION

Name _____

Address _____

BRIDE AND GROOM ADDRESS POST-WEDDING

Non-Refundable Deposit Amount: \$100 (make checks payable to Central United Methodist Church)

Paid _____ Date _____

WEDDING INFORMATION

Date of wedding _____

Officiating pastor _____

Location of wedding _____

Time of wedding _____ Number of wedding guests expected _____

Equipment needed (check all that apply)

_____ Sound system for CDs or singer's track

_____ Candelabra

_____ Kneeling rails

_____ Piano

_____ Organ

_____ Others _____

REHEARSAL

Date of rehearsal _____ Time of rehearsal _____

Time access to building is needed _____

Rehearsal Dinner Location

_____ Not at CUMC

_____ Worship Center _____ Courtyard _____ Narthex _____ Pavilion

RECEPTION

_____ Not at CUMC

_____ Worship Center _____ Courtyard _____ Narthex _____ Pavilion

Requested time: From _____ to _____

All Saturday receptions MUST conclude no later than 6:00 pm. In the Worship Center or 8:00 pm. In the Courtyard or Narthex.

Number of guests expected _____

Will you need CUMC to provide a microphone and sound system or any other audio/visual equipment? Please explain in detail.

Please attach a diagram of the table and chairs arrangement you would like. We will do our best to meet your expectations.

I have read the Planning Your Wedding at Central United Methodist Church guidelines.

Signature of person requesting facilities

Date

Please return these pages as soon as possible, but not later than one month after receiving this packet to:

Central United Methodist Church
301 Hickory Creek Road
Lenoir City, TN 37771

USAGE FEE WORKSHEET

Facility/Equipment	Member Usage Fee	Member Custodial Fee	Non-member Usage Fee	Non-member Custodial Fee	TOTAL
Worship Center	\$75	\$50	\$800	Included in usage fee	
Kitchen	No charge	\$50	\$200	Included in usage fee	
Courtyard	No charge	\$50	\$300	Included in usage fee	
Candelabra (must provide your own candles)	\$20	\$20 refundable cleaning deposit, will be returned if candelabra are left clean	\$20	\$20 refundable cleaning deposit, will be returned if candelabra are left clean	
Sound System	\$100		\$100		
	This fee includes one AV team member for rehearsal and wedding, up to four corded mics, up to two wireless mics, playing of accompaniment or background music tracks from CD.				
Sound System in Courtyard	This area has special pricing. See facility coordinator for fee.				
	Estimated Amount Due Actual amount due will be send in final bill				\$
	Less non-refundable deposit received				\$
	Estimated Balance Due ten days before wedding				\$

- Wedding fee for regular church attendees may be adjusted by the clergy.
- Nominal custodial fees are included in the rates quoted above. Additional charges may apply to groups over 150 persons. Custodial fees for members only may be avoided if wedding party chooses to clean all utilized spaces themselves.

CLERGY HONORARIUM

The clergy honorarium is \$125 to conduct rehearsal and wedding for both church members and non-members. An extra \$50 will be charged for four hours of premarital