



P.O. Box 2127 • Lawrenceville, GA 30046
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Rev. Bill Burch, Senior Minister
Rev. Andrew Erwin, Minister to Students
Rev. Allen Hoskyn, Senior Associate Minister
Rev. Sheri W. Smith, Minister of Congregational Care

Campground Wedding Policies

A Message for the Bride and Groom

First United Methodist Church of Lawrenceville is honored to host your wedding at our Campground, located at 700 Braselton Highway in Lawrenceville. We pray God's richest blessings upon your marriage. The wedding ceremony is first and foremost a worship service that sanctifies marriage in the sight of God. The *Campground Wedding Policies* are designed to assist you in planning a Christian wedding. If you have any questions about the *Policies* please contact one of the ordained ministers or the Worship Coordinator. May God bless your marriage as you establish a new home together.

Ministers Officiating at the Wedding

The church recommends the use of the licensed and/or ordained ministers on staff. The couple should contact the Wedding Scheduler if they wish to ask another clergy person to conduct the service. According to ministerial protocol, the senior minister will then issue an invitation for the guest minister to participate in the service. Only ordained ministers in recognized churches are allowed to perform a wedding ceremony through the United Methodist Church.

Premarital Counseling

After reserving the Campground facilities, the couple should immediately contact the minister officiating at the wedding about his or her policy for premarital counseling. The church can also provide a list of Christian counselors in the area.

Facilities Information

Facilities are only available for weddings from April 1 to October 31 each year. The Arbor will be reserved for the ceremony and the Genesis Cabin for the bride's preparation. Other facilities are also available, including the kitchen, Activities Cabin, Jericho Cabin, and Mark Cabin (for groom's preparation).

The wedding party may choose to hold the ceremony in one of the beautiful areas other than the Arbor. For rental purposes, the Arbor will still be reserved and the party charged for the space. Arrangements can be made for the Campground through the church office.

Reserving the Campground Facilities

A couple wishing to be married at the First United Methodist Church of Lawrenceville Campground should first contact the church office. Members may schedule their wedding one year in advance and non-members or members of fewer than six months may schedule a wedding no more than six months in advance.

Once the date has been checked and approved, the couple will meet with FUMC's Wedding Scheduler (ext. 132) to provide the following information:

- Date and times you wish to reserve the Campground
- All facilities needed
- Minister you wish to perform the ceremony
- Whether or not our church pianist is needed
- Whether or not facilities are needed for Rehearsal Dinner or Wedding Reception

If you request one of our church ministers, you will need to contact him/her as soon as possible to check their availability. If you choose to have a guest minister, it is your responsibility to inform the Wedding Scheduler of the minister's name, affiliation, phone number and address. Our Senior Minister will have **final** approval of all guest ministers requested.

The fees required for the service to be performed and the facilities requested must be paid in full at the time the wedding is scheduled. Your date is not considered reserved, nor is it scheduled on the church calendar until all applicable fees are paid. Note, however, that clergy and organist/musician fees/honorariums are paid directly to those individuals and should be paid no later than the wedding rehearsal. The completed "Couple's Agreement" must be received within two weeks of reserving your wedding date in order to confirm your reservation.

Wedding fees depend on membership status ***at the time the wedding reservation is made*** (see attached fee schedule). For wedding fee purposes, a member is anyone who has been an active member for more than 6 months. Members may schedule weddings for their non-member children or stepchildren.

In the case of a cancellation, all wedding fees will be refunded, minus \$50.00 handling fee, provided the church office is notified, in writing, no later than 60 days prior to the wedding date. If the cancellation is fewer than 60 days prior to the wedding, 50% of the wedding fees will be refunded.

Scheduling Limitations

Weddings cannot be scheduled on the following dates:

- Holidays
- Sundays
- November 1 – March 31
- Holy Week (Palm Sunday through Easter)
- Saturday prior to/following Campmeeting
- Campmeeting week (fourth full week in June)
- Saturdays when a holiday falls on the following Monday
- Any other time that another event has been scheduled previously

To avoid conflict, no more than one wedding will be scheduled per Saturday.

No nursery accommodations are available on the church premises, due to liability issues.

Security Deposit

The bride and groom shall be responsible for the cost of repairs or replacement to any church property resulting from the use of the facility, including damage done by the wedding party or its guests. The required damage deposit is fully or partially refundable after inspection by the church staff. The damage deposit may be applied to the total of any damage, regardless of the space used. (See Wedding Scheduling Form.)

Wedding Coordinator

A First United Methodist Church of Lawrenceville Wedding Coordinator will be assigned to assist the bride while assuring that the entire preparation, rehearsal, and wedding ceremony are carried out with due care for the church facilities and property. A couple may hire a private director; however, the church's Wedding Coordinator is still required to meet with the couple prior to the wedding and to oversee the rehearsal and wedding.

The bride and groom should complete the attached Wedding Consultation Worksheet that will be discussed with the Wedding Coordinator approximately two months prior to the wedding date.

Music

A wedding is a sacred ceremony and the music should be selected accordingly. The music must receive the approval of the officiating Minister and the participating musician.

No instruments are kept at the Campground throughout the year, so arrangements must be made for any music. A keyboard can be provided at a fee. Please contact Bill Steele, Director of Music at FUMC, to discuss.

The church organist (pianist) is also available for weddings at the campground. The bride should consult the church organist as soon as the wedding is placed on the church calendar in order to get on the organist's calendar. She/he will arrange a date to meet with the bride and groom to plan music for the wedding.

If the pianist is not available on the reserved wedding date, the bride may contact a musician not related to the church to provide the music for the ceremony. The Director of Music may provide assistance in securing soloists for the wedding (ext. 115). Soloists not related to the church may be asked to sing.

If asked to provide music for the ceremony, the organist, soloist and/or other musicians shall receive separate fees payable directly to them no later than the day of the wedding rehearsal. ***The individual musician establishes his/her fee in consultation with the bride and groom.***

Flowers and Decorations*

The Arbor will be available for decoration by the florist or other party beginning four (4) hours prior to the wedding ceremony.

Decorations should direct attention to the altar and the cross. They should not detract in any way from the beauty of the Arbor. No flowers or decorations are to be placed on the altar. No decorations may be placed on the altar rail or pulpit.

The protection of furnishings is very important. ***ABSOLUTELY NO OPEN FLAMES, INCLUDING CANDLES, ARE ALLOWED IN THE ARBOR. NO NAILS, TACKS, STAPLES, TAPE OR GLUE*** are to be used to secure decorations to the pews or Arbor.

It is the florist's or bridal party's responsibility to remove decorations from the facilities within 1 hour after the ceremony. ***First United Methodist Church of Lawrenceville is not responsible for items left after the ceremony.***

Vehicles are only permitted within the historical grounds for loading and unloading with the permission of the Campground Caretaker. Absolutely no parking within the historical grounds.

****Please deliver the attached copy of this page to your florist in order for them to make preparations according to our policies!***

Photography, Videography and Sound*

We understand that photographs and videotapes are an important remembrance of a wedding. However, the wedding ceremony is a religious service and certain guidelines have been established for photography and videography. These policies must be followed, and it is the responsibility of the bride to ensure that the photographer and videographer are aware of them.

Photography

Guests or the professional photographer may not take flash photos from the time the minister enters the Arbor until the bride and groom reach the rear of the Arbor at the conclusion of the ceremony. Time exposures may be made from the side or rear of the Arbor during the service.

Under no circumstances may the photographer precede the bride down the aisle as she enters nor will the photographer move about the Arbor during the service.

It is recommended that the photographer, in consultation with the bride, plan the various poses for those pictures that are to be made following the wedding ceremony. These pictures should be finished as soon as possible so that the bride and groom may greet their guests at the reception. It is the bride's responsibility to advise the wedding party of the time photographs will be made prior to the wedding. Photographs taken prior to the ceremony must conclude 45 minutes prior to the scheduled start of the ceremony.

Videography

Videotaping may be done from the side or rear of the Arbor. An additional video camera may be placed on the stage provided it is tripod mounted, unattended and not visible during the ceremony. Only available light within the Arbor may be used. **Again, under no circumstances may the video cameraperson precede the bride down the aisle nor may he or she move about the Arbor during the ceremony.**

Sound

If sound equipment is needed, you may arrange for it through First United Methodist's Wedding Coordinator.

****Please deliver the attached copy of this page to your florist in order for them to make preparations according to our policies!***

The Rehearsal and Rehearsal Dinner

The Rehearsal

The rehearsal will be scheduled during the initial contact with the officiating Minister. Every member of the wedding party should be present at the rehearsal. The rehearsal, like the wedding ceremony, is dedicated to the worship of God, and should be conducted with decorum. Appropriate dress is expected. The bride is encouraged to participate in the actual rehearsal.

The Minister will be in charge of the rehearsal and the wedding ceremony. The assigned Wedding Coordinator will be present at these events to assist the Minister with the proceedings.

The rehearsal should require no more than one hour.

The Rehearsal Dinner

Members & Non-Members*

If a rehearsal dinner is planned, it must follow the rehearsal. In order to secure the desired facility, it is recommended that it be reserved at the time the wedding is scheduled. The Campground is available to both members & non-members for a rehearsal dinner.

If the dinner is to be held at the Campground, arrangements for the set-up should be made through the Wedding Coordinator. Please inform her of the following:

- Number of guests expected
- Number of tables and chairs you will be setting up

Details should be finalized within 30 days of the wedding date. If the dinner is to be held at the Campground, you will need to provide the tables/chairs for the rehearsal dinner, and will be responsible for set-up and removal. The Campground Caretaker is not responsible for set-up and removal of tables and chairs. You may use the picnic tables that are on the grounds.

The caterer is responsible for leaving the Campground Kitchen clean and in good order. The bride and groom are responsible for the removal and clean-up of decorations at the campground. All trash is to be placed in the trash containers provided. The Caretaker will remove all garbage and clean the facilities used for the wedding.

Smoking within the historical grounds is not permitted. The use of alcoholic beverages anywhere on the church property is strictly prohibited and will not be tolerated. Failure to comply with these policies will result in the forfeiture of the security deposit. It is the total responsibility of the families of the bride and groom to see that all members of the wedding party and all invited guests are informed of this policy.

** To be considered a member of First United Methodist Church, you must be an active member or on the church staff of First United Methodist Church of Lawrenceville for at least six months before placing a wedding on the church calendar.*

The Wedding

The bridal party arrival time at the Campground on the day of the wedding shall not be more than 4 hours before the ceremony begins. The Genesis Cabin is located to the rear of the Arbor and is provided as the designated dressing area for the bride and her attendants. The groom and his attendants will be assigned the Mark cabin near the Arbor. All clothes must be removed from the dressing rooms immediately following the wedding.

The bride and groom must make arrangements to ensure all rooms/cabins used in preparation for the wedding are left the way they were found. The church cannot assume responsibility for the safety of wedding gifts and personal belongings in any way.

If Communion is to be received during the ceremony, prior arrangements must be made with the Minister and Wedding Coordinator.

Only birdseed may be thrown at the end of the wedding and/or reception, and it must be thrown outside the Arbor. Please wait until all guests are outside the building to distribute the birdseed or bubbles. Rice is not permitted as it presents safety and environmental hazards.

At the Campground, no parking is allowed inside the inner area, except for loading & unloading of equipment, chairs, tables, flowers, etc. All vehicles must be outside the fenced area, except those parked in handicapped parking next to the kitchen. If handicapped parking will be needed for any of the wedding guests, it is the responsibility of the bride and groom to have someone directing them to this parking; or to request of the Campground Director that some temporary Handicapped Parking signs be put out.

The Reception Members and Non-Members*

The Campground may be reserved for the wedding reception. Arrangements to use the Campground facilities for a reception should be made at the time the wedding is scheduled with the church office (Beckie Dragin).

If the reception is to be held at the Campground, arrangements for the set-up should be made through the Wedding Coordinator, giving her the following information:

- Number of guests expected
- Number of tables and chairs you will be setting up

Details should be finalized within 30 days of the wedding date. If the dinner is to be held at the Campground, you will need to provide the tables/chairs for the dinner, and will be responsible for set-up and removal. The Campground Caretaker is not responsible for set-up and removal of tables and chairs. You may use the picnic tables that are on the grounds.

Our kitchen is available for use by the bride's caterer and must be scheduled with the Wedding Scheduler at the time the wedding is scheduled. The caterer is responsible for leaving the facilities, kitchen and entrance areas clean and in good order. ***NO TACKS, NAILS, GLUE, STAPLES OR TAPE MAY BE USED TO SECURE DECORATIONS TO THE CHURCH FURNITURE OR FACILITIES.*** The reception should be concluded within 2 hours after the wedding ceremony.

Smoking within the historical grounds is not permitted. The use of alcoholic beverages anywhere on the church property is strictly prohibited and will not be tolerated. Failure to comply with these policies will result in the forfeiture of the security deposit. It is the total responsibility of the families of the bride and groom to see that all members of the wedding party and all invited guests are informed of this policy.

** To be considered a member of First United Methodist Church, you must be an active member or on the church staff of First United Methodist Church of Lawrenceville for at least six months before placing a wedding on the church calendar.*

Wedding Scheduling Contacts

To determine the availability of the Campground for your wedding, please contact our Campground Scheduler:

Beckie Dragin
Beckie@fumclv.org
770-963-0386, Ext. 110

Once the availability of the date is confirmed, please contact our Wedding Scheduler to complete paperwork and pay fees:

Sue Stover
stover@fumclv.org
770-963-0386, Ext. 132

If one of our FUMC-LV ministers will be performing your ceremony, you will need to schedule a consultation with that minister. For questions regarding the Senior Minister's schedule, please contact:

Donna Bennett
donnab@fumclv.org
770-963-0386, Ext. 112

To contact one of the other FUMC-LV ministers, please call the church switchboard:
770-963-0386

Once your wedding is scheduled, for further questions regarding wedding policies/needs/changes, please contact your assigned Wedding Coordinator.

Your Church Wedding Coordinator: _____
(to be assigned after wedding Phone: _____
has been booked) Email: _____

FEE SCHEDULE

To qualify for member rates, you must be an active member or on the church staff of First United Methodist Church of Lawrenceville for at least six months before placing a wedding on the church calendar.

FEES:	MEMBER	NON-MEMBER
Security Deposit (<i>refundable</i>)	\$ 125.00	\$ 250.00
Wedding Fee (<i>mandatory</i>)	-0-	\$ 500.00
Wedding Coordinator (<i>mandatory</i>)	\$ 200.00	\$ 200.00
Custodial Fee (<i>mandatory</i>)	\$ 150.00	\$ 150.00
Keyboard Rental (<i>if used</i>)	TBD	TBD
FUMC-LV Clergy Fee (<i>if applicable</i>)		\$ 300.00
Church Pianist, Soloist(s)	TBD with musician(s)	TBD with musician(s)
Sound Fee (<i>if used</i>)	TBD	TBD
Rehearsal Dinner (<i>if held</i>)	\$ 50.00 + \$100 deposit	\$ 100.00 + \$100 deposit
Wedding Reception (<i>if held</i>)	\$ 125.00 + \$100 deposit	\$ 250.00 + \$100 deposit

Your date is not considered reserved until all applicable fees and security deposits are paid. A check made payable to **First United Methodist Church of Lawrenceville** is required and must be received by the church office before your reservations can be confirmed and put on the church calendar.

The clergy monetary gift should be paid directly to the officiating Minister. Fees for the church organist and soloist will be arranged with and paid directly to them. These fees should be paid no later than the day of the wedding rehearsal.

In the case of a cancellation, all wedding fees will be refunded, minus \$50.00 handling fee, provided the church office is notified, in writing, no later than 60 days prior to the wedding date. If the cancellation is fewer than 60 days, 50% of the wedding fees will be refunded, provided the church office is notified, in writing, prior to the wedding date.