



395 West Crogan Street • Lawrenceville, GA 30046
Phone: 770-963-0386 Fax: 770-963-0668

Wedding Policies

Bill Burch, Senior Minister

A Message for the Bride and Groom

First United Methodist Church of Lawrenceville is honored to host your wedding. 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 *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, the Assistant Director of Music or Director of Music. 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 in the United Methodist Church.

Premarital Counseling

After reserving the church, 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

Small weddings can be accommodated in the Upper Room (seats approximately 50) while larger weddings can be accommodated in our Sanctuary (seats approximately 800). For outdoor weddings, our Campground facilities on Hwy 124 are also available for reservation. Please contact the church office at 770-963-0386 to schedule the Campground.

For receptions the Family Center can accommodate from 16 to 30 round tables, seating 8 each, depending upon space required for buffet serving tables, possible dance floor area, and desired space between tables.

Reserving the Church

A couple wishing to be married in the First United Methodist Church of Lawrenceville (FUMC-LV) should first contact the church and speak with the Wedding Scheduler (ext. 132) as early as possible. Members may schedule a wedding up to one year in advance. Non-members or members of fewer than six months may schedule a wedding no more than six months in advance.

When contacting the Wedding Scheduler you should be prepared to provide the following information:

- Date and times you wish to reserve the church
- Facilities desired, i.e., Sanctuary, Family Center, etc.
- Minister you wish to perform the ceremony
- Whether our church organist is needed

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.

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

All fees required for the service to be performed must be paid in full at the time of reserving your wedding date. (Make checks payable to *First United Methodist Church of Lawrenceville*.) Your date is not considered reserved 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.

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
- Thanksgiving through New Year's (non-members)
- **Members only** may schedule weddings on the first and second Saturdays in December. (No receptions or rehearsal dinners.)
- Holy Week (Palm Sunday through Easter)
- Saturday prior to and following Vacation Bible eXperience (VBX) week (usually the first week in June)
- Saturday when July 4th falls on the preceding Thursday or Friday
- Saturday when a holiday falls on the following Monday

No more than one wedding per Saturday will be scheduled!

No nursery accommodations are available on the church premises for weddings 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 church wedding is a sacred service and the music should be selected accordingly. The bride should consult the church organist directly as soon as the wedding is placed on the church calendar in order to get on the organist's calendar. (Call the church office to contact the organist. First United Methodist Church of Lawrenceville does not keep the organist's calendar.) If the organist is not available on the reserved wedding date, the bride may contact another musician to provide the music for the ceremony. If necessary, the guest musician may practice at the church during regular office hours (8:30-5:00) or at a time reserved through the Director of Music or organist. The Director of Music may provide assistance in securing soloists for the wedding. Soloists not related to the church may be asked to sing. The officiating minister, organist, or Director of Music must approve all music. If asked to provide music for the ceremony, the organist, soloist and/or other musicians shall receive a separate fee 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 Sanctuary will be available for decoration by the florist or another party no sooner than four (4) hours prior to the scheduled wedding time.

Decorations should direct attention to the altar and the cross. They should not detract in any way from the beauty of the Sanctuary. The furnishings within the Chancel area (the altar, baptismal font, candles and cross upon the altar, rail kneeling pads, etc.), with the exception of moving the altar back, shall not be rearranged in any way. No flowers or decorations are to be placed on the altar. No decorations may be placed on the altar rail or pulpit. In addition, hymnals and pew bibles are not to be removed from the pew benches.

The protection of carpet and furnishings is very important. Dripless or mechanical candles are required and protective covers MUST be placed under all candles and flowers. (Candles may not be used in the Upper Room.) Potted plants or palms must be placed in leak-proof containers. No nails, tacks, staples, tape or glue are to be used to secure decorations to the pews or church furniture or window ledges. Should you need assistance in securing decorations, please speak to the church Wedding Coordinator.

It is the florist's or bridal party's responsibility to remove decorations from the facilities within 45 minutes after the ceremony. *First United Methodist Church of Lawrenceville is not responsible for items left after the ceremony.* No trucks or vehicles of any kind shall be driven across the church lawns or sidewalks for loading and unloading.

The church has a kneeling bench or pillow for the ceremony if desired. Also, the church hurricane globes and candlesticks may be used for window decoration. It is the bride's responsibility to clean the globes and candlesticks and to return them to the closet in the narthex within five days after the wedding. The bride is also responsible for replacing damaged globes.

Failure to comply with any of the above stated policies may result in the loss of your security deposit.

**Please deliver the attached copy of this section 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 Sanctuary until the bride and groom reach the rear of the Sanctuary at the conclusion of the ceremony. Time exposures may be made from the narthex and/or balcony 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 Sanctuary 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 balcony. An additional video camera may be placed in the choir loft provided it is tripod mounted, unattended and not visible during the ceremony. Only available light within the Sanctuary may be used. **Again, under no circumstances may the video cameraperson precede the bride down the aisle nor may he/she move about the Sanctuary during the ceremony.**

First United Methodist Church's sound technician will make an audio CD and video DVD of your wedding service. You will receive a complimentary copy of each following the wedding. Please note that our technician is not a professional videographer. We cannot guarantee the products.

Sound

The Sanctuary has a sound system capable of enhancing the Minister and musicians during the wedding ceremony. Your Wedding Coordinator will discuss your particular needs when she meets with you two months prior to the wedding. The church requires and provides a trained sound technician for the rehearsal and wedding.

**** Please deliver the attached copy of this section to your photographer and/or videographer in order for them to be aware of our policies!***

Marriage License

The couple is responsible for obtaining a valid marriage license before the wedding. The minister is legally required to have the license prior to performing the ceremony. The couple should bring the license to the rehearsal.

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 will be at 6:00pm on Friday, the day before the wedding, and last no more than one hour.

The Wedding

The bridal party arrival time at the church on the day of the wedding shall not be more than four (4) hours before the ceremony begins. The bride and her attendants will be assigned the Choir Suite reception area for use as their dressing area. The groom and his attendants will be assigned the Dining Room area located in the Family Center near the Sanctuary. All clothes must be removed from the dressing rooms immediately following the wedding.

The bride and groom must make arrangements to ensure all rooms 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.

- Only silk flower petals are permitted within the Sanctuary.
- Only birdseed may be thrown at the end of the wedding and it must be thrown outside the building.
- 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.

Holy Communion

If communion is to be received during the ceremony, prior arrangements must be made with the Minister and Wedding Coordinator. In the United Methodist tradition, the church observes “open communion,” which means that all believers present are invited to the Lord’s Table. It is not appropriate for the bride and groom alone to receive communion during the wedding service. The minister(s) will be glad to explore other alternatives with the couple. The ordained ministers of the church staff have the final authority in all decisions and policies.

Facilities Policy

No alcohol or tobacco of any kind is allowed on the church site. Anyone under the influence of alcohol will not be allowed to participate in the service.

The Rehearsal Dinner and/or Wedding Reception (Applies only to members*)

**A "member" for wedding fee purposes must be an active member or on the FUMC-LV staff for more than six months prior to scheduling a wedding for themselves or their children/stepchildren. Rehearsal dinners and wedding receptions may only be held by FUMC-LV members.*

If a rehearsal dinner is planned, it must follow the rehearsal. If a wedding reception is planned, the reception should be concluded within 2 hours after the wedding ceremony.

The Family Center and the Spotlight Café are available to members for either or both events. Our Kitchen is available for use by the bride's caterer. All desired facilities should be scheduled with the Wedding Scheduler at the time the wedding is scheduled.

If a dinner is to be held in the Family Center or Spotlight Café, arrangements for the set-up should be made through the Wedding Coordinator, who will need to know the following within 30 days of the wedding date:

- Number of guests expected
- Number of tables and chairs needed.

The FUMC custodial staff is responsible for set-up and removal of tables and chairs and garbage removal. The caterer is responsible for leaving the kitchen clean and in good order. The caterer or bride's party is responsible for removal of all food and decorations.

Custodial staff will have a Kitchen Hostess available to assist with questions and equipment operations. Their fee covers the first hour. A \$25.00 fee will be charged for every additional hour. If you use two separate caterers, the Kitchen Hostess will need to meet with each caterer. The Kitchen Hostess fee will be charged twice should this situation arise.

No food or drinks are to be carried out of the Family Center or Spotlight Café.

The church is able to provide linens for \$8.00 per 84" round tablecloth (cleaning fee).

Smoking in the building 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.

IMPORTANT NUMBERS/CONTACT INFORMATION

- **Wedding Scheduler:** Sue Stover
770-963-0386 ext. 132
[sstover@fumclv.org](mailto:sslover@fumclv.org)

The Wedding Scheduler is your first point of contact for scheduling a wedding at FUMC. Contact the WS to schedule the wedding date, fill out scheduling forms, and pay fees related to your wedding. Once the wedding has been scheduled and all fees have been paid, all information will be turned over to our Wedding Committee Chair, who will assign a Wedding Coordinator to assist you with further questions or needs.

- **Wedding Committee Chair:** Robin Bennett
770-337-3653
barkleydog2@gmail.com

You will be assigned a church Wedding Coordinator to oversee your wedding and answer questions & handle further needs after the scheduling and payment of fees.

- **FUMC Wedding Committee Member:** Joan Irwin
770-963-0386 ext. 141
jirwin@fumclv.org

The FUMC Wedding Committee Member oversees all Wedding Coordinators and the Wedding Scheduler.

- **Campground Weddings:** Beckie Dragin, Main Office
770-963-0386
beckie@fumclv.org

Campground Weddings are scheduled separately from Sanctuary or Upper Room weddings. Please contact our main office to inquire about facilities and fees.

To inquire about officiating or to schedule premarital counseling, you may contact:

- Rev. Bill Burch, Senior Minister, call ext. 112 – Donna Bennett
- Rev. Allen Hoskyn, call ext. 117
- Rev. Andrew Erwin, call ext. 120
- Rev. Sheri Smith, call ext. 157
- Membership Office, call ext. 134 – Mary Boudreaux
- FUMC fax number, 770-963-0668



WEDDING and RECEPTION FEES FOR MEMBERS AND NON-MEMBERS

WEDDINGS HELD AT FIRST UNITED METHODIST

Wedding fees include use of facility, custodial fee, security deposit, Wedding Coordinator fee, and sound fee. (Sound fee does not apply to Upper Room weddings.) Security deposit is returned after the wedding, pending adherence to all wedding policies. All fees are mandatory.

	Sanctuary Wedding, Member	Sanctuary Wedding, Non-Member	Upper Room Wedding, Member	Upper Room Wedding, Non-Member
Wedding Fees	\$700	\$3,700		
Clergy Fee		If FUMC clergy: \$300		
Total for Wedding	\$700	\$4,000	\$225	\$325

REHEARSAL DINNER and/or WEDDING RECEPTION HELD AT FIRST UNITED METHODIST

NOTE: Only available to members of FUMC.

Rehearsal Dinner and/or Wedding Reception fees include use of the specific facilities, custodial, security deposit, and Kitchen Host fee. The FUMC Kitchen Host fee is per caterer (if more than one); and for first hour of service for the Dinner and/or Reception. An additional \$25/hour after the first hour will be charged for the Kitchen Host. Security deposit is returned after the wedding, pending adherence to all wedding policies. All fees are mandatory.

	Family Center + Kitchen	Spotlight Café + Kitchen
Total for each use	\$600	\$450

Fees approved 02/03/2014 by FUMC-LV Trustees.

Reminders

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

All fees required for the services to be performed must be paid in full at the time of reserving your wedding date. (Make checks payable to *First United Methodist Church of Lawrenceville*.) Your date is not considered reserved 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.