



Gladeville United Methodist Church

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Guidelines for Weddings and General Use

Revised November 2009

Congratulations on your wedding. The Christian wedding is a vital part of the ministry of Gladeville United Methodist Church. It is our belief that much attention should be given to the preparation for marriage and that the wedding ceremony should be a reflection of the Christian faith. Since this is a very special moment in your life, we want to assist you in any way that we can to make this experience more worshipful and meaningful for you. In keeping with this desire, these guidelines have been prepared and approved to aid in affirming your covenant with each other and with God.

Scheduling – Contact Church Hostess

The first step in planning a wedding at Gladeville United Methodist Church is to contact the church hostess. The hostess will help you tentatively schedule your rehearsal and wedding on the church calendar. After carefully reviewing and signing appropriate forms, the ceremony date will be confirmed. Files will be kept in church office.

Non members of the church may not schedule a wedding prior to 90 days of the ceremony.

Music

Gladeville United Methodist Church does not provide a pianist or an organist for weddings. Musicians are the responsibility of the wedding party. The wedding music that is selected should reflect the sacred dimension of the event. There will be a final consultation on the wedding music.

Sound System

The sound system in the sanctuary will only be operated by the sound engineer. A fee will be charged to cover the time given by that person during the rehearsal and wedding ceremony. Additional services may be contracted by the sound engineer.

Place

A wedding may be held in the Sanctuary, Historical Chapel, Fellowship Hall, Prayer Garden or Pavilion. The sanctuary will seat approximately 300 guests. With the exception of the fellowship hall, no furniture is to be moved without prior approval of the Church Hostess.

Officiating Minister

Any ordained minister of any Christian faith is acceptable. The clergy from other denominations must supply proof of ordination. Non traditional vows written by or for the wedding couple must have full and prior approval of the minister. Compensation of the minister is the responsibility of the bride and groom.

Decorations

All decorations must be tasteful and appropriate to the Christian ceremony. Decorations should be used with care to preserve the theological symbols within the chancel. Pews may be marked with flowers and/or bows, but no lighted candles should be used in this area. All state and local fire laws must be obeyed. Dripless candles should be used. Toile used in decorations is not allowed near candles. Do not use tacks, nails, pins, hot glue, or any object which will cause damage to the paint or finish of the walls and furniture.

Photographs

No pictures are to be taken during the actual wedding without prior approval of the bride. The photographer should show respect for the place of worship and the sanctity of the occasion. Select a photographer that will let you make decisions. The wedding should not be planned around the taking of pictures, but the pictures around the wedding.

Rice, Confetti, Seeds

Throwing rice, confetti and/or seeds inside the building is not permitted. Birdseed may be used outside the building but must be swept or blown off sidewalks and pavement after the wedding as this can be a safety hazard.

Rehearsals

Rehearsal should begin on time at the designated date and time. Suggested maximum length is one and one-half (1 ½) hours.

Reception

The caterer or wedding party will be responsible for replacing or paying for any church property that is broken, destroyed or missing. If friends are working the reception, they are bound by the same rules as a professional caterer and must leave all areas clean and in order. All refuse must be bagged and removed from the premises. Fellowship Hall must be closed by 11:00 p.m. Only the traditional first dance, father/daughter dance or mother/son dance will be allowed.

Smoking and Alcohol

No alcohol or controlled substances are allowed anywhere on church grounds.

All buildings are smoke-free.

Wedding Fees

A refundable security deposit of \$200 is required when your wedding date is placed on the Church calendar. This may be made by check to Gladeville United Methodist Church and the check *will be returned* to you after the wedding if all policies have been followed.

Your check *will not be returned* if there is damage to church property, or excessive clean up is required.

Non Member	GUMC Member or immediate family
Refundable Security Deposit \$ 200	Refundable Security Deposit \$ 200
Facilities Fee	Facilities Fee \$ 0
Sanctuary \$ 500	
Fellowship Hall \$ 250	
Historical Chapel \$ 250	
Church Hostess \$ 200	Church Hostess \$ 200
Sound Engineer for Sanctuary \$ 100	Sound Engineer for Sanctuary \$ 100
Cleaning Service	Cleaning Service (if requested)
Sanctuary/Dressing rooms/Entrance Foyer/ Restrooms \$ 75	Sanctuary/Dressing rooms/Entrance Foyer/ Restrooms \$ 75
Fellowship Hall/Kitchen/Restrooms \$ 75	Fellowship Hall/Kitchen/Restrooms \$ 75
Historical Chapel/Dressing rooms/Entrance Foyer/Restrooms \$ 50	Historical Chapel/Dressing rooms/Entrance Foyer/Restrooms \$ 50
Fees for additional services requested by the bride and groom may apply.	Fees for additional services requested by the bride and groom may apply.
All fees due two weeks prior to wedding date.	All fees due two weeks prior to wedding date.

Teas, Reunions, Showers, etc.

Church hostess will schedule your event on the church calendar. There is no charge for Gladeville United Methodist Church members or their immediate family members.

The fee for non-members is \$50 for the use of the fellowship hall. Those having the event are responsible for seeing that the church is left clean and in order. All trash must be bagged and removed from the premises. Cleaning service can be contracted for \$75.

Gladeville United Methodist Church Wedding Party/Caterer Agreement

Complete this form and return it to the church two (2) weeks before the wedding date.

The following are your obligations:

1. All silver, crystal, detergent, dish towels, tablecloths, etc., are your responsibility.
2. When you leave, the kitchen should be as clean as when you arrived. The cleaning service does not wash dishes nor clean the kitchen.
3. All refuse from the reception is to be taken from the kitchen and removed from the church property. A dumpster is located in the back parking lot.
4. You are responsible for any damages or repairs to the furnishings or building caused by you or your guests/employees.

I have read and agree to cooperate with the church on these guidelines.

Member of the Wedding Party

Caterer

Date

Gladeville United Methodist Church Florist Agreement

Complete this form and return it to the church two (2) weeks before the wedding date.

As florist, these are your obligations:

1. Work with the bride and family in keeping our building clean.
2. Use candles with caution. Only dripless candles are permitted. Toile used in decorations is not allowed near candles. Florist/wedding party provides all candles.
3. Remove decorations the same night as the wedding.
4. Arrange with the church hostess a time to decorate.
5. Protect the floor from dampness or damage when using potted plants and other decorations.
6. Do not use tacks, nails, pins, hot glue, or any object which will cause damage to the paint or finish of the walls and furniture. (This includes florist tapes that cause peeling.)
7. You are responsible for any damages or repairs to the furnishings or building caused by you or your equipment or employees.

I have read and agree to cooperate with the church on these guidelines.

Florist

Date

**Gladeville United Methodist Church
Reservation Agreement**

Date of Wedding-_____ **Time-**_____

Bride's Name-_____ **Phone-**_____

Address-_____ **Zip Code-**_____

Groom's Name-_____ **Phone-**_____

Address-_____ **Zip Code-**_____

Minister Officiating-_____

Name of Organist/Pianist-_____

Florist's Name-_____ **Phone-**_____

Address-_____ **Zip Code-**_____

Caterer's Name-_____ **Phone-**_____

Address-_____ **Zip Code-**_____

Rehearsal Date and Time-_____

Reception Date, Time and Place – (Fellowship Hall or Outside)

Reservation for

_____ - Sanctuary _____ - Historical Chapel _____ -Fellowship Hall

We agree to comply with the rules and regulations of the Gladeville United Methodist Church regarding church wedding and church reception.

Bride's Signature/Date

Groom's Signature/Date

**This sheet not to be included in contract packet.
For Trustee information.**

Church Hostess Responsibilities

Schedule weddings, teas, showers, reunions on church calendar after consulting with church secretary. Scouts are not included in previous guidelines.

Collect refundable security deposit when wedding is scheduled on calendar.

Meet with Bride and Groom to tour facilities, discuss wedding contract packet in detail, sign forms, collect fees and be available to answer questions by phone or email.

Hostess will discuss # expected at wedding and music selection. Hostess will inform bride and groom of number of tables and chairs that are available. Hostess is not responsible for set up for reception. Traditional first dances are allowed. Stage should be removed from fellowship hall soon.

Hostess will coordinate when facilities need to be unlocked/locked.

Coordinate with Randy Harris to cover sound needs and moving of instruments if requested. Fees to be determined by Randy/sound engineer.

Coordinate with cleaning service if requested. If members clean, hostess will still do a final walk through of facilities and final restroom check to make sure facilities are in good condition for services. Cleaning responsibilities will be discussed with members if they chose to clean themselves. During hostess' final restroom check, she will sanitize bathrooms and replenish toilet paper and paper towels.

Hostess will be in the building during events for supervision and/or to answer questions if needed.

Hostess unlocks and locks the facilities for events to include rehearsal, decorating, and photography. Hostess coordinates with office staff to see that the heat/air units will be on when needed and turns lights on/off. Hostess will see that Nursery and Youth Room will be locked during weddings and receptions.

Members choosing to clean up after events will follow the cleaning checklist. Hostess will show where vacuum, brooms and trash bags can be found.

Hostess will complete a final walk through after the event to check for cleaning and/or damages. Hostess will determine if security deposit will be refunded.

Cleaning Checklist for members who choose to be responsible for cleaning

Sanctuary	Fellowship Hall	Historical Chapel
Vacuum Sanctuary	Sweep kitchen, restrooms and fellowship hall. Use a wet mop as needed.	Sweep Chapel
Sweep entrance foyer, restrooms, and all dressing rooms. Check for wet mopping if needed. (Weather related or spills)	Empty all trash cans in kitchen, restrooms and fellowship hall and take trash to dumpster in back parking lot. Please do not drag trash bags across floor as liquids make a mess.	Sweep entrance foyer, restrooms, and all dressing rooms. Check for wet mopping if needed. (Weather related or spills)
Empty trash in restrooms and all dressing rooms. Take trash to dumpster in back parking lot.	Clean kitchen to the condition it was found. Wipe off tables.	Empty trash in restrooms and all dressing rooms. Take trash to dumpster in back parking lot.
Wipe down glass doors in entrance foyer.	Wipe down glass doors.	Wipe down glass doors in entrance foyer.
Sweep or use a blower to remove birdseed from sidewalks or pavement. This can be a safety hazard.	Sweep or use a blower to remove birdseed from sidewalks or pavement. This can be a safety hazard.	Sweep or use a blower to remove birdseed from sidewalks or pavement. This can be a safety hazard.

During hostess' final restroom check, she will sanitize bathrooms and replenish toilet paper and paper towels.