

# *Wedding Policies*

*Simpsonwood United Methodist Church*

4500 Jones Bridge Circle Peachtree Corners, Ga. 30092

Phone: 770-441-2181 Fax: 770-446-3393

*Rev. John Purrington, Senior Pastor*

*Rev. Amanda Lane, Associate Pastor*

*Marriage is a holy estate, ordained of God, and to be held in honor by all.  
It becomes those who enter therein to weigh with reverent minds  
what the Word of God teaches concerning it.*

**The purpose of the church wedding is to share your joy with your family and friends and to enable them to join you in involving God's blessing upon your marriage.**

**The church looks upon your wedding as a sacred union, performed within the church, between a man and a woman and blessed of God.**

**Therefore, the wedding service is an act of worship and should be approached as such. Music, the ceremony itself, and all other aspects should fit into this honorable concept of marriage.**

**Simpsonwood United Methodist Church welcomes the use of its facilities for the joyous occasion of Holy Matrimony. To this end the following polices have been established.**

## **Initial Arrangements**

It is advisable to make wedding arrangements as far in advance as possible. As soon as the date of your marriage is determined, call the church office at 770-441-2181 and ask for Linda Romarion to schedule a meeting with the Wedding Advisory Ministry Chairperson. She will first clear your date and time with the church calendar, officiating minister and the assigned Wedding Coordinator. (Later, the organist/pianist and light and sound technician) See page 1.

Make sure that the date and the time you have selected is agreeable with: your Wedding Reception plans, your family and members of the wedding party. The time and the date of the wedding will be confirmed only after the required deposit fee, of \$400 is paid to Linda Romarion, Simpsonwood UMC Administrator, in the church office. Please make check payable to Simpsonwood United Methodist Church. See page 4.

The couple must arrange with Simpsonwood UMC's Senior Pastor for three (3) pre-marital counseling sessions. See page 2.

*May 2017*

### **Wedding Advisory Chairperson**

As soon as the date is cleared on the church calendar, it is required that the Bride set up a meeting with the Simpsonwood United Methodist Church Wedding Advisory Ministry Chairperson to discuss the wedding needs, the church guidelines, and other pertinent information. She will assign a Wedding Coordinator for your wedding after meeting with you.

Your assigned Wedding Coordinator will join us, and participate in your second meeting. She is responsible for scheduling and directing your last meeting before your Wedding. Your assigned Wedding Coordinator will direct your Wedding Rehearsal and your Wedding Ceremony. She will have an "assistant coordinator" helping her.

### **Officiating Minister**

It is assumed that the *Senior Pastor or Associate Pastor* of Simpsonwood United Methodist Church *will officiate at all weddings*. The approval of the Senior Pastor must be secured before the wedding is officially booked. The couple should make contact regarding them performing the ceremony and for their pre-marital counseling. It is understood that all clergy participating and ceremonies held in the church will have a Christian orientation.

### **Premarital Counseling**

Three pre-marital counseling sessions with Simpsonwood's Officiating Pastor are required. It is the responsibility of the couple to contact the minister at 770-441-2181 to arrange these sessions. The sessions cover *Getting Acquainted, Growing Love & Christian Marriage*, and the *Theology of the Wedding Ceremony*.

### **Rehearsal**

Approximately one hour should be allowed for the rehearsal. All members of the wedding party, including the parents and ushers, should be present promptly at the appointed time. This date and time have been cleared on the church calendar. Remind participants that your wedding is at Simpsonwood UMC, not across the street at Simpsonwood Retreat Center.

All decisions regarding the wedding should have been decided and cleared by the Wedding Coordinator, the Bride, the Officiating Minister and the Wedding Advisory Ministry Chairperson prior to the Rehearsal to assure that all runs smoothly and in a timely fashion.

### **Music**

The music should be in keeping with the dignity, beauty, and sacredness of a service of worship. There is much secular music which, though it may be beautiful and acceptable for use at a wedding reception, is hardly in keeping with a church wedding. All final decisions on "appropriate music" will be made by Simpsonwood's Director of Music Ministries. You are to submit your music selections to him for approval.

A Simpsonwood United Methodist Church Wedding Organist will be expected to play for weddings held here. The couple needs to consult with Simpsonwood's church wedding organist well in advance of the wedding for help in selecting music. They will attend, and play for both the wedding rehearsal and the wedding ceremony. They will perform "a music program" during that thirty (30) minute period prior to your ceremony, as your guests are arriving.

If the organist will be accompanying a soloist, the Bride needs to make the arrangements for their rehearsal time. Simpsonwood UMC does cover the assigned church wedding organist's fee. However, if a soloist is used, additional fees will apply. If music is requested, that is not in their library, the Bride will need to purchase it.

## **On Your Wedding Day**

Your Wedding Coordinator will open the church and meet with your florist three hours prior to the start of your wedding. She will check to see that everything is delivered and placed as you have planned. ***The florist needs to have completed her work at least thirty minutes prior to the arrival of the photographer.***

The Bride and her attendants will meet in the Bridal Room. The Bride sets their arrival time, depending on whether they will be dressing at home or in the Bridal Room. They need to be dressed and ready for her "Photographer's Call".

The groom, best man, and groomsmen will meet in the Upper Room at the time set by the Bride. They need to be dressed and ready for the "Photographer's Call"/ (After Bride, etc. pictures are finished.) The Officiating Minister will join them there just prior to the wedding.

Mothers, Fathers, (flower girl, ring bearer), siblings and grandparents need to be advised by the Bride as to when they need to be present for pictures by the photographer.

The Bride will make a list of each photographic group you want taken. (Be specific.) Be sure to furnish the names of those you need for each picture to make it easier for the photographer. (Otherwise, "last minute" people will be "giving advice" on "who" to include)

## **Photographs**

***No flash pictures may be taken during the ceremony. This rule is rigidly enforced.***

### **Restrooms**

**Handicap Restroom: Side room on Sanctuary level, by left stair exit.**

**Men: On Lower Level down the left stairs.**

**Women: On lower level, down the right stairs.**

The bride is responsible for informing friends, family members, guests, as well as their professional photographer(s). Time exposures may be taken. Photographers remain at the back of the church (behind the last pew) during the ceremony.

A videotape may be made of the wedding using a stationary, manned or unmanned, camera placed in the choir area. The placement of this camera will be determined by the Wedding Advisory Ministry Chairperson. The camera must be used in a most unobtrusive way so as not to detract from the ceremony. *Any "family/friend videographer" must check with the Wedding Coordinator regarding filming "during the ceremony".*

The photographer and/or videographer will be responsible for any damages caused by them or their equipment. The bride is responsible for informing the photographers of this policy and seeing that it is enforced.

***If the above policies are not followed, the name of the offending photographer or videographer will be removed from the Simpsonwood UMC's list of approved photographers and videographers.***

## **Decorations and Floral Instructions**

*No furniture in the chancel area may be moved.*

*Any other furniture, bulletin boards, or fixtures may not be moved or removed without approval by the Wedding Advisory Chairperson or the assigned Wedding Coordinator. These rules pertain to both the Sanctuary and the Fellowship Hall.*

- Care should be taken to protect all church property against damage.
- NO decorations are allowed on the piano, organ, pulpit, or lectern.
- No nails, tacks, or pins may be used in decorating.
- Only smokeless and dripless candles may be used and precautions should be taken that the floor is protected by "drip cloths" or "drip dishes".
- *Any traces of wax and tape should be removed after the ceremony.*

Simpsonwood United Methodist Church does furnish a beautiful "free standing" Unity Candle and short acolyte lighter for your convenience. You will need to furnish the three candles for the Unity Candle. *Please assign someone to retrieve these candles for you to keep.*

If you are leaving a flower arrangement for the Sunday worship service please notify the Church Office *by a week prior to your wedding* so that your "flower dedication" may appear in the Church bulletin. Your flower arrangement being left for the Sunday Worship Service may be left on the altar.

All other decorations, flowers, candelabra are to *be picked up by your Florist or you immediately following your wedding* (after pictures). Any florist not following all the above policies will be removed from the church's list of "approved" florists.

**Simpsonwood UMC does not have candelabra or kneelers.  
If you need either of these items you will need to contact your Florist.**

### **Additional Polices**

Absolutely no rice, bird seed, confetti, natural or silk rose petals or potpourri may be used on the church premises—including the Sanctuary, Fellowship Hall or outside the buildings.

It is expected that the wedding party leave all areas of the church (Sanctuary, Narthex, Fellowship Hall, Bathrooms, Bridal Room, Upper Room and the grounds) neat and clean.

No alcoholic beverages or smoking are permitted anywhere inside the church buildings or on the church grounds at the Wedding or at the Rehearsal.

No Food or Soft Drinks may be consumed in the Sanctuary. Food and Soft drinks are permitted ONLY in the Bridal Room and Upper Room. Bottled water will be furnished, in coolers, in both the Bridal Room and the Upper Room for your Wedding Party.

It is the responsibility of the Bridal Couple to advise their guests of these regulations. And infraction of the rules will result in deduction from the damage deposit.

**If the smoking and or alcoholic beverage rules are disregarded,  
the damage deposit will not be refunded.**

## Fee Schedule

Financial arrangements established on the basis of the membership of the Bride and Groom at the time of the first appointment. Member fees are available to those who have been active members of the church for 8 (eight) months before the wedding.

*It is not the policy of the church to look upon Weddings as a source of revenue; however, there are expenses connected with the operation of the various areas used for weddings and receptions.*

<u>Costs</u>	<u>Members</u>	<u>Non-Members</u>
Sanctuary Use/Cleaning	\$75	\$500

**A \$400 deposit is required upon scheduling a wedding.  
All other fees are due 2 weeks before the wedding.**

\*Please make all financial arrangements with the Administrator in church office.

Pre-Wedding meetings with bride	\$125	\$150
Assigned Wedding Coordinator (Rehearsal & Wedding)	\$125	\$150
Officiating Minister (Rehearsal & Wedding)	\$200	\$300
Organist (Additional fee for soloist) (Rehearsal & Wedding)	Paid By Church	\$300
Sound & Lighting Technicians (Rehearsal & Wedding)	\$100	\$200
 Total Fees	 \$625	 \$1,600
Damage Deposit**	\$200	\$200

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*Contemporary Service Musicians: If you are using them, please consult them regarding their fees.*

### **\*\*Damage Deposit**

The damage deposit will be returned 3 days after the wedding. Deductions will be made from the damage deposit for damage done to the church or any additional services required.

*If the smoking and/or alcoholic beverage rules are disregarded,  
the damage deposit will NOT be refunded.*

### **Payment of Fees Information:**

***All fees are due two (2) weeks prior to the wedding date.***

All checks should be made payable to Simpsonwood United Methodist Church.  
In order to avoid possible confusion—All Honorariums and Fees are to be paid in the Church Office, to the Church Administrator, Linda Romarion, and *not* directly to individuals.

*Sorry, your Wedding Date will be cancelled, if your fees are not received.*

# Simpsonwood United Methodist Church

## Wedding Reservation Request

Today's Date: \_\_\_\_\_

Fee Schedule for: \_\_\_\_\_SUMC Member \_\_\_\_\_Non-Member

Please return this completed form and the reservation deposit to the church office.

Wedding Date: _____	Time of Day: _____
Rehearsal Date: _____	Time of Day: _____
Bride's name: _____	Groom's Name: _____
Address: _____	Address: _____
Phone: _____	Phone: _____
Cell phone: _____	Cell phone: _____
# of attendants (+maid of honor): _____	# of groomsmen (+best): _____
Flower Girl: _____ Age: _____	Ring Bearer: _____ Age: _____

Parents of the Bride: \_\_\_\_\_ Phone: \_\_\_\_\_

Future Address of Couple: \_\_\_\_\_

SUMC Officiating Minister: \_\_\_\_\_

Guest Minister, if assisting: \_\_\_\_\_ Church: \_\_\_\_\_ Phone \_\_\_\_\_

### **If you know-please list:**

Organist: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Phone: \_\_\_\_\_

Soloist: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Phone: \_\_\_\_\_

Florist: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Phone: \_\_\_\_\_

Photographer: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Phone: \_\_\_\_\_

Videographer: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_ Phone: \_\_\_\_\_

Reader: \_\_\_\_\_ Reading \_\_\_\_\_

**Damage/Reservation Deposit in the Amount of \$ \_\_\_\_\_ Received on**

**Date \_\_\_\_\_ By Linda Romarion, SUMC Administrator \_**

I have read and understood the guidelines for weddings at Simpsonwood United Methodist Church. I will notify all parties involved of such guidelines, and understand that failure to abide by these guidelines will warrant forfeiture of damage/reservation deposit.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Senior Pastor Signature: \_\_\_\_\_ Date \_\_\_\_\_