



**Kennesaw
United
Methodist
Church**



Wedding Handbook & Guidelines



KENNESAW UNITED METHODIST CHURCH

WEDDING HANDBOOK

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WEDDING HANDBOOK

INTRODUCTION

A Church Wedding is a Service of Worship in the sight of God.

Congratulations of your upcoming wedding! We are pleased that you have chosen Kennesaw United Methodist Church as the setting for this important event in your life. It is our intent to make every effort to insure that the ceremony is a joyful and memorable experience for the wedding party and guests. To assist you in making proper decisions and to be informed, we have prepared this handbook as a ready-reference to facilitate making your wedding a service of worship. Included also are church policies which must be strictly followed. This is your wedding and you, the bride, are responsible for the implementation and compliance of these guidelines and policies for all members of the wedding party, guests and persons hired personally by you (florist, caterer, photographers, video photographers, musicians, soloist, etc).

Our facilities are available to Kennesaw UMC members and their children, and couples without a church home ~ each desiring to have their wedding “a service of worship.” By familiarizing yourself with the guidelines and policies contained herein, you, the bride, will assist us in providing the setting for this meaningful wedding experience. Even if you are not a member of our church, we consider you a part of our church family during this event. We extend a sincere welcome to visit our worship services and become a part of the many activities that take place within and around the church.

GENERAL INFORMATION

FACILITIES

Kennesaw United Methodist Church			
Sanctuary	Seating Capacity		400
Christian Activity Center (large kitchen)	Seating Capacity w/out tables	475 to 500	
	with tables	200	
Fellowship Hall (Room 107) (small kitchen)	Seating Capacity w/out tables	75	
	with tables	50	

SCHEDULING ~ RESERVING THE DATE

All initial reservations for use of church facilities for wedding rehearsal, ceremony and reception are scheduled through the church office (770-428-1543).

Tentative dates may be reserved by phone; however Wedding Form I of the Wedding Packet must be completed, signed and on file in the church office within ten business days along with a non-refundable deposit to reserve the facilities for the selected date. The Wedding Form I and non-refundable deposit are considered a binding contract between the bride and the church, and serves as notification that the guidelines and policies are understood by the bride who is intentional about upholding the stated policies. Questions regarding these guidelines and policies can be directed to the church office staff. Should further clarification be necessary, the church administrative assistant will have the Wedding Coordinator/Director contact the bride.

Wedding Form II and III shall be completed and returned to the church office not later than two months prior to the scheduled wedding date. Copies of this form are kept in the church office for reference and must be updated if any information or plans change. Changes may be made by telephone to the church office.

Weddings must be scheduled to avoid conflict with church activities. Weddings are not scheduled on Sundays, holidays or on major holiday weekends (Easter, Thanksgiving, Christmas and New Year's). Saturday weddings with a reception may not be scheduled later than 6 p.m. due to the church's preparation for Sunday activities.

OFFICIATING PASTOR

The bride shall make arrangements with the pastor(s) of this church to perform the wedding ceremony. This is to be done in coordination with reserving the church facilities for the wedding.

The Book of Discipline of the United Methodist Church requires pre-marital counseling for the couple. The bride is responsible for scheduling this counseling in conjunction with the pastor's engagement to perform the wedding ceremony.

The Marriage License must be presented to the pastor not later than the rehearsal.

Guest Clergy officially ordained in an approved Christian denomination may officiate in a wedding at our church, but only with the approval and at the invitation of our Senior Pastor. The bride must request that an invitation be extended to the guest ordained clergyperson at the time the church facility is reserved. It is understood that the guest ordained clergy shall abide by these wedding guidelines and policies.

WEDDING DIRECTOR/STAFF REPRESENTATIVE

Our church assigns a Wedding Director or Staff Representative to serve as a liaison between the bride and the church. Your assigned Wedding Director will:

- Assist the ordained pastor(s) in conducting the wedding ceremony;
- Review and explain the guidelines and policies of this Wedding Booklet to bride and guest ordained clergy;
- Assure all policies and guidelines are strictly adhered to during the wedding rehearsal and ceremony and reception.
- Assure proper usage and protect the church facilities.

The Wedding Director partners with our Senior Pastor and is in charge of the wedding rehearsal and ceremony. If the bride has an outside Wedding Director, our church Wedding Director will be present at rehearsal and ceremony to insure compliance with these guidelines and policies. Wedding Director's fee is to be paid to church office not later than one month prior to the wedding.

The assigned Wedding Director will contact the bride to provide contact information, answer questions and schedule a meeting to discuss specific wedding plans including music, soloist, and wedding protocol. The bride shall bring this Wedding Booklet and Packet to the meeting as guidelines will be discussed to insure complete understanding.

WEDDING PARTY

Dressing rooms are available upon request to the wedding party for use on the day of the ceremony. These rooms are typical Sunday School classrooms and are only minimally accommodating to those dressing at the church; therefore it is recommended that the wedding party arrive at the church with as much advance preparation as possible. The bride is responsible for all rooms used by the wedding party to be clean and restored to original condition immediately following the ceremony (personal items removed, trash collected and placed in or near trash basket, furniture placed in correct location, etc.). The church does not guarantee the security of these rooms and does not accept responsibility for any items left in these rooms as they cannot be locked during the ceremony.

Alcoholic beverages and smoking are strictly prohibited on church property. Food and soft drinks must be confined to the reception areas and dressing rooms. Any spills must be promptly cleaned.

WEDDING REHEARSAL

The Wedding Rehearsal is an integral part of a successful wedding ceremony. The Rehearsal is customarily held on the night preceding the wedding. The bride shall schedule the rehearsal at the time the church facilities are reserved.

All wedding events including the rehearsal must proceed in a quiet, reverent manner. The rehearsal is the wedding party's preparation for the wedding service of public worship.

All members of the wedding party who will participate in any way at the wedding ceremony must plan to attend the wedding rehearsal, i.e. bride, groom, bridesmaids, groomsmen/ushers, flower girl and ring bearer, officiating clergy, parents of the bridal couple, grandparents, etc. All participants must be on time as the rehearsal cannot be delayed. The rehearsal time is usually approximately one hour, provided the bride has carefully planned and discussed thoroughly in advance with the Wedding Director the order of the service, the music, and the attendants and family members participating.

WEDDING CEREMONY

Weddings at Kennesaw United Methodist Church performed by ordained clergy shall use the traditional United Methodist Church Ritual for the wedding ceremony and the Senior Pastor may use other appropriate rituals and scripture in the ceremony at the discretion of the Senior Pastor.

Guest ordained pastors of other Christian denominations are expected to follow their denomination's approved ritual provided significant differences from United Methodist ritual has been previously discussed and approved with our Senior Pastor.

ORDER OF THE SERVICE

In accordance with and at the direction of the Wedding Director, the mothers of the groom and bride are seated just prior to the beginning of the ceremony. The start of wedding shall not to be delayed to wait the arrival or seating for late guests or family members.

The bride must communicate with the Wedding Director all special needs and accommodations necessary for elderly or physically challenged guests for their seating. A friend or family member should be assigned in advance to attend to such persons needs upon their arrival at the church. Such persons should arrive one hour prior to the service to insure their comfort during the service.

MUSIC

Music for the service must reflect the “holiness and sacredness” of the occasion. All music for the ceremony must be approved prior to the rehearsal by the Director of Music. Bride is responsible for contacting the Director of Music to discuss the music, musical instruments, soloist, etc. and to acquire prior approval before the Rehearsal.

~ORGANIST/PIANIST

The music selected for the wedding must be conducive to the worship of God. All music must be pre-approved with no changes made without re-approval by the Director of Music/Organist. The bride is responsible for contacting the Organist/Pianist not less than two months prior to wedding date for booking and/or music approval. It is highly recommended that our church organist be engaged to provide the music for the wedding ceremony, as he/she is familiar with the instruments, acoustics and music policies of KUMC. If a guest organist is selected, our organist must be contacted through the church office to obtain approval of the qualified guest musician to serve as organist/pianist, approve the music selections and schedule availability of instrument(s) for rehearsal and wedding schedule. Organist/Pianist must arrive forty-five minutes prior to the wedding and is expected to provide appropriate music for the rehearsal and the wedding beginning thirty minutes prior to the ceremony. **Payment for our church Organist/Pianist is made with the contracted individual.**

~ADDITIONAL MUSICIANS

Vocalists and instrumentalists must contact the organist/pianist contracted to play for the wedding to discuss all details regarding the music for the ceremony.

~SOUND TECHNICIAN

All sound system needs shall be discussed and approved with the KUMC Sound Technician in advance of the rehearsal. The Technician will attend the rehearsal. Sound Technician fees shall be paid to the church office not later than one month prior to wedding.

CUSTODIAL STAFF

The bride shall arrange through the church office for our custodial staff to provide set up prior to the wedding and clean the church facilities following the wedding. This does not preclude the appropriate required responsibilities of bride, wedding party, caterer, etc. as stated in this guide. The Wedding Director must be notified in advance of any special arrangements requiring the assistance of the custodial staff.

DECORATIONS

Appropriate flowers, candles and greenery may be used in certain areas in the sanctuary and Fellowship Hall/CAC.; however great care must be taken to protect all church property.

The following policies must be adhered to and it is the bride's responsibility to communicate these policies to proper individuals for compliance. The bride will

- 1) provide the appropriate letter in the Wedding Packet to all persons in a "need to know" for compliance,
- 2) advise the Wedding Director and church office the name of florist who is responsible for the flowers, and
- 3) give verbal instructions to the florist emphasizing compliance:

- A) Flowers, greenery, candles and pew bows will be the ONLY decorations allowed within the Sanctuary. Floral arrangement will be the only decorations allowed in the Narthex. No decorations are allowed outside the church building on the doors, building, or on the church grounds.
- B) The church has no candelabra, unity candle fixtures, or kneeling benches available for use. All fixtures must be provided by the bride and/or florist. All candles MUST be mechanical except for the unity candle. All candelabras must be placed on sheets of plastic to prevent any accidental drips from staining the carpet and furnishings. If candelabras are placed in the choir loft, additional plastic sheeting must be used to cover the chairs. Candelabras and candles may be used inside the chancel rail and in the choir loft. They may not be used in the windows, pews or carried. No candles are permitted in the Narthex.
- C) No church furnishings may be moved to accommodate decorations. Seasonal decorations placed in the sanctuary by the Worship Committee may not be removed or altered.
- D) No tape, nails, tacks or staples may be used to attach decorations to the walls, woodwork, furniture or floors. Decorations so attached will be removed prior to the wedding and the bride will be held responsible for any damage that results from such misuse.
- E) Only candles, greenery and flowers may be used in the altar area (within the chancel rail). No decorations may be placed on or in front of the altar table, or on the altar rails or chancel rails. Four wooden plant stands are available for use in the altar area, and these may be moved to desired locations.
- F) A flower girl may carry a basket of flowers, but may not drop flower petals, (neither live nor silk), nor any other material.
- G) Unless prior approval has been given by the Wedding Director or church office staff, no decorating of the church may begin prior to three hours of the wedding. All decorations in the sanctuary must be in place two hours prior to the ceremony. All decorations must be removed no later than one hour following the wedding ceremony. (This includes all materials provided by the florist, i.e., pew bows, greenery, candles, stands, candelabras, plastic sheeting, etc.). If the bride would like to donate the floral arrangements, they may be left at the church provided prior arrangements have been made with the church office and the Wedding Director has been notified.
- H) Use of the white aisle runner is prohibited due to the safety of guests and the wedding party.
- I) Balloons are only permitted for use in decorations in the Fellowship Hall/CAC during the reception. Proper disposal of these decorations is required following the reception.

- J) Due to safety, nothing is to be thrown on church premise when the bridal couple leaves the church. (No rice and no birdseed.) Alternatives may be discussed with the Wedding Director for prior approval.

PHOTOGRAPHY

Photography captures this special time as a lasting memory; however, the central focus of the day is the sacred wedding ceremony itself. The church is available to the wedding party for *two hours prior to the service* for photographs; therefore all photographs must be completed to comply with the following timeframe:

- A) Ushers must be available to begin their duties in the narthex 45 minutes prior to the ceremony,
- B) The bride must return to the parlor 30 minutes prior to the wedding for final preparation and composure,
- C) The groom and best man must retreat to the designated waiting room 20 minutes prior to the wedding to meet the officiating pastor,

No flash photography is allowed in the sanctuary after the mothers of the bride and groom are seated prior to the wedding. Flash photography of the bride with her father and attendants may be made in the narthex behind closed doors prior to the ceremony. Light available photography is permitted during the ceremony from the back of the sanctuary by the bride's professional photographer only. Flash photography is allowed when the newly married couple enters the narthex following the service.

Photography by wedding guests is prohibited during the ceremony. It is the bride's responsibility to inform family and guests regarding this policy.

It is the responsibility of the photographer to reposition all items relocated for photography.

It is the bride's responsibility to distribute the written guidelines to the photographer and insure compliance, plan with the photographer in accordance with the time constraints outlined above and notify the church office and wedding director the name and contact information for the photographer not later than two weeks prior to the wedding.

VIDEOTAPING

Videotaping may be done from the rear of the sanctuary or by an unmanned camera placed in the choir loft if hidden from view of the guests. No additional lighting may be used in the sanctuary during the ceremony. Microphones may not be attached to walls, woodwork or furniture. The church office and Wedding Director must be notified one month prior to ceremony of plans to videotape and the name of video personnel. The Senior Pastor and the Wedding Director will be the authority in implementing these guidelines.

The bride is responsible for 1)compliance of these guidelines and planning the videotaping in accordance with these guidelines; 2)distributing the written guidelines to video personnel, and 3)instructing florist regarding camouflage of video equipment where necessary.

RECEPTION

Our church has two facilities available for receptions (See facility accommodations on Page 1).

Music and musicians to be used for the reception must be approved by the Minister of Music. The bride is responsible for contacting the MOM for this purpose.

Kennesaw United Methodist Church is a **“no smoking and no alcohol environment”** within the facilities and on church property. The bride and the caterer are responsible for insuring the enforcement of this policy at the rehearsal party/reception.

The reception caterer must comply with the guidelines of the facilities coordinator concerning use of equipment and care of the facility. The caterer must return the Caterer’s Form not later than fourteen working days prior to the wedding. The bride is responsible for the caterer receiving and completing form and complying with guidelines. Non-receipt of the Caterer Form within the set timeframe will result in the caterer not having access to the kitchen facilities. The bride is to make all arrangements for the reception with the contracted caterer.

Equipment available for use for the reception includes

- 6 foot rectangular tables, 8 foot rectangular tables & 6 foot round tables
- Folding chairs
- Ovens for heating food
- Limited refrigerator space
- Ice maker

FACILITIES USE GUIDELINES

- 1) All utensils, serving equipment, punch bowls, coffee makers, cups, plates, linens, etc. must be provided by caterer
- 2) The dishwasher can only be operated by the a member of the kitchen committee; therefore, caterer must contact church office to schedule a committee member to be present for this task. Caterer is expected to pay for this service.
- 3) All kitchen equipment used must be cleaned thoroughly and returned to its proper location following the reception. The kitchen committee member must inspect the kitchen area. The caterer will be held responsible for any losses or damages occurring to any kitchen equipment.
- 4) The reception area must be restored to original order, and appropriate equipment returned to storage not later than four hours after the wedding ceremony begins.
- 5) Failure of the caterer to comply with this timeframe will result in the bride being charged an additional fee for the custodial staff to remain on-site for completion of their duties.
- 6) All decorations and leftover food/beverages must be removed from the premises. The dumpsters outside the rear of the church may be used for this purpose.
- 7) Damage to the facility and/or equipment is to be reported at the time the incident occurs but not later than at the conclusion of the event .

FEE SCHEDULE

	<u>MEMBER</u>	<u>NON-MEMBER</u>
WEDDING		
Sanctuary Rental	\$100.00	\$800.00
Custodial Fee	50.00	50.00
Organist Fee	200.00	200.00
Sound Technician Fee	75.00	75.00
Wedding Director's Fee	125.00	125.00
Clergy Fee	TBD	200.00
TOTAL	\$ 550.00	\$ 1450.00
 REHEARSAL PARTY/RECEPTION		
CAC	\$150.00	\$500.00
Director's Fee	\$ 50.00	\$ 50.00
	\$ 200.00	\$ 550.00
Fellowship Hall (Room 107)	\$ 100.00	\$ 350.00
Director's Fee	\$ 50.00	\$ 50.00
	\$ 150.00	\$ 400.00
 <u>Security Deposit applicable for each use</u>		
CAC		\$500.00**
Fellowship Hall (Room 107)		350.00**

**Checks tendered for Security Deposit will be deposited into a special account and held pending inspection of facilities and equipment following event. Reasonable amount will be deducted for any damage to facility or equipment. Security deposits are fully refundable if the rehearsal party/reception is cancelled. Deposit Refund to bride will be made not later than two weeks following the wedding.

The complete Wedding Packet contains this Wedding Handbook and all forms to be completed and returned within the timeframe indicated.

NOTES

WEDDING APPLICATION FORM I

This form and a deposit of \$100 are to be returned to the church office within 10 business days of scheduling the tentative date on the church calendar. Dates which fail to be confirmed in this manner will be removed the eleventh day.

Date of Wedding _____ Time _____

Date of Rehearsal _____ Time _____

Officiating Ordained Minister _____

Complete Address of Minister _____

Bride's Full Name _____

Address _____

Phone (home) _____ (work) _____

Email _____

Bride's Parents _____

Address _____

Phone (home) _____ (work) _____

Groom's Full Name _____

Address _____

Phone (home) _____ (work) _____

Email _____

Groom's Parents _____

Address _____

Phone (home) _____ (work) _____

Bride, Groom, Parents of either are members of Kennesaw United Methodist Church?
Yes / No

New Address of Couple _____

WEDDING FORM II
REQUEST FOR USE OF FACILITIES

Rehearsal Date _____ Time _____

Wedding Date _____ Time _____

Name, Phone Number and Time for Arrival at Church:

Ordained Minister _____ Phone _____ Time _____

Florist _____ Phone _____ Time _____

Address _____

Caterer _____ Phone _____ Time _____

Address _____

(Please draw a diagram on back of how the tables are to be set up for reception)

Photographer _____ Phone _____ Time _____

Address _____

Organist _____ Phone _____ Time _____

Soloist _____ Phone _____ Time _____

Sound Technician _____ Phone _____ Time _____

Other Information:

Bride's arrival time: _____ Number of Attendants: Male _____ Female _____

Will the flowers be left for Sunday Services? Yes / No

Will you use the CAC for rehearsal dinner or reception? Yes / No

WEDDING FORM III

Wedding of _____ and _____
Bride Groom

Phone: _____ Phone: _____

Wedding date _____ Time _____

Rehearsal date _____ Time _____

Please check the following items that you intend to use:

Candelabra _____ (how many? _____) Usher lighting them? _____

Unity Candle _____ Who will light these? _____

Kneeling Bench _____ Kneeling on top stair _____

Visiting Minister _____ Who? _____

What Denomination? _____

Bride's Attendants:

Maid of Honor _____ Phone _____

Matron of Honor _____ Phone _____

- | | |
|----|----|
| 1. | 5. |
| 2. | 6. |
| 3. | 7. |
| 4. | 8. |

Flower girl? _____

Bride's mother _____ Who will seat her? _____

Bride's grandmother (Maternal) _____

Who will seat her? _____

Bride's grandmother (Paternal) _____

Who will seat her? _____

Please list any other family members who will require escorted seating:

1. _____ seated by _____

2. _____ seated by _____

Groomsmen (Ushers):

Best Man _____

Phone _____

1. _____ 5. _____

2. _____ 6. _____

3. _____ 7. _____

4. _____ 8. _____

Ring Bearer? _____

Groom's mother _____

Who will seat her? _____

Groom's grandmother (Maternal) _____

Who will seat her? _____

Groom's grandmother (Paternal) _____

Who will seat her? _____

Please list any other family members who will require special seating?

1. _____ seated by _____

2. _____ seated by _____