

At Tullahoma First United Methodist Church we understand marriage as one of God's gifts to be accepted, used, and enjoyed. It is not to be misused, abandoned, or destroyed. We affirm marriage as instituted by God and signifying to all the special relationship between Christ and His body of believers in the Kingdom. Therefore, the sanctity of the marriage covenant (wedding) is solemnized in a service of Christian worship.

Marriage as an honorable estate, instituted of God, is not to be undertaken lightly, but with prayerful deliberation and pastoral guidance. In order to assist couples toward this end, every couple married at First United Methodist Church must have premarital counseling by the officiating minister.

In order to maintain our church and all facilities for serving the church's continuing ministries, the following rules and guidelines have been established.

1. Reservations

All weddings at First United Methodist Church MUST be booked through the church secretary in consultation with the ministers and the wedding coordinator. The date for your wedding is not final until you have talked to the coordinator. No weddings may be scheduled November 15 through January 7, or for the Saturday before Easter (different date each year). All officiating clergy must be an ordained United Methodist minister. Any others must have prior approval by this church's senior pastor.

2. Wedding Directors

Tullahoma First United Methodist Church uses a wedding director to facilitate your wedding ceremony. The bride or groom and his or her family must talk to the church's wedding coordinator as soon as possible after booking the wedding in order to discuss details of the wedding and church policies.

It is the policy of Tullahoma First United Methodist Church that only a trained director from this church be used to coordinate and direct your wedding. The wedding directors will assist the minister at the rehearsal. They will be present prior to the service to help the wedding party and to direct the members of the family and the wedding party.

A wedding director will be assigned to your wedding after the coordinator has put your date on the church calendar. You will then be contacted by the assigned director.

3. Music

A church wedding is a religious ceremony, therefore, music used within the ceremony should honor God and be of a religious nature. Because the music you choose is a reflection on our church, all music must be approved by the music director of First United Methodist Church. Secular and popular music should be confined to the reception.

At least two months prior to the wedding, the wedding party must submit a list of music which they wish to use during the ceremony. This list should include: title, composer, and arrangement of each piece; whether vocal or instrumental; what instruments will be used; and proposed vocalists and/or instrumentalists.

If the music directors are unfamiliar with the requested music, the wedding party must provide, within 14 days, a copy of the music and/or words before the review process can proceed.

It is highly recommended that our staff organist be used. Our music director must approve any outside organist used in a wedding. A consultation fee is charged when any non-staff musicians are used for a wedding. First Methodist's organist's fee should be negotiated individually. Fees should be paid to the organist prior to the rehearsal.

No taped or CD accompaniment may be used. A list of suggested music is available from our music directors.

4. Sound System

Our church owns a very elaborate sound system and it must be operated only by those who are certified as sound engineers. If you wish the use of the sound system, a list of those qualified may be obtained from the wedding coordinator.

If it is determined that a sound engineer is needed there is a separate fee which must be paid prior to the wedding ceremony.

5. Use of Church Facilities

Because the sanctuary is a place of worship, all decorations and floral plan must be approved by the wedding coordinators.

All candles used, except in the case of a unity candle, must be the metal tapers with no drip candles. Nothing can be moved in the altar area. The piano must never be moved.

Entrance to the pews may not be blocked, additionally all pew decorations must be attached with clips or ribbon. Absolutely no tape may be used on pews. Pew candle stands may not be used.

The sanctuary seats approximately 450 people. Fire codes dictate no other chairs may be brought into the sanctuary. Please keep this number in mind when preparing your guest list. No church furnishings may be moved.

NO ALCOHOLIC BEVERAGES are allowed on or to be consumed on church property. Please make sure that the members of your wedding party are aware of this policy. The senior pastor reserves the right to cancel a ceremony if anyone in the wedding party is intoxicated.

NO SMOKING on the premises. Please make sure the members of your wedding party are aware of this policy also.

Only fresh flowers and/or silk flowers, greenery are to be used. Plastic flowers and greenery are inappropriate. No fresh rose petals may be dropped in aisle. No material, ribbons, flowers, or any other ornamentation may be put on, or hung from the balcony, sound booth or communion rail. No aisle cloth may be used.

Floral plans must be preapproved by the wedding coordinator. All items brought in for the wedding must be removed from the sanctuary immediately after the service so that the altar and sanctuary may be made ready for Sunday services.

If the bride and groom wish to leave the altar arrangement in the sanctuary for use in the Sunday service, please advise the church office (455-5434). No birdseed may be thrown in the front of the church building.

Users of the church facilities are responsible for any and all damages rendered to furnishings or property. If the nursery is used, 2 sitters must be used and approved by the church according to Safe Sanctuary policy. Compensation must be arranged separately from all other fees.

Receptions:

For wedding receptions, the kitchenette may be used with what dishes, cups, etc. we have available. ALL MUST BE WASHED AND REPLACED after use and all trash taken out to the dumpster located in the alley behind the church. Members of the wedding party must make sure that the caterer returns the kitchen to the condition in which it was found. Caterers or others must meet with the wedding coordinator to go over all rules and regulations.

A detailed description of the setup for tables and chairs must be discussed with the wedding director a week in advance. No furniture will be moved without the consent of the director. Music is limited to existing piano or recorded. Receptions can be no longer than 4 hours and conclude by 10pm.

The Family Activities Center may only be used by church members for receptions. If your reception is held in the Family Activities Center, an additional coordinator and janitorial fee may be assessed.

6. WEDDING REHEARSAL

The minister and the wedding director are responsible for conducting the rehearsal. The rehearsal usually takes about an hour. Thirty minutes of grace time is allowed. Any additional time in the church will be assessed for each thirty minutes over this 1 ½ hour limit. Any penalty fee will be due at the time of the rehearsal. Remember, having your wedding party here on time is IMPERATIVE. Plan your dinner arrangements accordingly. The wedding party

will be expected to leave as soon as the rehearsal is completed so that the facilities may be locked.

7. DAY OF WEDDING

The church will be unlocked 2 ½ hours before your wedding. An additional 1 hour is allowed for post-nuptial pictures. This time frame is your responsibility. Your wedding party should be ON TIME. Any additional time in the church will be assessed for each 30 minutes.

No professional hair and make-up can be done at the church. Please make arrangements to go to a salon.

Food and drinks may be brought for the wedding party. Please make arrangements to have it removed after the ceremony. Any food or drinks brought for the wedding party must be consumed in the kitchen.

If your minister requires a robe for the ceremony, he or she should bring their own. We do not provide robes.

8. PHOTOGRAPHS

It is recommended to take as many pictures as possible before the ceremony so that the wedding party may join their guests at the reception as soon as possible. Be sure to give the photographer a clear idea of what you expect and what you want. Remember this is your wedding and you should be in control.

Because your pre-nuptial music will be 30 minutes before the start of your wedding, the photographer will need to be out of the sanctuary 45 minutes prior to the start of your wedding. Please be sure that the photographer is aware of these times.

The bride and groom should inform guests and family members that flash pictures are **not** permitted during the ceremony. Ushers will be instructed to advise any guest carrying a camera to refrain from using it during the ceremony.

A wedding is a religious service and should not be marred by the taking of pictures.

If a video camera is used it must be stationary either in balcony or the sound booth. No video cameras will be allowed in the altar area. If the videographer plans to use a microphone on any of the wedding party, please have him discuss this with the sound person.

9. OFFICIANT

A minister other than our Senior Pastor may be used for your ceremony. If this minister is not ordained by the United Methodist Church he or she must be approved by the senior pastor. Liturgy of the Methodist church must be used by visiting pastor. Our senior pastor must sign off that you have received premarital counseling, if it is done outside this church.

10. USE OF CHAPEL FOR WEDDINGS

Only 2 flower arrangements may be used in the chapel, one on the communion table and the other on the flower stand.

Only the unity candle and those on the communion table can be used. (No other candles)

No furnishings may be removed from the chapel area or moved beyond the chancel area.

The chapel seats a maximum of 75 people. Please keep this in mind when planning your guest list.

11. FEES

All charges for church facilities may be found on the fee sheet.

FEE STRUCTURE – Effective beginning August 2009

Fees for Members

A member is defined as the bride, groom or their mother or father.

Wedding fee: \$400

Refundable damage deposit: \$100

Reception Room Fee: \$100

Chapel Fee: \$100

Fees for Non-members

Wedding fee: \$700

Refundable damage deposit: \$250

Reception Room Fee: \$300

Chapel fee: \$150

Fees include two wedding coordinators, use of church and janitorial services.

All fees must be paid to the finance office 4 weeks prior to your wedding. The refundable damage deposit is due at the time of booking. After the wedding this deposit will be returned within 30 days if no charges are assessed.

Please make separate checks for your fees and deposit.