



**201 South Roan Street  
P.O. Box 1336  
Johnson City, TN 37605-1336**



## **Policy and Procedures Munsey Member Wedding**



### ***Your Marriage***

All of us at Munsey Memorial United Methodist Church are delighted at your upcoming wedding. We know this is an exciting and happy time for you as you prepare for your life together in Christian marriage. Each staff member wants to be of the greatest possible assistance to you as you make your plans, in order that your wedding will not only be a happy occasion but also one with deep spiritual meaning.



### ***A Wedding Date***

Please confer with the minister on our staff whom you wish to officiate at the ceremony before the date and hour are finalized. If you desire to have a pastor from another church, one of our ministers will gladly invite the visiting clergy to perform the wedding and assist as necessary.

No weddings will be scheduled on the church calendar without a consultation with one of the church's ministers.

### ***Scheduling Your Wedding***

You may schedule your wedding by calling the church office (461-8070) and arranging your appointment with one of the ministers to discuss your wedding and finalize the date and time. Dates and times will not be considered final (scheduled on the church calendar) until after this appointment with your minister and payment of a deposit (see page 9). Because there are often other church events on the same day as your wedding, you and anyone preparing for your wedding will have access to the church facilities for **three hours prior** to the stated wedding time and for an additional **half hour after** the wedding has concluded.

**Seating:** Occupancy in the Sanctuary is 525, with 125 seats in the balcony and 400 seats on the main level. Occupancy in the Chapel is 60.

### ***Premarital Counseling***

All couples being married at Munsey Memorial United Methodist Church must participate in pre-marital counseling and consultation that is approved by the officiating clergy.

Proof of counseling must be presented to Munsey Officiating Clergy

### ***Promptness***

Bridal parties are expected to be prompt for the scheduled rehearsal. Often, other wedding rehearsals and other church activities are scheduled for the same date and must occur at their appointed time.

The bridal couple is requested to bring the marriage license to the minister prior to the wedding rehearsal.



## ***Photography and Videography***

*These regulations should be discussed in advance with your photographer and/or videographer. His/her commitment to respect these policies, without exception, is required.*

Weddings held in a church are services of worship and are not to be a photographic or video production. Any photographs or video record making of the event will be dignified, professional, and in an unobtrusive manner.

Photography – The taking of flash pictures will NOT be permitted in the Sanctuary or Chapel during the processional, the ceremony, or the recessional. If pictures of the wedding party are desired, the wedding party may assemble at the conclusion of the ceremony for such pictures. Family pictures or other pictures may also be made in the Church Parlor prior to the ceremony.

It is the responsibility of the bridal party to see that no photographs are taken by wedding guests during the ceremony. Guests arriving armed with a camera should be made aware of this policy by the groomsmen.

All photographs taken by the photographer during the ceremony will be taken from behind all guests and/or on the balcony. A stationary unmanned camera may be on the railing in the altar area. No photographs will be permitted from the front of the Sanctuary except following the ceremony.

An additional 30-minute period following the wedding ceremony is allowed for the taking of pictures of the wedding party and extended family. All photography should be completed within 30 minutes after the photography session begins.



## Decorations

*These regulations should be discussed in advance with your florist. His/her commitment to respect these policies, without exception, is required.*

The Sanctuary and Chapel of Munsey Memorial United Methodist Church have been carefully planned and designed with respect to architecture and appointments. They are inherently attractive and require a minimum of decoration. All plans for decorations should be thoroughly discussed with the Wedding Director.

Permanent or seasonal decorations (candles, flowers, paraments, urns, Christmas decorations, etc.) will NOT be removed for weddings. NO MARKS (CHALK OR OTHERWISE) may be made on the carpets.

Flowers: Only a minimum supplement of flowers and greenery to the natural beauty of our Sanctuary or Chapel is necessary. There are two vases (urns) on the altar that should be used. These urns may not be removed from the altar. Additional arrangements should have self-supporting stands. Nothing is to be placed on the pianos or organs. **Florists may have access to the church within 3 hours prior to the stated wedding time.**

Candles: Candelabra, available at the church should be placed so as not to screen the altar. Permanent candles for these candelabra WILL BE supplied by the church. Candles may NOT be placed at the ends of the pews. Hurricane globes are available for use in the windows of the Sanctuary; it is the responsibility of the wedding party to provide the candles and the decorations placed around them. These decorations must be self-supporting and MAY NOT be attached to the window sill.

Candles will be lighted and extinguished by the use of the BRASS SNUFFERS provided by the church. Assignments are made at the rehearsal as to who will light the candles and extinguish them. Lighted candles in bouquets cannot be carried by the attendants.

The Altar: Flowers should be placed in the vases on the altar. Nothing on the altar is to be rearranged or removed.

Fasteners: No tape, chalk, nails, tacks, pins, staples, or any other type of metal fastener may be used on the furniture, carpets, floors, or woodwork within the Parlor, Chapel, Sanctuary, The Gathering Place or Christian Life Center.

Rice, Confetti, or Substitutes: No rice, confetti, birdseed, or any substitutes shall be thrown in or around the church property. These present an extreme safety hazard on concrete walks and steps.

*Failure of florists to follow these policies will jeopardize their future work in Munsey Memorial United Methodist Church.*

### ***Rehearsal Dinner / Reception***

The **Christian Life Center Gym** and **The Gathering Place** are available for rehearsal dinners/receptions when coordinated with the church calendar.

If you choose to plan a rehearsal dinner/reception through the church, the caterer must be Taste Budz, as they are familiar with our kitchen. If they are unavailable, please consult the Wedding Director.

An outside caterer may also be used but must provide whatever is necessary for the rehearsal dinner/reception. This includes dishes, silver, silverware, linens, punch bowls, kitchen utensils, etc. This must be arranged in advance to the satisfaction of the **Church Host**. Please have your caterer set up a consultation with our **Church Host**. A staff person must be present during the preparation and dinner/reception and paid for the services (see fee schedule, page 9).

Any Saturday reception in the **Christian Life Center Gym** must be completed and the room cleared by 5:00pm. Any Saturday reception in **The Gathering Place** must be completed and the room cleared by **7:00pm**.

**The Gathering Place** can hold 96 people if all of the existing furniture is removed. If the existing furniture remains, but is shifted down, it can hold 50 people with tables in a horseshoe shape or 50 people with eight round tables. If the existing furniture remains in place, it can hold 75 people.

**ALCOHOLIC BEVERAGES MUST NOT BE SERVED.**

## ***Wedding Director/Guild Program For Members***

A member of the **Wedding Guild** will direct all weddings at Munsey Memorial United Methodist Church. This organization is set up to assist the ministers of the church (or guest minister) in directing the wedding rehearsal and conducting the wedding service. A representative of the program will contact you prior to the wedding and arrange a consultation.

In the event that you prefer an outside director to work under the direction of the **Wedding Director**, he or she **must be approved by the Officiating Minister**. This person must be an **experienced Wedding Director** who will adhere to the policies and procedures of this church.

The Wedding Directors have been trained and instructed to interpret our policies and to assist the couple and their families in understanding the role of the church in the wedding.

The pastor who will officiate is in charge of the rehearsal and the wedding, assisted by the Wedding Director. The Wedding Director will work in consultation with the pastor.

## ***Wedding Music***

The Church Organist or the Minister of Music will be responsible for helping you plan the music. Please call the church office to arrange an appointment for this consultation. The Church Organist, or the Organist's designated substitute, will play for all weddings. If the Church Organist is unavailable to play for the wedding, a suitable substitute will be invited to serve you.

Since the marriage ceremony is a service of worship, special care should be taken to assure that the music accompanying the ceremony is suitable and reverent. The music to be played or sung shall be selected in consultation with, and approved by, the Church Organist or Minister of Music. Appropriate music will be suggested and played or sung in advance, upon request, to assist you in your selection. In the event there is a guest musician, the music must still be approved by one of these two people.

The singing of hymns by the congregation can be an excellent way to help those assembled with you share in thanks and praise. The United Methodist Hymnal contains many suitable hymns for weddings.

Pre-recorded or taped music or accompaniments will not be permitted for weddings held at Munsey Memorial United Methodist Church.

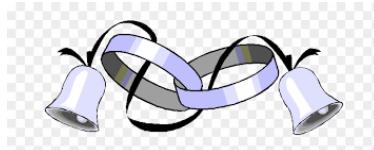
Fees for the services of the Church Organist are included on the fee schedule (page 9). Soloist's fees are left to each individual musician.

*The organist and/or Minister of Music and Congregational Life are happy to provide additional guidance in regard to appropriate honoraria for guest musicians.*

### ***Use of Facilities***

**Nursery Facilities:** Nursery facilities may be provided, depending on the other church activities and the availability of church nursery staff, with at least one month advance notice to the Nursery Director. A minimum of two church nursery staff workers are necessary for use of church facilities (see fee schedule, page 9). Please call the church office to set this up at (423) 461-8070.

**Dressing Rooms:** The bride and her attendants may use an approved room. The groom and groomsmen may use Room LL6 below the sanctuary or conference room for chapel weddings. A floor-length mirror and clothes rack will be placed in the bride's room. If other rooms are needed for photography, etc., please call the church office to reserve these as soon as possible.



Should you have any questions related to the policies and procedures in the handbook, please contact the church office at (423)461-8070. If you have questions about a specific date and time availability for a wedding, contact Beth Sullivan, Associate Pastor, at 461-8070 x212.

## ***Member Wedding Fees***

Please check applicable fees and ensure all fees are **paid in full 2 weeks prior** to the wedding. Make checks payable to **Munsey Memorial UMC** and deliver to the office of Munsey Memorial UMC.

- Sanctuary Wedding \$250.00 (\$100.00 deposit req'd)
- Chapel Wedding \$100.00 (\$50.00 deposit req'd)
- Rehearsal Dinner—The Gathering Place \$75.00
- Rehearsal Dinner—CLC/Gym \$125.00
- Reception—The Gathering Place \$75.00
- Reception—CLC/Gym \$125.00
- If tablecloths/skirts are needed a \$10.00 rental fee per table will apply.

### ***Additional Wedding Fees Paid Directly for Services Received***

(Please remit the applicable additional fees directly to those involved.)

- Clergy Honorarium (our clergy does not charge to officiate weddings; however, a gift of \$150-\$300 is appreciated).
- Organist \$200; includes consultation, one rehearsal with soloist, wedding rehearsal, and wedding. Additional rehearsal is \$10.00/hour or any part of an hour.
- Wedding Director \$200.00
- Wedding Director for coordinating on/off-site Reception (fees set by director)
- Cleaning Fee \$250. Paid in cash for the person that cleans.
- Sound Tech – Wedding – Audio \$50.00, Video \$150.00
- Sound Tech – Rehearsal Dinner/Reception – \$50.00 per hour
- Musicians fees set by musicians.

\_\_\_\_\_Nursery – Minimum of two Nursery workers present, \$15.00/hr. per worker for 1-5 children; If more than five children, the fee will be discussed with Nursery Director.

*The organist and/or Minister of Music and Congregational Life are happy to provide additional guidance in regard to appropriate honoraria for guest musicians.*

I have read and been explained all the fees and policies.

Name\_\_\_\_\_

Date\_\_\_\_\_