

Johns Creek United Methodist Church



Wedding Policy

Effective January 2015

Updated Jan. 2015

Weddings at Johns Creek United Methodist Church

On behalf of the staff and congregation of our church, we congratulate you on your forthcoming wedding. It is our desire to do everything possible to make this the joyful Christian experience it should be.

You can help us by becoming thoroughly familiar with the policies detailed in this booklet. These are designed to aid and facilitate making this a happy a memorable occasion for all concerned, while emphasizing that the wedding ceremony is a worship service and all other activities of the day are subordinate to this one.

The policies in this booklet have evolved through many years of experience using the church for beautiful weddings. Volunteers and staff from our church assisting you on your wedding day desire that all your relationships here be warm and friendly. However, because the person present on your wedding day did not write these policies, they are not able to waive them.

Please see that these policies are observed by the wedding party, the guests, the photographer, the florist, the caterer, the musicians and anyone else who may assist you.

Our goal is to honor your wedding and preserve the sanctity, beauty and warmth of this special occasion.

Church Policies

- No alcoholic beverages are permitted on the church premises.
- Smoking is not permitted on the church premises.
- No rice, bird seed, confetti, artificial or natural rose petals or potpourri may be used on the church premises.
- The church is an open building and while every effort is made to maintain security, JCUMC cannot be held responsible for valuables left in the building. Purses and valuables should not be left unattended.
- No food or beverages allowed in the Bride's Room.
- The church is reserved for you two (2) hours prior to the ceremony and one hour for the Service and one hour after the ceremony.
- No pets may be attendants.
- Wedding programs should be approved by the officiating Pastor.

Scheduling

All initial reservations for church facilities are made through the Administrative Assistant in charge of the church calendar. Tentative dates may be cleared by phone 770-497-8215. To reserve a definite wedding date, a non-refundable deposit must be made within 10 days of the tentative phone booking. Any change in the scheduled hour for the rehearsal or the wedding must be cleared through this office. This will prevent an unexpected conflict with other scheduled use of the facility.

Johns Creek United Methodist Church has two wedding venues from which to choose - the Sanctuary which holds 1700, and the Gathering Room which holds 200.

Though a reservation may be made up to a year in advance, confirmation is contingent upon the couple signing and returning appropriate agreements. The return of the wedding application, deposit and signature page are regarded as a contract indicating that the bride and groom have read this booklet and intend to abide by the stated policies.

Weddings are held on Friday, Saturdays and Sundays at various times, with exceptions for the following holidays and holy days. No weddings may be scheduled on New Year's Eve, New Year's Day, Holy Week, Memorial Day, Labor Day, Thanksgiving, Christmas Eve or Christmas Day.

Officiating Pastor

You may choose from the ministers on staff to preside at your wedding and assist in your premarital counseling. Other ministers may officiate upon consultation with the senior pastor. All guest ministers will be expected to adhere to the wedding policies for Johns Creek UMC.

Marriage License

It is the responsibility of the couple to obtain a marriage license prior to the wedding. The marriage license should be given to the officiating minister no later than the rehearsal date. No wedding can be performed without the license.

Selecting Your Music

The JCUMC Music Ministry will assist couples with planning for and performing all music for weddings held at the church. Because a wedding is a service of worship, all music must be sacred in nature. An organist from Johns Creek will play for all weddings unless approved. After you and your minister have finalized your order of worship, please contact the Music Ministry Office (770-497-8215) for an appointment with the organist. This should take place two to four weeks before the date of your wedding.

Guest vocalists and instrumentalists may be invited to participate in the wedding but must be approved by the Pastor.

Communion

Please note that it is the policy of the United Methodist Church that if communion is offered at any event in the church that it be offered to all persons present regardless of religious affiliation. In other words, communion may not be only served to the bride and groom.

Wedding Hosts

Once the date and time of your wedding is confirmed, you will be paired with a church Wedding Host. The function of the wedding host is to assist you with any questions you may have regarding the wedding policy of Johns Creek UMC and to act as a liaison to the church facilities manager.

Wedding Director

A trained wedding director from our church will be assigned to each wedding when the wedding application and deposit are returned. The bride is notified in writing when this assignment is made and given the name and phone number of her director in order to facilitate communication.

Your wedding director will meet with you prior to the rehearsal to discuss your wishes for the ceremony as a worshipful experience. She will direct the rehearsal and the wedding in accordance with the plans that you have made. Experience indicates that she can be your best ally in having the ceremony proceed according to your wishes. If you decide with her ahead of time how you want the wedding to proceed, then there are no chances at the rehearsal for decisions to be made. Decision making at the rehearsal may require you to take advice from a friend or relative whose feelings will be hurt otherwise. Further, if all decisions have been made in advance, the rehearsal can be accomplished in 30 – 40 minutes.

Since carrying out your plans efficiently and effectively requires only one person be in charge, and since your wedding director will meet with you until you are comfortable that she is reflecting your wishes, the wedding director from JCUMC will coordinate the activities of the rehearsal and the ceremony. You are welcomed to include an outside wedding consultant with this understanding.

Wedding Rehearsal

The Wedding Director will conduct the rehearsal with the minister in attendance. The Order of Worship, traditions of seating, placement of the attendants, instructions to the ushers and/or groomsmen and bridesmaids will be covered at the rehearsal. The members of the wedding party should remember that they are in a holy place dedicated to the worship of God, and conduct themselves accordingly. JCUMC allows 45 minutes for each rehearsal. We suggest that everyone involved in the rehearsal arrive at least 15 minutes prior to the scheduled time. All decisions about the ceremony should be made prior to the rehearsal.

Decorations

Please advise the church if you would like to leave an arrangement in honor of your special day.

If your florist has not worked at Johns Creek UMC, it is strongly advised that a site visit be planned. Your florist should know the following:

- The church is available 2 hours prior to the ceremony for decorating. All decorations should be in place 45 minutes before the start of the ceremony.
- No tape, nails or staples may be used to attach decorations to the walls, woodwork, furniture or floors.
- All candles must be mechanical or chase candles. Choir loft seats must be protected with clear plastic if candelabrams are used in that area.
- No lighted candles may be used outside the altar area or on the modesty rail.
- No church furnishings may be moved without permission from the wedding committee.
- Seasonal decorations (i.e. Chrismon tree) and/or crosses may not be moved.
- Johns Creek UMC does not own kneelers or candelabra.
- All decorations must be removed within an hour after the ceremony.
- Flowers may not be placed on the altar.

Photography

Beautiful pictures will make a visual record of this celebration that you will cherish for many years to come. You will want these pictures to enhance your memories of an event that is deeply meaningful to you. In order for you to have the experience of God's presence and blessing that gives a solid foundation to your marriage, you will need to maintain the ceremony itself as the central focus of the day. The purpose of the day is your participation in a worship service that is designed personally for you – not as a photo shoot

- The facility is available to the wedding party 2 hours prior to the ceremony.
- Picture taking during the ceremony is allowed from the balcony only.
- During the retiring processional the photographer may take pictures of the wedding party from the back of the church at the doubles doors. Flash is permissible during the retiring processional only.
- It is the responsibility of the photographer to replace any items moved or used for pictures.

Videotaping

- Cameras may be used in the front of the church as long as they are completely hidden from view and they are unmanned thirty minutes prior to the start of the ceremony.
- No additional lighting may be used during the ceremony.
- Videographers may assume a fixed position in the balcony. Videographers may not move during the ceremony and must remain as unobtrusive as possible.
- No cameras, microphones, recording devices or special lighting are allowed in the chancel area.

Please Note!

Photographers, videographers and their assistants must wear appropriate attire for a wedding ceremony. They must not inhibit the job of the Wedding Director, Minister, Organist or Wedding Host, particularly in regards to the timing and sacredness of the ceremony.

Receptions at Johns Creek UMC

If your reception is to be held at the church, your catering staff must work cooperatively with Church food service staff.

The church can provide the following:

- 6 foot rectangular tables
- 5 foot round tables
- chairs
- ovens for heating food and keeping it hot
- limited refrigeration space
- ice maker

Alcoholic beverages MAY NOT be served. Johns Creek UMC is a non-smoking campus.

Dancing is permitted. If you have a band or DJ, please ask them to evaluate the lyrics of the songs in the program. Use only songs that are in keeping with the setting of a church reception. We will not pre-approve songs; rather rely on your good judgment.

Finances

Payment in full is required at least two months prior to the wedding. The check should be payable to Johns Creek United Methodist Church – ATTN Finance. The address is 11180 Medlock Bridge Road, Johns Creek, GA 30097.

Weddings are an outreach ministry at Johns Creek UMC. Fee structure is designed to recognize that members support this church through their tithes and offerings. The fee structure reflects that commitment.

The deposit (which will be deducted from the total cost) along with the wedding application and signature pages must be received within 10 days of scheduling a tentative date on the church calendar.

The wedding fee includes designated Johns Creek UMC facilities, pastor, organist and sound engineer. One member of the wedding committee will be present.

Special requests may result in additional charges, i.e. Communion.

Wedding Fees

Wedding fees include a nonrefundable deposit of \$500 to hold the date and facility for your wedding.

Fees are due two months before your wedding date and include:

- JCUMC Minister
- Premarital Counseling
- JCUMC Wedding Host
- JCUMC Organist/Pianist
- Use of chosen space (Sanctuary or Gathering room) for wedding and rehearsal
- Use of a Bride's Room
- Necessary maintenance assistance
- Cleaning fees

Wedding Service

Member*

Sanctuary	1,800
Gathering Room	1,400

Non-Member

Sanctuary	2,100
Gathering Room	1,700

Reception in Gathering Room

Sanctuary Wedding	750
Gathering Room Wedding	Included

*Members of Johns Creek

To be considered a contributing member of Johns Creek United Methodist Church, a person has committed their prayers, presence, gifts and service to the church for one year.