

GRAY UNITED METHODIST CHURCH
P.O. BOX 8068
GRAY, TN 37615
(423) 477-3792

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**PLEASE READ “WEDDING POLICIES” CAREFULLY.
COMPLIANCE WITH ALL POLICIES IS REQUIRED.**

GRAY UNITED METHODIST CHURCH

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The Ceremony

The wedding ceremony is one of the most sacred rites of the church. It is a religious ceremony in which two people seek the blessings of God on their marriage. It is the desire of the pastor of the church, as well as the church family, to make every such ceremony a beautiful and worshipful event and to that end to extend to each wedding party every possible courtesy. In that attitude these suggestions are offered.

The Wedding as Worship

The wedding service conducted in relation to this church is a Christian wedding – characterized by dignity, reverence, joy, and the spirit of Christ Himself. The wedding ceremony becomes an act of worship as the bride and groom offer special thanks and praise and ask God's blessing upon their lives together as husband and wife. The Christian wedding is a public act of corporate worship as the congregation praises God on behalf of the couple, implores God's blessing on the new family unit, and commits the church's ministries to the husband and wife. Both the couple and the congregation should participate in this act of worship. The atmosphere of the entire wedding experience should be one of Christian celebration and worship.

The Minister

The minister is the representative of God and the church in the wedding ceremony. Members of this church, and all others who may desire the use of the church for weddings are invited to request the pastor to perform the marriage ceremony. The bride and groom shall arrange one pre-marital conference with the minister as far in advance of the ceremony as possible. This conference should be held before the announcements are made or invitations printed. The pastor, as representative of the congregation, will provide guidance which will help the couple to understand the solemnity of Christian marriage. If a minister other than our Gray United Methodist Church minister is performing the ceremony, this minister must be approved by our Gray United Methodist Church minister. This minister must call the minister of Gray United Methodist Church at least two months before the wedding date. The minister of Gray United Methodist Church reserves the right to deny any wedding that is not in holding with the beliefs of Gray United Methodist Church.

The Church Calendar

More than one wedding at the church on a given date will not be approved because of overlap of needs of resources and building space. Arrangements for the wedding ceremony, the reception and the wedding rehearsal must be made with the Wedding Coordinator well in advance of the events to ensure that there are no conflicts with the scheduled activities of the church. Scheduling of weddings on holiday weekends is discouraged since it is difficult to provide the needed personnel resources for the events since many of our members and staff are traveling during these periods. If scheduling of a wedding on a holiday weekend is the only alternative, the forms required for planning and scheduling the wedding must be received by the Wedding Coordinator no less than two months before the event to ensure that there is adequate time to enlist staff and church members to assist with the wedding. We request that all weddings and cleanup be completed by 10 p.m. if the reception is in the family life center. If the reception is held somewhere else, cleanup is required promptly after the wedding before leaving for the reception. All dressing rooms must be left as it was originally. Everything that is moved must be returned to its original location. This limit is required to provide the church staff with adequate time to prepare the church facilities for planned Sunday morning church activities.

Non-Members of Gray United Methodist Church

Non-Members cannot reserve church facilities for a wedding and associated events more than six months prior to the requested wedding date. This policy gives priority to members in long term scheduling of facilities and reduces conflicts between members and non-members in requesting the same date for use of facilities. The church provides facilities and resources for weddings of non-members as a ministry of the church. Acceptance of this ministry requires that the wedding ceremony and associated events be conducted in compliance with the wedding policies of the church. All weddings and clean up will be completed by 10 p.m. if reception is held in the family life center. If reception is held somewhere else, cleanup is required promptly after the wedding before leaving for the reception. All dressing rooms must be left as it was originally. Everything that is moved must be returned to its original location. This limit is required to provide the church staff with adequate time to prepare the church facilities for planned Sunday morning church activities.

The Reception

The Fellowship Hall may be made available for receptions following the wedding ceremony, together with the kitchen services. The church will provide only the room and its regular furnishings. Church supplies will not be used. Set up and tear down are responsibility of bridal party or caterer. Special arrangements should be made with the Wedding Coordinator and all additional furnishings and decorations will be the responsibility of the wedding party. Smoking and the use of alcoholic beverages or illegal drugs are not permitted in any part of the church building. No bands, DJ's or Karaoke will be permitted in any part of the church building. No rice – Bird seed may be used outside the buildings only. Please give a copy of page 15 to your Caterer. **It is the responsibility of the caterer or the bride to schedule building access times with the wedding coordinator in advance.**

Photographs

Pictures may be taken before the ceremony, during the ceremony or promptly after wedding. Video cameras are also allowed. Plans must be discussed with Wedding Coordinator.

Decorations

Florists should check with the Wedding Coordinator prior to decorating any portion of the building for the ceremony or reception. Only **Paradise dripless candles** are to be used, and they should be placed in candelabras to prevent drippings on the floor. All candelabras will have a plastic runner placed underneath (provided by church) unless the candelabra has a globe to hold the candle. Florists or wedding party representative are responsible for cleaning wax from the floor, furniture, and carpets. Florists or wedding party representative should see that church premises are as clean as possible after use. Decorations should not be placed on the pulpit or attached to the furniture by pinning, nailing, or taping, nor to the woodwork in the Sanctuary or Fellowship Hall. No candles may be placed on any railings. If the church has been decorated for a holiday, these decorations cannot be moved or torn down. No burning candles may be placed in window. Window decorations may not be removed. Electric candles are provided. Please give a copy of page 14 to your florist. **It is the responsibility of the florist or the bride to schedule delivery and building access times with the Wedding Coordinator in advance.**

Wedding Music

Music used in connection with the ceremony should be in keeping with the sacredness and dignity of a Christian wedding. The church will furnish only the organ or piano, and the bridal parties should consult with the Music Director, pianist or the organist concerning the choices of music to be used. Any organist or pianist for the sanctuary other than our church organist or pianist must be approved by the Music Director or Pastor. Practice times are to be arranged with our church organist or pianist. If using organist or pianist from Gray United Methodist Church, the fee is included in fees section. If using an organist or pianist other than organist or pianist from Gray United Methodist Church, it is the responsibility of the bride to arrange fee in advance. These arrangements are naturally private and they are not the church's responsibility.

The dignity of the worship center and deep significance of the service are basic guides for planning a program of music for the church, whatever the occasion. During the period when guests are assembling, the music may reflect moods lofty and serious, joyful and festive- all with the underlying thought of glorifying God. The trivial or frivolous has no place here; nor the popular favorites which excel in recalling and emphasizing secular, social, or sentimental person associations. Music must be approved by Music Director or Minister of Gray United Methodist Church.

Audiovisual

Only a member of the Audiovisual staff of Gray United Methodist Church may operate the sound system. You must discuss your plans with the audiovisual staff. This must be arranged through the Wedding Coordinator.

FEEES FOR MEMBERS AND IMMEDIATE FAMILY OF MEMBERS
OF GRAY UNITED METHODIST CHURCH

(“IMMEDIATE” IS CHILDREN OF MEMBERS OF GUMC)

Custodian – Sanctuary.....	100.00	_____
Custodian – Fellowship Hall	75.00	_____
Audiovisual Technician.....Sanctuary.....	60.00	_____
Audiovisual Technician..Sanctuary & Fellowship..	100.00	_____
Wedding Co-Ordinator	50.00	_____
Organist	100.00	_____
Pianist.....	100.00	_____
Damage Deposit.....	75.00	_____

FEES FOR NON-MEMBERS OF GRAY UNITED METHODIST CHURCH

WEDDING IN THE SANCTUARY.....	150.00	_____
WEDDING IN THE SANCTUARY AND RECEPTION IN THE FELLOWSHIP HALL.....	275.00	_____
CUSTODIAN – SANCTUARY.....	100.00	_____
CUSTODIAN – REHEARSAL DINNER IN FELLOWSHIP HALL.....	50.00	_____
AUDIOVISUAL TECHNICIAN...SANCTUARY	60.00	_____
AUDIOVISUAL TECHNICIAN.....SANCTUARY AND RECEPTION IN FELLOWSHIP HALL.....	100.00	_____
WEDDING CO-ORDINATOR.....	50.00	_____
ORGANIST.....	150.00	_____
PIANIST.....	150.00	_____
MINISTER’S FEE.....	100.00	_____
DAMAGE DEPOSIT.....	75.00	_____

Thank you for your cooperation in this matter.

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GRAY, TN 37615

WEDDING RESERVATION FORM

(Reservation dates will be confirmed upon receipt of this form)

Full Name of Bride _____

Full Name of Groom _____

Bride's Present Address _____

Bride's Home Phone _____ Bride's Work Phone _____

Groom's Home Phone _____ Groom's Work Phone _____

Wedding Date _____ Time _____

Rehearsal Date _____ Time _____

Rehearsal Dinner at church _____ Time _____

Minister _____ Phone Number _____

Wedding Director _____ Phone Number _____

Reception in the Fellowship Hall Yes ___ No ___ Will you need sound? _____

Florist _____ Date Florist to Decorate _____ Time _____

Caterer _____ Date Caterer to Decorate _____ Time _____

Arrival Time of Bride _____ Time Doors to be Unlocked _____

Approximate Number of Guests _____

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WAIVER OF LIABILITY

In consideration of the use of the facilities of Gray United Methodist Church, the undersigned and any person under its direction and control, hereby waives any claims, demands or causes of action which may arise or be deemed to have arisen for personal injury, damage to property, theft or any other causes resulting from the use of such facilities by the undersigned, or any persons under its direction and control, and the undersigned hereby agrees to indemnify and hold harmless Gray United Methodist Church from any such claims, demands or causes of action by any person under its direction or control.

I/We have read and fully understand Gray United Methodist Church's Wedding Policies and Guidelines and this WAIVER.

This the _____ day of _____, 2_____

Signed:

Bride _____ Date _____

Groom _____ Date _____

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WEDDING PARTY AGREEMENT

This agreement made and entered into on this _____ day of _____ 2 _____, by and between Gray United Methodist Church and the wedding party of _____, Bride and _____, Groom to accept the rules and responsibilities described in this agreement.

As agreed upon by Gray United Methodist Church and the wedding party, a Security Deposit of \$100.00 will be made payable to Gray United Methodist Church at the signing of this agreement. The facilities will not be reserved until the deposit is paid. This deposit will be applied to total fees.

As agreed upon by Gray United Methodist Church and the wedding party, a Damage Deposit of \$75.00 will be made payable to Gray United Methodist Church at the signing of this agreement. This deposit will be returned if there are no damages to the church and if wedding co-ordinator deems everything to be satisfactory. Gray United Methodist Church reserves the right to keep the damage deposit if all items are not returned to their original location, if all areas of the church are not clean and in good order or if damages have occurred in any form or fashion to the church.

In addition to the above mentioned Security Deposit, payment of wedding fees as shown on page _____ in the amount of _____ will be made in full on the day of rehearsal or beforehand.

The wedding party will assume all responsibilities listed in this agreement and will ensure the integrity of the buildings is met at all times. In addition, the wedding party will respect all church equipment with proper use and care, and report any maintenance issues promptly to the custodian or the Wedding Coordinator.

WEDDING PARTY RESPONSIBILITIES

No food or drink in Sanctuary or Chapel or on carpeted areas.

Remove all flower arrangements (unless given to the church for worship service use), candelabra, decorations, etc from building (inside and outside) immediately following the wedding. Any items left on church property will be trashed by custodian.

Piano, organ, choir chairs, etc. may not be moved.

Bird seed is allowed outside the building only.

Only Paradise dripless candles or electric candles may be used. No candles may be placed on any railings. All candelabras must have plastic runner underneath (provided by church) unless the candelabra contains globes to hold candle. It is the responsibility of the wedding party representative to clean up or to designate someone to clean up.

Snuffers must be used to extinguish candles.

Window decorations may not be removed.

Holiday decorations may not be moved or torn down.

No fasteners may be placed in walls, ceilings, or fixtures.

No decorations may be attached to the pews or other furniture by pinning, gluing, nailing, or taping. You may use pipe stems or ribbon only.

No live flower petals may be strewn down the aisle.

No floral arrangements may be placed on piano or organ.

No candles may be placed on the communion railing or any other railing.

Ensure all personal belongings are removed promptly after wedding.

No alcoholic beverages will be allowed on the premises in connection with the rehearsal and wedding.

Tobacco products will not be permitted inside premises.

Church Office area will be locked. Wedding party may dress in area indicated by co-ordinator. Once pictures are made, wedding party will be allowed in the waiting area of the office until time for the wedding.

All Weddings and receptions including cleanup must be completed by 10 p.m. If reception is somewhere else, all personal belongings must be taken as the party leaves. All cleanup must be done before leaving for the reception. Wedding party representative must check with co-ordinator of church to insure everything is completed before leaving. It is your responsibility to follow the directions of the co-ordinator for cleanup of the sanctuary and the family life center.

A Wedding Coordinator from Gray United Methodist Church must be present at all wedding rehearsals and weddings.

All furniture or church belongings must be returned to it's original location.

Any damage to furniture, carpet or any church property will be subject to actual cost of cleanup if greater than \$75.00 damage deposit.

Sound and lighting will only be operated by a member of the audiovisual team of Gray United Methodist Church.

The church is not responsible for personal belongings of the wedding party.

If, for any reason, the rehearsal and wedding are cancelled within two months of schedule date, all money shall be refunded. If after two months of schedule date, no refund will be issued.

Wedding Party Representative Name and Address:

The parties have executed this agreement this _____ day of _____, 20____.

GRAY UNITED METHODIST CHURCH

WEDDING PARTY

_____ BRIDE

WEDDING COORDINATOR

_____ GROOM

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GRAY UNITED METHODIST CHURCH PERSONNEL

GRAY UNITED METHODIST CHURCH – Office Phone – (423) 477-3792

1. Rev. Ramon Torres, Senior Pastor
2. Associate Pastor
3. Dawn Rambo, Secretary
4. Jerry Cassell, Audiovisual
5. Sandra Ford, Music Director
6. Judy Ellis, Organist
7. Melissa Powers, Pianist
8. Diana Gail Storey, Worship Team
9. Bill Sluder, Trustees Chairman
10. Bob Denney, Administrative Council Chairman
11. Peggy Daugherty, Wedding Coordinator and Kitchen Coordinator
12. Goldie Falin, Custodian

AUDIOVISUAL TECHNICIAN

Bride _____ Phone No. _____

Groom _____ Phone No. _____

If member of church, name of member _____

Date of Wedding _____ Time of Wedding _____

Date of Rehearsal _____ Time of Rehearsal _____

Using Fellowship Hall for rehearsal or reception _____

Wedding Director _____ Phone No. _____

FACILITIES INFORMATION

Bride _____ Phone No. _____

Groom _____ Phone No. _____

Date of Rehearsal _____ Time _____

Date of Wedding _____ Time _____

Florist _____ Phone No. _____

Time florist will decorate _____

Caterer if using Fellowship Hall _____ Phone No. _____

Time caterer will decorate _____

Wedding Director _____ Phone No. _____

Items to move:

_____ Both Podiums

_____ Table

_____ 2 Benches

Date and Time to have removed _____

Kitchen Coordinator

Bride _____ Phone No. _____

Groom _____ Phone No. _____

Florist _____ Phone No. _____

Caterer _____ Phone No. _____

Time Florist will decorate _____

Time Caterer will decorate _____

Florist arrival day of wedding _____

Caterer arrival day of wedding _____

Approximate number of guests _____

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INFORMATION FOR FLORIST

Bride _____

Phone No. _____ Wedding Date _____

Floral Decorations:

Florist should check with the church office or wedding coordinator prior to decorating any portion of the building for the ceremony or reception. Only Paradise dripless candles are to be used and they should be placed in candelabras to prevent drippings on the floor. Plastic runner must be underneath candelabras (provided by church) unless candelabras contain globes to hold candles. Florists or wedding party representative are responsible for cleaning wax from the floor, furniture, and carpets. Florists or wedding party representative should see that church premises are as clean as possible after use.

Decorations should not be placed on the pulpit or attached to the furniture by pinning, gluing, nailing, or taping, nor to the woodwork in the sanctuary or reception hall.

If the church has been decorated for a holiday, these decorations cannot be removed.

The window decorations cannot be removed.

No live petals can be strewn down the aisle.

No candles may be placed on the communion railing or any other railings.

It is expected that the florist or wedding party representative will remove all personal equipment, flowers, etc, immediately following the wedding so that the sanctuary can be cleaned and prepared for the next worship service. The church is not responsible for any of the items the florist does not remove.

Contact Peggy at (423) 245-1609 or e-mail at wpsdaugherty@charter.net at least two weeks prior to the wedding to schedule a delivery time.

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INFORMATION FOR THE CATERER

Bride _____

Phone No. _____ Wedding Date _____

There will be a member of the kitchen staff in the kitchen on the day of the wedding who will serve as the Kitchen Supervisor. It is your responsibility to follow their directions for clean-up and use of the kitchen and fellowship hall.

It is the responsibility of the caterer to set up and tear down tables if using the fellowship hall. The church will provide only the room, tables and chairs. All additional furnishings and decorations will be the responsibility of the wedding party.

Clean-up responsibilities include: wiping down counters and sweeping floors in kitchen.

Positively no smoking and no alcoholic beverages served on the premises.

No rice – Birdseed may be used outside the building only.

All trash must be taken to the dumpster. Caterer must provide trash bags.

All cleanup should be completed by 10 p.m.

It is expected that the Caterer's personal equipment and items will be removed immediately following the reception. The church is not responsible for any items not removed.

It is your responsibility to find a time to decorate that is convenient with the church schedule. Arrival time to set up should be arranged with the Wedding Coordinator at least two weeks in advance. Contact Peggy at (423) 245-1609 or at wpsdaugherty@charter.net.