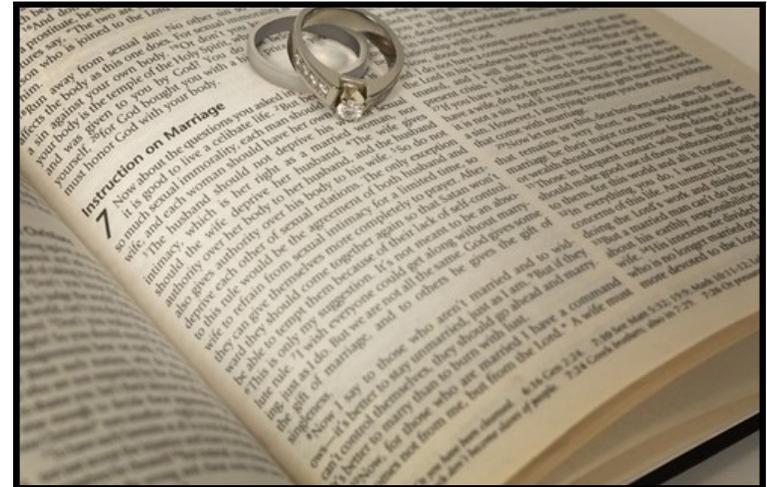


Dunwoody United Methodist Church

## *Guidelines for Dunwoody UMC Brides*



1548 Mt. Vernon Road  
Dunwoody, Georgia 30338  
770-394-0675  
770-394-8492 fax  
mail@dunwoodyumc.org

Revised August 2016



Arrangements should be made in advance for room set-up; furniture is to be moved by the Church staff only

All equipment is to be furnished by the caterer.

The kitchen must be left clean and orderly.

The caterer must be finished not later than one hour after guests leave, at which time the facility will be locked.

The caterer will be charged \$125 if the kitchen is used to compensate Dunwoody UMC food service personnel on site.

### *Reception Fees*

The following reception facility fees apply:

Fellowship Hall	\$600 (includes custodial fee)
Parlor	\$150
Kitchen	\$150 refundable deposit
Church Hostess	\$100



Dear Friends,

Welcome to one of the most special times of your life. The Christian wedding is a great moment of joy and celebration. It is a time of worship that stands out in one's memory as a turning point in life's journey. For both the couple and their families, these are precious moments.

We at Dunwoody are looking forward to working with you to make your wedding a great experience for all. This booklet is intended to help ensure that this event is well-planned and well-executed.

As an initial step in the process, and before the wedding date can be confirmed, we ask that you meet with our wedding coordinator and complete our wedding registration form. You will receive a copy of the form and review the instructions in this booklet.

Please read through this entire booklet, and as you read remember that all of these procedures are designed with one thing in mind – to make your wedding a very meaningful time of worship. If you do not understand a procedure or the reason for it, please do not hesitate to ask us.

May God always bless you,

A handwritten signature in blue ink that reads "Dan Brown".

Rev. Dan Brown  
Senior Pastor

## *Table of Contents*

- General Guidelines
- Music for Your Wedding
- The Officiating Minister
- The Wedding Committee
- Your Attendants
- The Rehearsal
- Photography and Videography
- Flowers and Decorations
- Wedding Fees
- Reception at the Church

## *General Guidelines*

The Church views your wedding as a sacred union, performed within the Church, between two who are blessed of God.

### *The Officiant*

There is no required fee for the minister; however, a suitable honorarium is appropriate. The guideline amount (based on the non-member fee) is \$300.

### *The Organist*

The organist's fee is negotiated directly with her, but is generally approximately \$300 for the ceremony only. Requests such as learning or purchasing new music, practicing with other musicians, or playing for the rehearsal will affect the fee.

### *The Wedding Committee*

The fee for a Sanctuary wedding is \$200 (2 directors), and for a Chapel wedding, \$100 (1 director), unless 2 directors are required.

Other fees, including sound technician, choir, and nursery may be provided on request. Fees for vocalists or additional musicians should be negotiated directly with them.

## *Reception at the Church*

The Parlor and Fellowship Hall are available for receptions.

Receptions must conclude no later than three hours after the wedding starting time.

No nails, tacks or tape may be used to secure decorations. No glitter or sequins may be used.

No alcoholic beverages or smoking are allowed during the reception, either inside or outside the Church building.

For safety reasons, no rice, confetti or birdseed may be thrown inside or outside the building.

### *Catering*

Catering services are available through the Church's Food Service Director or you may use a private caterer, approved by the Church Hostess. If you use a commercial caterer, the following guidelines apply:

The caterer must contact the Church Hostess no later than two weeks prior to the wedding to ensure that the facility will be ready.

All flowers, containers, and accessories must be picked up by the florist/provider or removed by the wedding party or their designee within an hour of the wedding starting time.

## *Wedding Fees*

**All fees are due not later than one month prior to the wedding date.** You will not receive a reminder, and if fees are not received, your wedding may be cancelled.

Payments may be mailed or brought to the Church office, directed to the attention of the Senior Pastor's Administrative Assistant. Four separate checks should be completed:

- Facility fee – Check payable to Dunwoody UMC
- Officiant fee – Check payable to the individual minister
- Organist fee – Check payable to Mary Ruth Solem
- Wedding Committee fee – Check payable to Bette Whitley

Individual fees are as follows:

### *Facility Charge*

#### **Sanctuary**

The fee for use of the Sanctuary for your rehearsal and ceremony will be \$450. If, during the 12 months prior to your ceremony you have contributed \$375 to the Church, your facility fee will be reduced to \$75 to cover custodial services.

The sanctuary will accommodate up to 900 guests.

#### **Chapel**

The fee for use of the Chapel for your rehearsal and ceremony will be \$300. If, during the 12 months prior to your ceremony you have contributed \$240 to the Church, your facility fee will be reduced to \$60 to cover custodial services.

The chapel will accommodate up to 130 guests.

The wedding service is an act of worship and should be approached as such. The ceremony itself, the music, the readings, and all other aspects should fit within the sacred concept of the marriage ceremony.

As a first step, a couple who wants to be married at Dunwoody UMC should confirm with the Church secretary that the Church is available on the date requested. Weddings may not be scheduled during Holy Week or on Christmas Eve or Day. Only in exceptional circumstances will weddings be scheduled on Independence Day, Labor Day, or Thanksgiving Day weekends, New Year's Eve or Day, or on Sundays.

Your wedding is not scheduled until you have met with the Church's wedding coordinator and completed the wedding registration form.

### *The Officiant*

Members of Dunwoody UMC may request that any of our ministers officiate, or may request that another clergyperson officiate. The Senior Pastor must recognize the ordination of the minister who is requested. Our ministers may be reached at the Church.

Members who request a guest minister must provide the wedding coordinator with his/her name and address well in advance of the ceremony date. Our senior pastor will extend a formal invitation to the visiting minister who will be expected to abide by the wedding policies of the Church.

### *Timeframes for the Rehearsal and Wedding Ceremony*

The rehearsal will be conducted on the Friday evening preceding a Saturday ceremony. The rehearsal time is one hour.

The sanctuary/chapel will open 2 hours prior to the ceremony time. The Church will be available for a total of 3 hours.

Please **do not** ask for exceptions to these timeframes.

### *Communion*

If communion will be served, the United Methodist Discipline requires that it be offered to the entire congregation. The clergyperson must be United Methodist.

### *Nursery*

A nursery can be arranged for preschool age children. The fee will be based on the anticipated number of children, and requires a two hour minimum. Please make arrangements for a nursery at least one month in advance.

### *Handicapped Accessibility*

Both our sanctuary and chapel are handicapped accessible through the front entrances.

### *Coordinating with our Staff*

Please ensure that you let the wedding coordinator know your plans in detail in advance of your wedding day to ensure they are consistent with our policies and to ensure that your wedding day runs smoothly.

### *Restrictions*

There should be **absolutely no smoking or use of alcoholic beverages anywhere on Church premises, either at the rehearsal or the wedding**. If this rule is disregarded, your wedding may be cancelled.

No food or drink is allowed in the Sanctuary or the Chapel.

For safety reasons, no rose petals, rice or birdseed may be thrown inside or outside the building.

## *Music for Your Wedding*

The Dunwoody UMC organist will be expected to play for weddings held here. If the Church organist is not available, she must approve the use of another organist. Guest organists must confine their practice to the hours the Church is open.

ny, the camera must be unlighted, but may be manned with minimal movement.

Balcony furniture must be left in place. Videographers must courteously share limited space with musicians and photographers.

Video cameras in the Chapel must be located in the back, stationary, and may be manned. To maintain the worship environment, no artificial lighting may be used.

## *Flowers and Decorations*

In the Sanctuary, a container of fresh flowers may be placed on the shelf behind the altar or two arrangements of fresh flowers may be placed on the pedestals on either side of the altar.

In the Chapel, a small arrangement of fresh flowers may be placed directly on the altar table, but it may not be taller than the cross. Two arrangements of fresh flowers may also be placed on portable pillars for your ceremony.

Additional flowers or greenery may be used if desired, but it may not obscure furniture or religious symbols.

No flower petals, fresh or silk, may be thrown.

Two single candles on the altar will always remain in place. No additional candles or decorations are allowed on the altar, although requests for a memory candle will be considered.

Additional candles are allowed in the chancel area, and the Church will provide two 7-candle candelabras for the Bride's use, if desired. A Unity candle is also available.

If your florist brings additional candles for your ceremony, he/she will be responsible for lighting them.

Bows or flowers may be attached to the pews to designate "within the ribbon" seating; however, appropriate holders or ribbons must be used to attach them. No tape, tacks, nails or any adhesive may be used.

The Church's kneeler will be used by the Bride and Groom.

No aisle cloth may be used.

Furniture and flags must remain in place for the wedding.

Please ensure that your wedding party and all others participating in the rehearsal arrive on time. There may be another rehearsal following yours.

## *Photography and Videography*

### *Photography Guidelines*

Prior to the beginning of your ceremony, the photographer may take photos on the grounds, in the Brides Room and in other public areas of the building. He/she must complete any shots in the Sanctuary/Chapel *at least* 30 minutes prior to the ceremony starting time.

The wedding ceremony is an act of worship. Your photographer may take photos during your ceremony only from the balcony, without flash or additional lighting. Balcony furniture must be left in place. Photographers must courteously share limited space with musicians and videographers.

No other photos may be taken during the ceremony.

To avoid embarrassment, please inform your friends and family, there are to be absolutely no photos taken in the Sanctuary or the Chapel, using personal or camera phones, with or without flash. Our wedding staff will ask your guests to discontinue taking photos during your ceremony should they choose to ignore this policy.

Because there is no discreet area for photos in the Chapel, no photos may be taken during a Chapel wedding ceremony. Your photographer may take photos as the wedding party recesses up the aisle from the back of the Sanctuary/Chapel. The wedding party may return to the chancel area immediately after the ceremony for photos with the clergy and entire wedding party. Your photographer will need to observe the time limitation, completing all photos not more than one hour after the ceremony starting time.

Any area used for photographs must be restored to its original arrangement.

### *Videography Guidelines*

Your videographer may use an unlighted, unmanned camera at the front of the Church in the chancel area. When recording from the balco-

Classical music and/or music of a sacred or religious nature should be used for the wedding service. Appropriate contemporary sacred music will be considered. There is a significant body of musical work from which to choose. The Church organist or the Senior Pastor will be happy to help you select your music and will ensure that the music selected is suitable.

Vocal or instrumental music can be included prior to and/or during the ceremony.

No recorded music is ever allowed.

The Bride is responsible for contacting the organist well in advance of the ceremony to ensure her availability and to schedule a discussion of the wedding music. The organist's fee covers only the day of the ceremony and should be negotiated directly with her.

If the music requested is not in the organist's library, the Bride will need to purchase it.

If any of the Dunwoody UMC choirs are to participate in the ceremony, there will be an additional fee. Please contact the Minister of Music to discuss arrangements. Advance notice of not less than 30 days is required to ensure the choir's availability.

If you feel you need a sound technician, you must let the wedding coordinator know in advance, and there will be an additional fee.

## *The Officiating Minister*

Any of the ministers on the Dunwoody UMC staff may conduct your wedding ceremony. If you do not have another preference, our Senior Pastor will normally officiate.

If you request a guest minister you must provide the wedding coordinator with his/her name and address well in advance of the ceremony date. All visiting clergy must be approved by the Senior Pastor, and

must abide by the wedding policies of the Church. Our Senior Pastor will extend a formal invitation to the visiting clergy.

You also have the option of having both a member of the Dunwoody UMC staff plus a guest minister. In this situation, the two ministers will discuss their individual roles in the service. Normally the Dunwoody UMC minister will be in charge of the ceremony.

Your ceremony will be one of two United Methodist services which the officiant will discuss with you. Please feel free to talk about the elements of the service, but the minister will make only minimal adjustments if he/she feels that the spirit of worship is enhanced. Final authority regarding the service rests entirely with the officiating minister.

Before the ceremony, a conference/counseling session (one or more) between the minister and the wedding couple is required. The conference will deal with the meaning of marriage, as well as with details of the ceremony. You should make an appointment with the minister officiating at your ceremony six weeks prior to the date of the wedding. The minister's Administrative Assistant should be notified of any change or cancellation.

If a member of the Dunwoody UMC staff is officiating at your ceremony, your marriage license should be brought to the Church office 3-4 days before the wedding; but, in no case, later than the rehearsal.

## *The Wedding Committee*

The Church provides one or more directors from the Wedding Committee to help and advise you. A sanctuary wedding includes two directors; a chapel wedding may require only one.

A member(s) of the committee will attend both your rehearsal and wedding to guide you and the wedding party in all the necessary arrangements and logistics. Your director(s) will conduct the rehearsal and,

along with the minister, carries the full authority of the Church to make final decisions on all areas related to conducting the wedding.

The director will contact you by telephone approximately one week prior to the ceremony to discuss the details of the rehearsal and wedding day.

Should you employ a commercial wedding coordinator, she is welcome to accompany the Bride to assist her in dressing and other preparations; however, she should not take any part in the rehearsal or the wedding service. Our Dunwoody UMC directors are in charge of all activities during both the rehearsal and the wedding.

## *Your Attendants*

Care should be taken when selecting the number of attendants. An overcrowded Chancel area detracts from the beauty of the service.

Dressing areas are available for bridesmaids. Please use only the assigned rooms and discourage attendants from leaving valuable unattended, as the Church cannot be responsible for money or valuables.

We ask that the bridesmaids use the Ladies Room or the Brides Room to apply makeup.

Groomsmen should arrive at the Church already dressed in their wedding attire, but should carry their coats to prevent wrinkling. Please encourage groomsmen to try on their apparel prior to the wedding day to prevent fitting problems not easily resolved at the last moment.

## *The Rehearsal*

Rehearsals are scheduled on Friday evenings at either 5 or 6 o'clock.

It is helpful if all who are taking part in the rehearsal, including readers and those who are to be formally seated, are present to rehearse.

The Bride is expected to participate in the rehearsal to ensure that the wedding will go smoothly the next day.