

Bethlehem First United Methodist Church

Wedding Policies



709 Christmas Avenue | Bethlehem, Georgia 30620

770-867-3727 | info@bethlehemfirstumc.com

WWW.BETHLEHEMFIRSTUMC.COM

Revised October 2017



Bethlehem First United Methodist Church

Wedding Policies

Introduction

A Christian wedding is one of the happiest and holiest moments in the lives of man and women. It is a sacred service of worship, which joins together, two lives of a man and woman, thus establishing a new Christian home. It is in keeping with the mission of Bethlehem First UMC that any wedding conducted here be of a Christian and reverent nature and that everyone involved should have a clear understanding of his or her duties and responsibilities. The clergy and staff of our church wish to offer assistance so that your wedding will be a memorable and meaningful experience. We have established the following guidelines to assist you in planning your wedding. If you have any questions about of these guidelines, please feel free to contact our Wedding Director, Cathy Murch, at 770-868-6193.

Church Office Hours

Monday – Thursday | 9:00 AM - 4:00 PM

Friday | 9:00 AM - 1:00 PM

E-Mail: info@bethlehemfirstumc.com

Phone Number: 770-867-3727

709 Christmas Avenue
Bethlehem, GA 30620

www.bethlehemfirstumc.com

Reserving Your Date

1. Wedding dates can be reserved no more than twelve (12) months in advance of the first day of the month in which the wedding will occur.
2. To secure your date, complete and return the "Building Request Form," along with a minimum deposit of 25% of the total cost.
3. The balance of your rental fees is due one month prior to the wedding.
4. If you choose to cancel your wedding date from the day it is booked until six (6) months before the wedding date, the Church will return your deposit minus \$100.00.
5. If a wedding is cancelled less than six (6) months before the wedding date, the deposit will not be refunded.
6. In order to receive a member rate, either the bride, the groom, a parent or a grandparent of the bride or groom must be an active member of Bethlehem First United Methodist Church for at least one year before the wedding date. An active member is defined as a member of BFUMC who has been a member for at least one year, attends 50% of the services, and is a financial contributor to the ministries of the church.

Wedding Ceremony

1. Because church related activities take precedence over non-member weddings, some dates are reserved for church activities.
2. The use of the Fellowship/Reception Hall is for a period of 4 hours.
3. If the Fellowship Hall is being used for the reception, the wedding ceremony must begin no later than 4:00 p.m. Building is to be vacated by 9:00 p.m. This is necessary so the facility can be cleaned and prepared for Sunday.
4. If the Fellowship Hall is not used for the reception, the wedding ceremony must begin no later than 7:00 p.m. Building is to be vacated by 9:00 p.m.
5. If the wedding ceremony will last more than one hour, the details will need to be discussed with the Wedding Director and the Church Representative prior to confirming the date.
6. Please notify the Wedding Director as soon as you have determined the time for the wedding rehearsal and the wedding ceremony.

7. If you need our minister to perform the wedding ceremony, please contact the Church Office as soon as possible in order to check availability.
8. If a minister other than a minister at Bethlehem First UMC is to be used, please have your minister contact our minister no less than one month prior to the wedding.

Decorations

1. Decorations for church events/activities, throughout the building, whether seasonal or otherwise, will not be removed to accommodate a wedding. We want your wedding to be beautiful, but our first priority must be our church programs and activities.
2. Arrangements to move furniture in the Chancel area will be handled by the Church Representative. The piano and organ will not be moved and no decorations will be placed on them.
3. Temporary signs may be taped to doors or glass using masking tape only. Do not attach anything to painted walls, woodwork, furniture or floors.
5. Pews may have bows, bouquets, etc. but no nails, tacks, or staples may be used to attach decorations.
6. To protect against damage from dripping wax, only dripless candles may be used, and only if placed on clear plastic. The Unity Candle set may be wax, but must be placed on clear plastic.
7. Set-up for weddings and receptions may begin at 2:00 p.m. on the day before the wedding. Please notify the Church Representative of the time as soon as it is determined.
8. Silk rose petals may be used in the aisle regardless of the color. Live petals, however, must be a light color such as white, pink or yellow. (Must be removed following ceremony)
9. All decorations must be removed immediately following the wedding and/or reception. Please make arrangements with your caterer to remove all items the day of the wedding. However, if you would like to leave any flowers, the Church will use them on Sunday.

Rehearsal

1. Rehearsals will be held no earlier than 5:00 p.m. There is a 90 minute time limit. Exceeding the time limit will result in a \$25 per

quarter hour deduction from the damage deposit.

2. In order to have a smooth wedding ceremony, all members of the wedding party, including musicians and singers, should attend the rehearsal. Any exceptions must be addressed with the Wedding Director and Sound Technician prior to rehearsal.

Payment

1. The balance of your fees must be paid no later than one month prior to the date of your wedding. This can be paid in one lump sum or in two to three increments over the months leading up to your wedding.
2. The Church will only provide a receipt when paying with cash.

Damage Deposit

1. A separate check in the amount of \$500.00 to cover the cost of any damage, extra cleaning or overtime. Please submit this check one month prior to the wedding.
2. All areas of the Church used during the rehearsal, wedding and/or reception will be inspected by the Church Representative and the custodian. Any problems which causes the church added expense will be reported to the Church Office and that expense will be deducted from the damage deposit. If the cost of the damage exceeds \$500.00, the person reserving the facility will be billed the additional amount.
3. Please remember that there will be a charge of \$25.00 for every quarter hour over the 90-minute rehearsal limit and for every quarter hour over the 4 hour limit set for the Fellowship Hall.

General Rules & Guidelines

1. The reserving party will be responsible for supervising the wedding activities and the conduct of those present. Please remember that this is a Church facility and appropriate

conduct of all participants is expected.

2. Children must be attended to at all times in all areas of the facility. No running in the building is permitted.
3. It is your responsibility to contact the Church Representative and Church Sound Technician to assist you with your wedding. Their names and numbers are provided on the Building Request Form and at the end of this booklet.
4. **No alcoholic beverages are permitted on Church property at any time.**
5. **No smoking is permitted on Church property at any time.**
6. No food or drinks other than bottled water are allowed in any area other than the Fellowship Hall or Kitchen.
7. All thermostats are preset. Please do not prop open outside doors as this will affect the indoor climate.
8. Items left behind will be held for 30 days and then disposed of. It is the wedding party's responsibility to contact the Church regarding lost items. It is wise to designate one person to check all areas of the Church and collect any items left by the wedding party and/or guests.

Music

1. Because we consider a wedding to be a worship service, we prefer the use of Christian music. We also understand that people's tastes and styles of music vary widely. Therefore, please be discerning in your musical selections. Some music may be better suited for a reception. Potential problems include improper language, suggestive lyrics and school fight songs. Please have all secular songs, to be used during the ceremony, approved by our Wedding Director.
2. If you use one of our musicians, please compensate that individual directly prior to the wedding.

Fellowship Hall/Kitchen Guidelines

All wedding activities and clean-up responsibilities must be completed by 9:00 p.m. Exceeding the time limit will result in a \$25 per quarter hour deduction from the damage deposit.

1. All thermostats are preset. Do not prop open outside doors as this will affect the indoor climate.
2. All table tops must be wiped clean.
3. The use of the Fellowship Hall is limited to four (4) hours for a reception. This includes time for the renters to clean up and reset room as found.
4. With advanced notice to the Sound Technician, a small, built-in PA system, suitable for background music and announcements is available along with a projector screen which can be connected to a DVD player.
5. Make sure your caterer and/or rental provider remove all items from the Fellowship Hall at the end of the reception.
6. The kitchen can be used for the staging of food — not for cooking — and must be left clean and in good order.
7. Please let your caterer know that kitchen supplies belonging to the Church are not available for use.
8. All garbage must be placed in the outside dumpster. Do not leave anything outside the dumpster or in the building.

Church Personnel

Calendar and Booking, Karen Whitehead.....770-867-3727

Wedding Director, Cathy Murch770-868-6193

Church Representative, Karen Whitehead770-867-3727

Sound Technician, Mark Nichols

Pianist, Katie Wilson770-307-4818

Other Instrumentalist Referrals by Request

Wedding Director Responsibilities ~ The Wedding Director is available to direct your wedding by instructing the wedding party in the procession of participants and altar arrangement. If you have an outside Wedding Director, our director will assist this person in order to make your rehearsal and wedding go as smoothly as possible.

Church Representative Responsibilities ~ When the Church Office is closed, the Church Representative is available to meet with you and show you around the facility. On the night of your rehearsal and on the day of your wedding, this person will unlock doors, turn on lights. In addition, you will need to discuss the arrangement of the Chancel area furniture and agree on the set-up prior to the rehearsal. Upon completion of all activities, the Church Representative will inspect all areas and determine if there is any damage or excessive cleaning needs.

Sound Technician Responsibilities ~ The Sound Technician will assist you during your rehearsal to achieve the best quality sound possible for your wedding ceremony. Please call this person at least one month before the wedding date to discuss your audio needs. You may use live or prerecorded music or a combination. In order for the Sound Technician to provide excellent service, all participants must be in attendance and on time for the rehearsal.

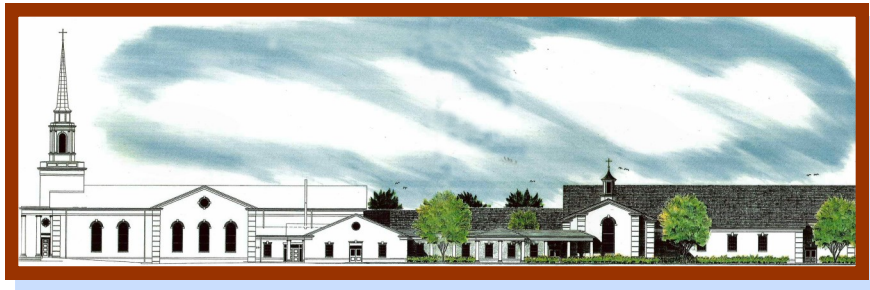
Questions

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.



Reminders

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.





Yes, we want to be married at Bethlehem First United Methodist Church.

Date & Time of Wedding: _____

Date & Time of Rehearsal: _____

We have read and understand the Wedding Policies and agree to abide by them. Signatures on this agreement signify acceptance of all wedding policies.

Today's Date _____

Bride: _____
(Print Name Here)

Bride: _____
(Signature)

Phone # _____ Email _____

Groom: _____
(Print Name Here)

Groom: _____
(Signature)

Phone # _____ Email _____

Name and address to return damage deposit check to:



