



Wedding Guidelines

Nolensville First United Methodist Church
“loving God and neighbor where we live”

Rev. James Hendricks, Pastor

7316 Nolensville Road
P. O. Box 249
Nolensville, Tennessee 37135
(615) 776-2815
www.WeLoveWhereWeLive.org
numc@nolensvilleumc.org

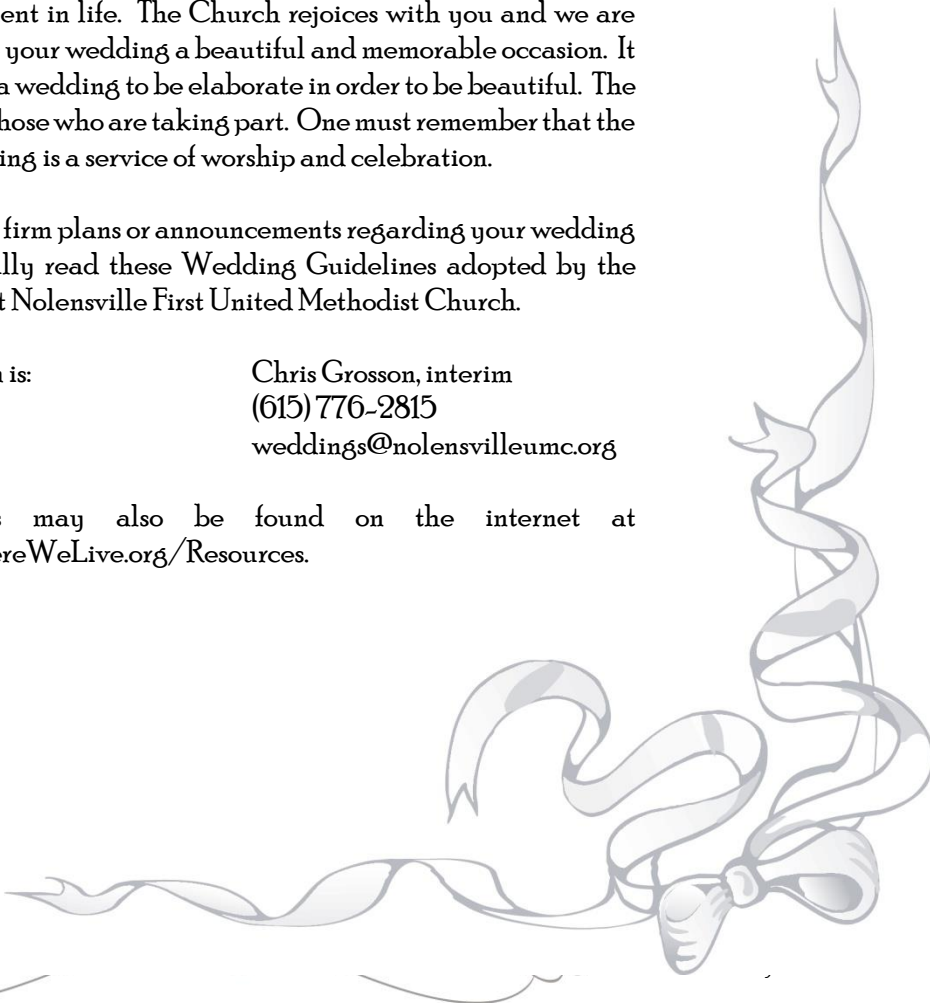
Nolensville First United Methodist Church, with a history of ministry to Williamson County and the world, will be happy to host your wedding as a most sacred moment in life. The Church rejoices with you and we are eager to help make your wedding a beautiful and memorable occasion. It is not necessary for a wedding to be elaborate in order to be beautiful. The true beauty lies in those who are taking part. One must remember that the service of the wedding is a service of worship and celebration.

Before making any firm plans or announcements regarding your wedding date, please carefully read these Wedding Guidelines adopted by the Board of Trustees at Nolensville First United Methodist Church.

Your church liaison is:

Chris Grosson, interim
(615) 776-2815
weddings@nolensvilleumc.org

These Guidelines may also be found on the internet at
www.WeLoveWhereWeLive.org/Resources.



To Secure The Use Of The Church Facilities:

1. Discuss your wedding plans with the church liaison. The church liaison will check the church calendar and advise you on available dates and times for the wedding.*
2. Arrange for a pastor to conduct the wedding ceremony.
 - a. If the Nolensville First United Methodist Pastor will conduct the ceremony, the bride and groom are to meet with the pastor for pre-marital counseling.
 - b. The Pastor gives final approval for any wedding held at the church.
 - c. Any leadership roles taken by other clergy will be solely at the invitation of the NFUMC Pastor.
3. Complete the Wedding Reservation Contract and send it to the front office with the deposit.
 - a. Receipt of the contract and deposit in the church office will hold the wedding date. The front office will email a confirmation to the responsible party, the bride, and the groom.
 - b. The remaining fees must be paid in full 60 days before the wedding. A final confirmation will be sent to the responsible party, the bride, and the groom.
 - c. If the wedding is canceled by the wedding party, the deposit is forfeited.
4. Meet with the church liaison and wedding planner, if used, to review preliminary wedding plans and list of florist, caterer, photographer and wedding planner as applicable.
5. TWO WEEKS BEFORE THE WEDDING: Meet with the church liaison to confirm wedding plans:
 - a. List of wedding party
 - b. For florist, caterer, and photographer, planner, and closer: return signed guidelines forms
 - c. Final plans for reception if using Fellowship Hall

*For an evening wedding: If the reception will be held at the church, the wedding must begin by 7:00pm. If the reception is not held at the church, the wedding must begin no later than 8:00pm. All facilities must be vacated no later than 10:00pm, so that custodial care may be completed.



Information for Using Church Facilities:

1. The Sanctuary seats 125. The Fellowship Hall can easily seat the equivalent at tables.
2. The historic Sanctuary was built in 1894, and the stained glass windows date from the 1950's. Our Fellowship Hall with a professional serving kitchen was built in 2000.
3. The church bell in the steeple is functional, and can be rung at your wedding.
4. Rooms are available for dressing on the day of the wedding at the direction of the church liaison.
5. Weddings will not be scheduled on Wednesdays or Sundays.
6. Weddings scheduled during Advent/Christmas (Thanksgiving through January 6) or Easter (March, April, and/or May) seasons may have seasonally appropriate decorations that may not be moved.
7. Plan on one half hour for a typical wedding ceremony, and a full hour or more if there will be Communion. If the reception will also be held at NFUMC, plan on a half hour between the ceremony and the reception, especially if you wish to take pictures of the entire bridal party. Plan on the reception lasting two hours, three hours at the most. Don't forget to plan time, and people, for take down and clean up!
8. NFUMC is a busy church; therefore the bridal party should understand that meetings and/or other small church activities may take place in other areas of the church during preparations. No other church activities will take place during the actual wedding, reception, and/or rehearsal dinner.
9. The church liaison is responsible for the use of the facility and furnishings, including the opening and closing of the building. Please note that the church liaison is not responsible for organizing or planning the ceremony and/or reception. That is the responsibility of the wedding planner (if used) or the bridal party.
10. The church may be decorated the day before the wedding, as necessary. Access to the church for decorating may be no more than four hours before the rehearsal, wedding, and/or reception, and is dependent on the schedule of the church liaison. All decorations must be removed after the ceremony.
11. A kneeling bench may be used if desired, with the church liaison's approval.
12. Large NFUMC instruments (i.e. piano, covered drum kit), the altar table, and the pulpit may not be moved. The chancel area may be rearranged, and the church liaison may assist, but the bridal party is responsible for rearranging and for returning chancel furnishings to their original position. (Hint: take a photo on a cell phone before rearranging.)
13. Hangings and wall decorations in the Sanctuary and/or Fellowship Hall may not be removed. With approval of the church liaison, some wall decorations may be covered with wedding decorations.
14. No tacks, nails, pins, screws, tape or other like objects shall be used on or driven into walls, floors, ceiling tiles, pews, furnishings, or other portions of the building.
15. Candles and floral arrangements may not be placed on the instruments.
16. Rug protectors must be placed under any plants and candles as needed.
17. Artificial flower petals may be scattered on the floor of the sanctuary (not live or dried flower petals to avoid staining the carpet).
18. Absolutely no food or drink inside our historic Sanctuary.



19. Only birdseed or bubbles may be used outside to wish the couple good-luck upon leaving the wedding. No rice, confetti, sparklers, or firecrackers.
20. All of our buildings are smoke-free. Cigarette butts are to be placed in outside container.
21. No alcoholic beverages can be served or consumed in our buildings and property surrounding the buildings.
22. It is the responsibility of the bridal party to return all furnishings to the original places where they were found. Understanding that the newly married couple is unlikely to have the time or desire to do this, we ask the bridal party to designate someone to be in charge of looking over the church facilities at the end of the celebrations. This is usually the responsibility of the wedding planner, if used. If there is no wedding planner, the designated person should contact the church liaison two weeks before the wedding to discuss what needs to be done after the celebrations.
23. If any property is damaged and must be repaired or replaced, the responsible party will be assessed the charges. The charges will be deducted from the damage deposit, but charges in excess of the damage deposit will be billed to the responsible party. The church liaison will have authority to define damage and assess costs for repair and/or replacement.
24. NFUMC is not responsible for any materials left behind or lost at the church.
25. The damage deposit, less any deductions, will be returned to the responsible party by 30 days after the wedding.



Music

Music should be carefully selected and respectful of the religious setting in which you are having your ceremony. Music should be acceptable to a family setting.

You may use a musician or pianist of your choice for the wedding. Arrangements can be made for the NFUMC pianist through the church liaison. If an NFUMC pianist is not available and/or used, it is the bridal party's responsibility to contract with an outside musician.

An NFUMC-trained sound technician must be utilized, at an additional fee, if any NFUMC electronic systems will be used. This includes speakers, microphones, and any audio/visual equipment owned by NFUMC. Arrangements for a sound technician are made through the church liaison.

Catering for the Reception

Instructions on use of the kitchen equipment in the Fellowship Hall are located in the kitchen in a large black notebook. It is the responsibility of the catering staff to make sure that the Fellowship Hall is returned to a clean, presentable state after the reception. All trash must be removed from the building to the appropriate receptacles outside.

Honorariums

The responsible party should pay honorariums directly to the clergy conducting the ceremony. Outside musician(s) and/or soloist(s) should be paid appropriately when used. Fees for custodial services, NFUMC musicians, NFUMC sound technicians, and the church liaison must be paid through the church.

Photography

Photographs may be taken in the Sanctuary before or after the wedding. Your professional photographer may take flash photographs of the wedding party as they enter the church and as they leave the church. Photographs during the ceremony are permitted only from the back of the Sanctuary and without flash.

Photographers are not allowed to stand on church pews or any church furnishings. Professional videotaping is allowed only when the unit is stationary in the side aisle, no closer than the middle of the Sanctuary.

Best Wishes

It is our hope that your wedding at Nolensville First United Methodist Church will be a memorable and joy-filled Christian experience. May God bless your marriage and bring you peace. We are pleased to be of assistance to you in making your wedding day special.



Facility Use Fees

✘ If neither the bride nor the groom is a member of Nolensville First United Methodist Church, nor child of a member, the following guidelines and fees apply:

A deposit of \$ 300.00 (or \$550.00 if the reception will also be at NFUMC) is required when the Wedding Reservation Contract is turned in. If the wedding is not held as scheduled, this deposit is not refundable. The fees are due 60 days before the wedding. After the wedding, the deposit will be returned within 30 days to the responsible party, less any damages assessed.

Wedding:

Sanctuary use for rehearsal & wedding	\$ 300.00
Custodial services	\$ 75.00
Church liaison for rehearsal & wedding	\$ 150.00
Total cost for rehearsal and wedding:	\$ 525.00

Reception:

Fellowship Hall and kitchen use	\$ 250.00
Custodial services	\$ 100.00
Church liaison	\$ 75.00
Total cost for reception only:	\$ 425.00

If an NFUMC pianist is used, the following rates apply:

Wedding alone:	\$ 150.00
Rehearsal & wedding:	\$ 250.00

Note: This covers the cost of a separate rehearsal with a soloist, if needed.

If an NFUMC-trained sound technician is used, the following rates apply:

Rehearsal & Wedding	\$ 100.00
Reception	\$15.00/hour

The tech will be scheduled beginning one hour before start of the reception, and ending one hour after the scheduled end of the reception. If the Reception ends after the scheduled time, the responsible party will be billed for the additional time for the sound technician.

✘ For professing members of Nolensville First United Methodist Church, or if the bride or groom is a child of a professing member: Use fees are not required, however the refundable deposit at time of reservation, the fees for custodial services, the church liaison, NFUMC musicians, and sound technicians must be paid.

✘ Please note that these fees do NOT include the appropriate payment to the minister officiating at the wedding ceremony.



Wedding Reservation Contract for Nolensville First United Methodist Church

Return this form with your deposit to the front office:

P. O. Box 249, Nolensville, Tennessee 37135

Church Liaison: Chris Grosson, interim (615) 776-2815 weddings@nolensvilleumc.org

Bride's name: _____ phone: _____

Address: _____ email: _____

Groom's name: _____ phone: _____

Address: _____ email: _____

Officiating clergy: _____ phone: _____

Clergy's church & address: _____

Date of wedding: _____

Approval:	Church liaison: (init.) _____ (date) _____
	NFUMC pastor: (init.) _____ (date) _____
	On NFUMC calendar: (init.) _____ (date) _____

Bride's parents: _____ phone: _____

Address: _____ email: _____

Groom's parents: _____ phone: _____

Address: _____ email: _____

Date of rehearsal: _____ time: _____

We request access to NFUMC from _____ (time) to _____ (time).

We need a sound technician for the rehearsal: yes no

We need an NFUMC pianist for the rehearsal: yes no

Location of rehearsal dinner: _____

Time of wedding ceremony: _____

We request access to NFUMC from _____ (time) to _____ (time).

We need a sound technician for the wedding: yes no

We need an NFUMC pianist for the rehearsal: yes no

Name:

Date:



Location of reception: _____

Time of reception from _____ (time) to _____ (time).

We request access to NFUMC from _____ (time) to _____ (time).

We need a sound technician for the reception: yes no

Florist: _____ phone: _____

Photographer: _____ phone: _____

Wedding planner: _____ phone: _____

Caterer: _____ phone: _____

Name of person designated to oversee the end of the celebrations: _____

Email: _____ phone: _____

Address of the new couple after the wedding and honeymoon: _____

I/We agree to and shall indemnify and hold Nolensville First United Methodist Church and any employee or church representative involved with said church harmless from and against any and all claims, losses, damages, suits, and liability of every kind for injury to or death of any person or for damage to any property arising out of or in connection with the performance of this lease agreement.

Signature of responsible party: _____

Role in wedding: _____ date: _____

Address and email (if not above): _____

Deposit must be paid with this reservation form in order to hold the date open for your wedding.

For office use:
Pastor Invite _____
Custodian _____
Florist _____
Photo _____
Caterer _____
Planner _____
Closer _____



Nolensville First United Methodist Church
7316 Nolensville Road, P. O. Box 249, Nolensville, Tennessee 37135 (615) 776-2815
Church Liaison: Chris Grosson, interim weddings@nolensvilleumc.org

Guidelines for the Florist

Please review this information with the florist and return the signed form to the church liaison or front office at least two weeks before the wedding date.

1. Only appropriate floral decorations are to be used on the altar table.
2. The altar and cross are to remain in the chancel of the church. Other items may be removed, with the Wedding Coordinator's approval.
3. Rug protectors must be placed under any plants and candles to protect carpet or other surfaces from moisture or candle wax. Only dripless taper candles or pillar candles are allowed in the Sanctuary. NOTE: Our church is a historical building, therefore, would be easily susceptible to flame.
4. No tacks, nails, pins, screws, tape or other like objects shall used on or be driven into walls, floors, ceiling tiles, furnishings, pews, or other portions of the building.
5. Candles and floral arrangements may not be placed on or next to the piano or organ.
6. The church may be decorated the day before the wedding, with the church liaison's permission.
7. All decorations and florist equipment must be removed after the ceremony and/or reception. The church custodian does not clean up after the florist the day of the wedding.
8. The opening and closing of the building is the responsibility of the church liaison.
9. Only artificial flower petals may be scattered on the floor of the Sanctuary (not live or dried flower petals to avoid staining the carpet).
10. Only birdseed or bubbles may be used outside the church buildings, to wish the couple good-luck upon leaving the wedding.
11. The church is not responsible for any materials left at the church or lost at the church.

We have read the policies stated above and agree to abide by these policies.

Florist signature: _____ Print florist name: _____

Florist company: _____ Florist phone: _____

Responsible party's signature: _____ Date of wedding: _____

Date received by front office or church liaison: _____



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Guidelines for the Photographer/Videographer

Please review this information with the photographer and return the signed form to the church liaison or front office at least two weeks before the wedding date.

1. A wedding is a worship service. The taking of pictures, movies, or videos should not distract from this in any way.
2. Photographs may be taken in the Sanctuary before and after the wedding ceremony.
3. Photographs may NOT be taken during the wedding, with the following exceptions:
 - The professional photographer may take flash pictures of the bride and the wedding processional coming in from the rear of the church via the center aisle.
 - The professional photographer may take flash pictures from the back of the church as the wedding party recesses after the wedding ceremony.
 - The professional photographer may take photos without flash, from a fixed position in the back of the sanctuary only, during the ceremony.
4. Photographers are not allowed to stand on church pews or any church furniture.
5. Professional videotaping is allowed only when the unit is stationary in the side aisle, no closer than the middle of the sanctuary.

Photographer/Videographer Signature: _____

Print name: _____

Company: _____

Phone: _____

Website: _____

Email contact: _____

Responsible party's signature: _____ Date of wedding: _____

Date received by front office or church liaison: _____



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Guidelines for the Caterer
If using NFUMC Facilities for Rehearsal Dinner or Reception

Please review this information with the caterer and return the signed form to the church liaison or front office at least two weeks before the wedding date.

1. Smoking is not permitted in any of our church buildings.
2. Serving of alcoholic beverages is not permitted on the church premises, including buildings and property, at any time. Members of the wedding party must refrain from using alcoholic beverages prior to and during any activity held at the church.
3. All food and drink must remain outside of the Sanctuary.
4. Rules for how to use the kitchen equipment in the Fellowship Hall are located in the kitchen in a large black notebook.
5. It is the responsibility of the responsible party to make sure that the Fellowship Hall and any other space used on church property is returned to a clean, presentable state after the reception. All trash must be removed from the building to the appropriate receptacles outside.
6. The opening and closing of the building is the responsibility of the church liaison.
7. The church does not keep catering equipment overnight. The church is not responsible for any materials left at the church or lost at the church.

We have read the policies stated above and agree to abide by these policies.

Caterer's signature: _____ Print caterer's name: _____

Caterer's company: _____ Caterer's phone: _____

Responsible party's signature: _____ Date of wedding: _____

Date received by front office or church liaison: _____



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Guidelines for the Wedding Planner

Please review the entire Wedding Guidelines with your wedding planner, and return the signed form to the church liaison or the front office at least two weeks before the wedding date.

I, the wedding planner, have read the Wedding Guidelines and discussed them with the bridal party. I have and/or will discuss all planning arrangements taking place at NFUMC with the bridal party and the NFUMC church liaison. I understand that the church liaison has the authority to determine what is permissible at NFUMC.

Planner signature: _____ Print planner name: _____

Planner company: _____ Planner phone: _____

Responsible party's signature: _____ Date of wedding: _____

Date received by front office or church liaison: _____



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Guidelines for After the Celebrations

To the person responsible for closing after the celebrations: Please fill out the top portion of this form and return the signed form to the church liaison or the front office at least two weeks before the wedding date.

I understand that I will be responsible for making sure that all decorations are removed and church furniture is replaced after the celebrations by the time agreed. I understand that the church liaison has the authority to determine if the church facilities are restored, and if there has been any damage to and/or problems with the facilities. Furthermore, I understand that if I do not remain after the celebrations until the church liaison agrees that the church facilities have been restored, then the responsible party's deposit will not be refunded.

Closer's signature: _____ Print closer's name: _____

Closer's email: _____ Closer's phone: _____

Responsible party's signature: _____ Date of wedding: _____

Date received by front office or church liaison: _____

After the Celebrations:

I, _____, the church liaison, agree that _____, as a representative of the responsible party, has remained until all of the areas used in the celebrations have been restored to an acceptable condition and in the time agreed.

Closer's signature: _____ Liaison's signature: _____

I, _____, the church liaison, agree that _____, as a representative of the responsible party, has remained until all of the areas used in the celebrations have been restored. However damages, problems and/or time restraints have been noted on the back of this page.

Closer's signature: _____ Liaison's signature: _____

I, _____, the church liaison note that no person designated by the responsible party has remained until all of the areas used in the celebrations have been restored to an acceptable condition, and the responsible party's deposit is subject to forfeit.

Liaison's signature: _____

