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WEDDING POLICIES AND GUIDELINES

We are pleased that you have chosen our church for your Christian wedding. We will try to do everything possible to make this the joyful Christian experience it should be.

A church wedding is a service of worship. When two people enter into the holy bond of marriage, they pledge their faith and trust to each other. In addition, they enter into a covenant with God. The selection of music, flowers, greenery, candles, and optional verses or poems should elicit a combined sense of reverence, dignity, and joy in all participants. The planning process itself should be entered into with a Christian sensitivity for the integrity of the church and the feelings of all concerned.

These guidelines and policies were designed to aid you in understanding the role of those involved and to help make the occasion a memorable and happy one.

It is the responsibility of the bride and groom to become familiar with these guidelines and to ensure the wedding party, florist, caterer, photographer, and musicians observe them. These policies and guidelines will **not be waived on the wedding day. It is the responsibility of the bride and groom to read and be thoroughly familiar with these policies and guidelines.**

Weddings may be held in the sanctuary, chapel, or fellowship hall. Receptions may be held in the fellowship hall.

The capacity for the chapel is 100. The capacity for the sanctuary is 750. The fellowship hall will comfortably seat 90 people at 15 tables (6 per table).

Thank you for allowing us to be a small part of this significant event in your life.

SCHEDULING

All initial reservations for the church facilities may be made with the Church Office Manager by phone. A Wedding Packet containing forms, fees, and policies will be mailed to you or may be picked up from the Church Office. Tentative dates may be set by phone, but to confirm a definite date, your nonrefundable reservation fee of \$150 for a wedding without a reception and \$300 for a wedding with a reception, as well as the completed *WEDDING RESERVATION REQUEST AND AGREEMENT FORM*, must be received at the church within two weeks of your scheduling.

THE RETURN OF THE *WEDDING RESERVATION REQUEST AND AGREEMENT FORM* AND RESERVATION FEE PAYMENT IS REGARDED AS A CONTRACT AND THEREBY INDICATES THAT THE BRIDE AND GROOM HAVE READ THE WEDDING POLICIES AND GUIDELINES AND INTEND TO ABIDE BY THE STATED POLICIES.

WEDDING FEES

Canton First UMC Facility Use and Professional Services Fees are itemized and included as a separate document in the Wedding Packet provided.

OFFICIATING PASTOR

Engagement of one of our pastors must be arranged by the bride/groom. This should be done when the church is reserved. The pastor's services normally include counseling sessions, the rehearsal, and the wedding. The guest minister may officiate at the invitation of the senior minister at Canton FUMC. The guest minister is required to be present at the rehearsal.

WEDDING DIRECTOR

The church office will refer you to our Wedding Director who will contact you with facility policy information and a list of members who have been approved to be Wedding Directors. One of these people must be chosen to be your Wedding Director. No outside Wedding Directors may be used.

Your Wedding Director will meet with you to discuss your wishes for your wedding. She will direct the rehearsal and the wedding in accordance with the plans that you have made. The Director will be at the church for all activities relating to the wedding.

REHEARSAL

When scheduling your wedding, please give the date and hour of the rehearsal to all the wedding party, musicians, photographer, and family members who are participating. Please schedule your wedding rehearsal prior to the rehearsal dinner. We ask you to stress to your wedding party the importance of being on time. Rehearsals are limited to one hour.

Rehearsal dinners may be held in the fellowship hall.

TIME ALLOTMENTS

One hour is allotted for the rehearsal. Rehearsal, wedding, and photography are allotted a total of seven (7) hours.

Rehearsal, wedding, photography, and reception are allotted a total of nine (9) hours.

Monday through Friday activities can begin no earlier than 5:00 PM and must conclude no later than 9:00 PM.

On Saturday, activities must conclude no later than 7:30 PM, including clean-up.

DECORATIONS

No nails, tacks, staples or tape may be used to attach decorations to any part of the church.

No helium balloons can be used inside building.

Only dripless or mechanical candles can be used. Protection must be placed under vases, pots, etc. Plastic runners must be placed under candelabras, especially the unity candle, to catch any wax drip.

Do not put anything in the windowsills of the chapel or fellowship hall.

All decorations must be removed immediately following the wedding and the photography.

Only silk flower petals may be dropped by a flower girl.

No decorations may be placed on the communion table or the altar rail. Neither the communion table nor the pulpit is to be moved or covered. Address concerns to the Wedding Director.

During seasonal periods (Christmas, Easter, etc.), church decorations shall have precedence over other decorations and may not be moved.

Only bird seed or bubbles may be used when the married couple leaves, and their use must be outside the building.

The contracting family will be notified of any damages resulting from improper decorating procedures.

MUSIC/PHOTOGRAPHY

CFUMC's musical instruments which are in the worship areas must be played by the church's approved musicians.

A wedding is a sacred service and music must be conducive to the worship of God. The selections should emphasize not only the love shared by the couple, but the love God has for them. To ensure that the music meets the criteria, discuss your selections with the Wedding Director.

Since this is a religious ceremony, the church does not allow flash photographs by wedding guests during the ceremony. The professional photographer may take ONE PICTURE as the bride enters on the arm of her father, and ONE during the recessional. Such photographs should be taken from the rear of the sanctuary. Additional photographs should be taken either before or after the ceremony. We encourage each couple to have group pictures made before the wedding. Pictures may not be made in the sanctuary 30 minutes prior to the ceremony.

Unmanned videos can only be taken from the balcony in the sanctuary and in a concealed location on the platform in the chapel. Please check with the Wedding Director concerning placement. No additional lighting may be used for the video cameras.

RECEPTIONS/CATERING

Use of the fellowship hall and kitchen requires a refundable deposit of \$500.00 per event. This deposit is refundable only if no additional fees are required to cover damage.

The reception should last no longer than two hours. The bride has booked a total of nine (9) hours including decorating, photography, wedding, and reception. This includes caterer's clean-up time.

When receptions are held in our church, you and your caterer may use the kitchen for prep and set up, serving, and washing dishes but not for food preparation or cooking. A microwave is available for reheating purposes.

The kitchen and all equipment must be cleaned immediately following your event and items stored in their proper places.

Caterers provide all linens, chinaware, silverware, etc.

The church has round and rectangle tables and chairs that may be used.

Deposit trash in the dumpster located in the parking lot at the rear of our facilities.

Food and beverages should be consumed in the room(s) they are served. Food must not be carried to other parts of the building. No food or drinks are allowed in the sanctuary/chapel.

NO ALCOHOLIC BEVERAGES MAY BE BROUGHT ONTO CHURCH GROUNDS.

OTHER

No furniture (choir chairs, benches, tables) or decorations are to be removed from where they are found without approval. Check with the Wedding Director.

Use of rooms other than the bride's room for dressing will be assigned by the Wedding Director.

The church computers and telephone equipment may not be used.

Thermostats are programmed throughout the building and cannot be adjusted. The temperature will be preset at a comfortable setting for your event.

SMOKING IS PROHIBITED IN ANY PART OF THE FACILITY.

Outside companies/organizations bringing in their own equipment, such as lighting, sound, or photography shall be bonded and insured. The church bears no responsibility for damages.

Your activities are limited to your reserved room(s) ONLY. Other areas of the facility are to remain free from roaming as other groups may be utilizing the facility concurrently.

The church nursery can only be provided if you have coordinated this with the Wedding Director.

CHILDREN MUST BE SUPERVISED AT ALL TIMES IN ALL AREAS OF THE CHURCH. ADULT SUPERVISION IS REQUIRED ON THE PLAYGROUND AT ALL TIMES.

WEDDING DIRECTOR CHECKLIST

Wedding Date _____ Time _____ Number of Wedding Guests _____

Rehearsal Date _____ Time _____

Please mark room for the wedding. Sanctuary _____ Chapel _____ Fellowship Hall _____

Reception at the church yes _____ no _____

Minister _____ Phone _____

Address (if other than CFUMC minister) _____

Bride's Name _____

Address _____

Home Phone _____ Cell Phone _____ Email _____

Church Membership Status _____

Groom's Name _____

Address _____

Home Phone _____ Cell Phone _____ Email _____

Church Membership Status _____

Address of Couple Following Wedding _____

Organist/pianist _____

Photographer _____

Florist _____

Are wedding flowers to be left for Sunday Service? _____

WEDDING RESERVATION REQUEST AND AGREEMENT FORM

Wedding Date _____ Time _____ Rehearsal Date _____ Time _____

Approximate # of Guests _____ Reception at CFUMC Yes _____ No _____ Approx. # of attendants _____

The non-refundable reservation fee is \$150 for a wedding without a reception at CFUMC and \$300 for a wedding with a reception at CFUMC. Upon receipt of this signed *Wedding Request and Agreement Form* and the reservation fee (**see note), the Church Office Manager will verify the availability of the dates requested and schedule accordingly; if your date is not available, the Office Manager will communicate with you to hopefully select an alternate date.

Please note: **Your reservation fee is not refundable except in the case when the date you have requested is not available. If an alternate date is not agreed upon and you are not able to schedule you wedding at CFUMC, then your reservation fee will be refunded. Make checks payable to Canton First UMC.

Officiating Pastor _____ Phone _____ Address (if other than CFUMC minister) _____
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Bride's Name _____ Address _____ Cell Phone _____ Email _____ Canton First UMC Membership Status _____ Groom's Name _____ Address _____ Cell Phone _____ Email _____ Canton First UMC Membership Status _____
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We have read and agree to follow the terms of Canton First UMC Wedding Policies and Guidelines, we and understand that a Reservation Fee of \$150 or \$300 is non-refundable except in the case our requested date is not available.

Bride's signature _____ Date _____

Groom's signature _____ Date _____

REHEARSAL DINNERS AND RECEPTIONS AT CFUMC

You are more than welcome to use the church fellowship hall for your rehearsal dinner and/or reception at CFUMC in conjunction with your wedding. Please take note of the following policies for these events in the fellowship hall.

Seating capacity for the fellowship hall is as follows:

- 15 round tables with 6 chairs each are available to comfortably seat 90 guests.
- 6 long rectangle tables are available for serving food.

Rehearsal dinners (Thursday and Friday) must have ended, and the church facilities must be vacated no later than 9:00 PM.

Saturday receptions must end not later than 7:00 PM with all guests, members of the wedding party, and caterer having vacated the church property by 7:30 PM.

Spaces reserved for a reception following a wedding are reserved for up to three (3) hours from the wedding start time. Please note, there may be another event in that space prior to yours so verify when the space will be available prior to your event for set up. Your Wedding Director will communicate with you to let you know when your reception space is available for set up.

You must submit your set-up request to your Wedding Director not later than four (4) weeks in advance of the event date. Please include the number of people you are expecting and any specific set up requests.

KITCHEN FACILITIES

- There are no kitchen facilities that are available for cooking.
- The kitchen may be used only for staging food.
- All rehearsal dinner/reception food and drinks must be catered in.
- All caterers providing service a CFUMC must provide a copy of their SafeServ certification and proof of insurance to the Wedding Director at least 30 days prior to the event. It is the responsibility of the bride/groom to ensure the proper forms have been submitted. Failure to do so will prohibit the caterer from having access to the facility.

WHAT WE PROVIDE

- Ice will be made available.
- Custodians will set up tables and chairs.
- Custodians will take down tables and chairs and re-set space for Sunday worship.

WHAT WE DO NOT PROVIDE

- CFUMC does not provide any linens, dishes, or cutlery.
- We do not provide clean-up services. This is the responsibility of your caterer.

OTHER THINGS TO KNOW ABOUT REHEARSAL DINNER OR RECEPTION

- Dancing is allowed in the fellowship hall.
- DJs are allowed with approval. Please remember you are in a church and it is ALWAYS a worship space. Therefore, we ask that the music be appropriate to the venue. Your Wedding Director has discretion over the appropriateness of the music.
- DJs are encouraged to speak to our sound engineer prior to the wedding day about their set up needs.
- Production services, such as playing slide shows, are available but must be overseen by our sound engineer. Slide shows or music must be provided by you at least two weeks in advance to our sound technician.
- No permanent furnishings, wall hangings, banners, etc. may be moved or removed.
- Real candles may be used only if they are enclosed in some kind of container to prevent wax from dripping.
- **NO ALCOHOL** is allowed. This includes all toasts and also includes use of alcohol in the church parking lot. **No alcohol is allowed anywhere on the church property.**
- Absolutely no smoking is allowed **except** outside near the rear of the fellowship hall.
- Because of permanent damage, please refrain from serving red punch or any red beverage. Your cooperation on this matter is greatly appreciated.