

FEES FOR MEMBERS OF VINEVILLE UMC

Use of Sanctuary (Rehearsal, wedding & use of brides room), 3 Marital Counseling sessions, Minister to perform the ceremony, **Facility Coordinator** (required), **Custodian** (required) - **\$700.00**

FEES FOR NON-MEMBERS

\$1,500.00 includes the following:

Use of Sanctuary (Rehearsal, wedding & use of bride and grooms room), Facility Coordinator (required), Custodian (required), All Candle labra's, pew candles, kneeling bench, etc., 3 Marital Counseling sessions, Minister to perform the ceremony.

\$950.00 includes the following:

Use of Sanctuary (Rehearsal, wedding & use of bride and grooms room), Facility Coordinator (required), Custodian (required), All Candle labra's, pew candles, kneeling bench, etc.. *Minister you choose must have ordination papers.*

Use of Chapel instead of Sanctuary - **call for pricing.**
Reception in Formal Dining Room - **call for pricing**
Reception in CLC - **call for pricing**

ORGANIST FEE

The organist fee is separate from the Church fee and should be paid directly to the organist at the rehearsal.

MEMBER: \$250.00
NON-MEMBER: \$300.00

Videographer - (Upon Request) Tony Otero - 404-403-4654 or email at: anthonylotero@yahoo.com.

Security upon request. Minimum of 4 hours at \$20.00 per hr.

There is a \$100.00 non-refundable required deposit to reserve the facilities. Payment in full is required by the rehearsal date. The required Wedding coordinator fee pays for the person who opens and locks the church. She is here for the duration of your rehearsal and wedding, helps to clean up the facility after the wedding, and is there for any needs of the wedding party. She makes sure the air/heat is comfortable and that the sound system is working properly, etc. She can be contacted by phone at: 478-456-6617.

CHURCH REGULATIONS

1. No alcoholic beverages may be served on Church premises at any time.
2. **Immediately prior to both the rehearsal and the wedding, it is expected that members of the wedding party will refrain from the use of alcoholic beverages on the church property.**
3. Smoking is not permitted in any Church building.
4. No rice or confetti may be used, but birdseed may be thrown outside of the building.
6. Ushers please refrain from loud conversation in the narthex during the time guests are arriving. The sanctuary doors are open, and the guests already seated should not be disturbed.

REGULATIONS FOR PHOTOGRAPHERS AT VINEVILLE UNITED METHODIST CHURCH

The church will be open three hours before the wedding unless arrangements have been made with the administrator prior. **Photographs taken in the sanctuary during the ceremony should be done very discreetly and from the rear of the Church or balcony. Please stay in one location; do not move about during the ceremony.**

FLASH CAMERAS ARE NOT ALLOWED DURING THE CEREMONY BY ANYONE.

A video camera may be mounted at a fixed location in the balcony for taping the entire ceremony, if desired.

REGULATIONS FOR THE FLORIST AT VINEVILLE UNITED METHODIST CHURCH

1. Only fresh flowers may be used in the sanctuary.
2. No artificial greenery or plants may be used.
3. Flowers placed on the altar should not obstruct one's view of the cross.
4. Only drip less candles may be used.
5. The altar cushions may not be removed.
6. Candles and candlesticks on the altar may not be moved.
7. When seasonal decorations (as for Thanksgiving, Christmas, or Easter) are in place, they may not be moved.
8. Do not remove containers or liners from the Church at any time.
9. Never stand on kneelers.
10. Do not use nails or tape.
11. No candle stands or arrangements may be placed in the choir loft.
12. After the ceremony, remove all flowers, candelabras, and any other decorations **you** placed in the sanctuary unless arrangements are made in advance.
13. Don't forget your containers and supplies.

If the florist has any questions they may contact me, Kim Pruitt at 478-456-6617.



Vineville UMC is located at the corner of Vineville and Forest Avenues, two blocks north of I-75 at the Hardeman Avenue Exit, near downtown Macon.

2045 Vineville Avenue
Macon, GA 31204
(478) 745-3331

More information online at: www.vinevillemethodist.com
The Knot: <https://www.theknot.com/marketplace/vineville-umc-macon-ga-874699>



*"Love bears all things, believes all things, hopes all things, endures all things."
1 Corinthians 13:7*



"VINEVILLE UNITED METHODIST CHURCH"

Congratulations on your upcoming wedding!

This is one of the most important times in your life, and we are pleased that you have chosen Vineville United Methodist Church for your ceremony. A church wedding is a service of worship celebrating the most sacred human covenant between two people and God. In your wedding the blessing of God will be invoked on your love, your marriage, and your home; the sanction of the Christian church will be affirmed with reverence and faith.

Vineville United Methodist Church facilities, made possible by the sacrificial gifts of Christians for many years, provides a beautiful, holy setting for your wedding. It is the desire of the VUMC congregation and staff that this ceremony on this sacred site be deeply spiritual.

We urge you to please read carefully these procedures and policies.

THE BRIDE AND GROOM ARE RESPONSIBLE FOR NOTIFYING THE PHOTOGRAPHER, THE FLORIST, AND ALL OTHER MEMBERS OF THE WEDDING PARTY OF ALL REGULATIONS.

GENERAL INFORMATION

Church staff involved in your wedding:

♥ **Pastors (upon request)**

Dr. Jimmy Asbell, Jr., *Senior Pastor*
Rev. Ted Goshorn, *Assoc. Pastor*
Rev. Grace Guyton, *Assoc. Pastor*

♥ **Facility Coordinator (required)**

Kim Amerson Pruitt
(takes care of running sound, making sure all areas acceptable to the bride & groom. Available for any help or questions needed by the couple & helps to clean the areas after the wedding.

♥ **Director of Music/organist**

Dennis L. McCleary

♥ **Custodian (required)**

Ray Johnson



Church hours: 8:00 a.m. to 5:00 p.m.

Monday through Friday

Church phone: 478-745-3331 **Coordinator:** 478-456-6617

ARRANGEMENTS: Even small weddings require planning and preparation. There are a number of people involved; so it is important that you reserve the facilities of the church you wish to use as soon as possible. All weddings at VUMC are scheduled through the wedding coordinator at least eight weeks in advance. **Members of VUMC have the option of a wedding date unless it is within 9 months and has been tentatively scheduled for a non-member. A non-member who has scheduled a wedding date over 9 months is tentatively put on the calendar and will be confirmed on the 9 month mark if a member has not yet requested the date.** An information form must be completed, signed, returned and approved by church officials before any formal announcement or arrangements are made.

THE MINISTER: A minister of Vineville can perform your wedding if advance arrangements are made. You may have your minister perform the ceremony as long as they have ordination papers and give the church a copy. All weddings must be in accordance with the doctrines of the United Methodist Church.

PRE-MARITAL COUNSELING: Pre-marital counseling is considered an important factor in the establishment of a Christian home. Therefore, all bride and grooms will be expected to engage in counseling before being married at Vineville. Appointments for counseling conferences should be made several months before the wedding if our minister is used.

CHOOSING A DATE AND TIME: When selecting a date for your wedding, it is important to remember Special religious times and holidays. Vineville prefers not to schedule any weddings during or on the following observance days:

Holy Week (the week before Easter)

Easter Day

Thanksgiving weekend

Advent Season

Christmas Eve

Christmas Day

***World Communion Sunday
(first Sunday in October)***

Weddings without a reception at the church may be scheduled **no later than 6:00 p.m.** A wedding that includes a reception at the church may be scheduled **no later than 6:00 p.m.** The church will be open three hours before the wedding unless arrangements are made in advance.

FACILITIES AND EQUIPMENT

- Sanctuary with seating for 600 guests.
- Chapel with seating for 60 guests.
- A room, with full-length mirrors, available for use as a dressing room for the bride and bridesmaids.
- An additional room available for use as a dressing room by the groom and groomsmen.
- A small formal dining room that will hold approximately 125 people mingling or 80 people seated.
- The CLC is available for large receptions. Can hold approximately 350 people seated.
- Security in the parking lot available at cost of \$20.00 per hour. Security must be scheduled by calling the Church Coordinator two weeks before the wedding.

The following items are also available upon request to use in the ceremony:

- Brass candelabras (2 tabletop and 2 floor, use oil)
- White paraments (must stay)
- Kneeling bench
- 18 brass aisle candle holders (use oil)
- Brass urns for flowers (must stay in church)
- Pedestals of all sizes



THE REHEARSAL: The rehearsal should begin promptly as scheduled and last **no longer than one and a half hours.** **Please adhere to this time schedule.**

RESERVING THE CHURCH: After you have chosen the date and the time, you will need to complete the reservation form and return it or go online and submit to the church secretary. She will present your request at the weekly staff meeting. If there are no conflicts, then your date and time will be officially added to the church calendar once the non-refundable deposit of \$100.00 has been made. Tentative clearance may be given by phone prior to the staff meeting, but only after approval by the church staff may any formal announcements or arrangements be made.

THE MUSIC: All arrangements for church music must be made through the church organist. The services of our church organist are expected. Use of a guest organist must be approved by the organist at Vineville. Only appropriate sacred music may be used. **Taped music or accompaniment is accepted upon approval of facility coordinator. The Director of Music must be consulted concerning selections which are suitable for the wedding service. The Director of Music is also available for any assistance which the wedding party may need.**

THE RECEPTION: If you plan to utilize the church for your reception we can offer a small formal dining room that will hold approximately 125 people mingling or 80 people seated. Arrangements for use of the formal dining room should be made with Alice Hestley. There is also a CLC, which can be used for the reception and can hold over 125 people seated. Our caterer must be given the chance to do the reception but if they choose not to then an outside caterer can be used but must furnish all dishes, crystal, silverware, and tablecloths. The facility coordinator and custodian must be present during the reception at an extra fee separate from the wedding fee.