

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 members of our congregation through the years, provide a beautiful, holy setting for your wedding. It is the desire of the Vineville UMC 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.

Vineville United Methodist Church
2045 Vineville Avenue
Macon, GA 31204
(478) 745-3331
Updated July 2021

General Information

These are the church staff members involved in weddings at Vineville UMC.

Pastors

Dr. Jimmy R. Asbell, Jr., *Senior Pastor*

Rev. Jonathan Brown, *Associate Pastor*

Rev. Grace Guyton, *Associate Pastor*

Wedding Coordinator

Reese McCurry

Organist/Assistant Director of Music

Elizabeth Morgan

Church Administrator

Rev. Cass DuCharme

Custodians

Ray Johnson

Larry Bethel

Church Hours

8:00 a.m. – 5:00 p.m. Monday through Friday

Church Phone Number: (478) 745-3331

Facilities and Equipment

- Sanctuary with seating for 450 guests
- Chapel with seating for 70 guests
- A classroom, with full-length mirrors, available for use as a dressing room for the bride and bridesmaids
- A small formal dining room that will hold approximately 125 people mingling or 64 people seated
- Security in the parking lot available at a cost of \$20 per hour. Security must be scheduled by calling the church administrator two weeks before the wedding.

The following items are available upon request:

- Brass pyramid candelabras (2 tabletop and 2 floor, use oil)
- White paraments
- Kneeling bench
- 16 brass aisle candle holders/torches (use oil)
- Various urns for flowers

The sanctuary's furnishings and symbols make it a place of dignity with a sacred atmosphere. Elaborate decorations, therefore, cannot improve the ambience. Simplicity is urged, and every effort should be made to protect the facility and its furnishings. When seasonal decorations are in place, they may not be removed.

The kneelers around the altar represent many hours of loving service by the members of our Needlepoint Guild. For this reason, the kneelers are not to be stood on or walked on. Take extreme care that no candles are placed where wax may drip on the kneelers.

Only drip-less candles may be used. There is a charge of \$1.25 per candle when purchased from the church. When using candles, please see that proper precautions are taken to prevent dripping on carpet, kneelers and pews.

Choosing the Date and Time

When selecting a date for your wedding, it is important to remember special religious times and holidays. Vineville UMC prefers not to schedule any weddings during or on the following observances or days:

Holy Week (including the Saturday before Palm Sunday)

Easter Day

Thanksgiving Weekend

Advent Season/The Month of December

Christmas Eve

Christmas Day

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 5:00 p.m. The church will be open three hours before the wedding.

Arrangements

Even small weddings require planning and preparation. There are a number of people involved, so it is important that you reserve your desired facilities as soon as possible. All weddings at Vineville UMC are scheduled through the wedding coordinator *at least eight weeks in advance.* An information form must be completed, signed, returned and approved by church officials before any formal announcements or arrangements are made. Once approved, a \$100 deposit must be submitted which will secure the facilities.

The Minister

The decision of the minister who will perform the ceremony is up to the bride and groom, but it is recommended that a member of Vineville's staff preside over the ceremony. The bride and groom may request the services of the pastor of their choice to officiate. Services held at Vineville 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 members of Vineville United Methodist Church will be expected to engage in counseling before being married at Vineville. Appointments for counseling should be made several months before the wedding.

Fees for Members of Vineville UMC

Sanctuary Wedding: \$1000

The wedding fee includes use of the sanctuary for the rehearsal and the wedding, the bridal room, the wedding coordinator's fee and the custodial fee.

Chapel Fee: \$500

The wedding fee includes use of the chapel for the rehearsal and the wedding, the bridal room, the wedding coordinator's fee and the custodial fee.

**Ministerial fees are agreed upon with the presiding minister.*

Fees for Non-Members

Sanctuary Wedding: \$1500

The wedding fee includes use of the sanctuary for the rehearsal and the wedding, the bridal room, the wedding coordinator's fee and the custodial fee.

Chapel Wedding: \$750

The wedding fee includes use of the chapel for the rehearsal and the wedding, the bridal room, the wedding coordinator's fee and the custodial fee.

**Ministerial fees are agreed upon with the presiding minister.*

There is a \$100 non-refundable required deposit to reserve the facilities.

Payment in full is required by the rehearsal date.

Organist Fee

The organist fee is separate from the church fee and should be paid directly to the organist at the rehearsal. You may use your own organist; however, he/she must be gain permission from and be in contact with VUMC's organist and/or wedding coordinator prior to the wedding.

Member fee: \$250

Non-member fee: \$350

Security

We also can offer security at an additional charge. Please contact the church administrator for this information.

Reserving the Church

After you have chosen the date and the time, you will need to complete the reservation form and return it to the wedding coordinator. She will present your request at the weekly staff meeting. If there are no conflicts, then your date and time will be officially added the church calendar. 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 not acceptable for the wedding service. The organist must be consulted concerning selections which are suitable for the wedding service. The organist is also available for any assistance which the wedding party may need.

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.

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 64 people seated. Arrangements for use of the formal dining room should be made with the church administrator.

We also have a Christian Life Center (CLC) which can be used for receptions and can hold 250 people seated. Arrangements for this area should be made through the church administrator.

Outside caterers must furnish all dishes, crystal, serving pieces, silverware and tablecloths.

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. You may purchase candles from the church for \$1.25 each.
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. Take extreme care that no candles are placed where they may drip on kneelers, carpet, or pews.
10. Never stand on kneelers.
11. Do not use nails or tape.
12. No candle stands or arrangements may be placed in the choir loft.
13. After the ceremony, remove all flowers, candelabras, and any other decorations from the sanctuary unless prior arrangements have been made with the Altar Guild.
14. Place arrangements for Sunday worship on the altar in the sanctuary.
15. Place candelabras in closet down the hall towards the music department.
16. Clean counter tops.
17. Sweep floor.
18. Don't forget your containers and supplies.

Regulations for Photographers at Vineville United Methodist Church

1. The church will be open three hours before the wedding unless arrangements have been made prior with the wedding coordinator.
2. Photographs taken in the sanctuary during the ceremony should be done very discreetly and from the rear of the Church or balcony.
3. Please stay in one location; do not move about during the ceremony.
4. Flash cameras are not allowed during the ceremony by anyone. Camera noise (i.e. clicking) should be minimized during the ceremony.
5. A video camera may be mounted at a fixed location in the balcony.

General Church Regulations for Weddings at Vineville UMC

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.
3. Smoking is not permitted in any Church building.
4. Flash cameras are not allowed during the ceremony by anyone, including the use of cell phones. A video camera may be mounted at a fixed location in the balcony for taping the entire ceremony, if desired. Please notify family and friends of these regulations.
5. No rice or confetti may be used, but birdseed may be thrown outside of the building.
6. Ushers should 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.