

Wedding Guide



McEachern Memorial

A United Methodist Church

John N. McEachern Memorial
United Memorial United Methodist Church
4075 Macland Road, Powder Springs, GA 30127
(770) 943-3008 FAX (770) 943-9664

INTRODUCTION

There are certain Church policies, as set forth by the Board of Trustees, which are to be followed. It is the bride's responsibility to become familiar with these policies and to see that they are observed by the wedding party, florist, caterer, photographers, and musicians. On the wedding day, no changes can be made that conflict with the existing policy.

SCHEDULING

Scheduling of Weddings may take place up to one year in advance for both members and non-members. Only 2 weekends per month will be booked for non-members 12 months in advance. All Weddings will be scheduled not to conflict with Church activities.

All initial reservations for Church facilities are required to be made by phone or email with the Wedding Coordinator at 770-943-3008 X5013 or weddings@mceachernumc.org. Once the availability of the date and the pastor are confirmed the Wedding Coordinator will schedule a meeting to review the property and discuss your wedding. At this time, the Wedding Request form will be completed and the initial deposit collected. All other fees must be paid in full, no later than two weeks prior to your scheduled Wedding date. Requests for specific dates will be handled on a first come first serve basis.

Weddings are not held on Sundays, major holiday weekends or during the second, third or fourth weekends in December. Weddings with receptions on church property are not scheduled to begin later than 6:00 p.m.

OFFICIATING PASTOR

The bride is to meet with one of the McEachern Memorial Methodist's pastors. This meeting should be scheduled at the time the Church is reserved. The services of the Pastor normally include counseling sessions. (The pastor will determine the number of sessions and counselor.) *Guest Pastors (after approval) are welcome to conduct the wedding with our Pastoral staff representative.* All guest Pastors are requested to be present at the rehearsal.

Senior Pastor:

- Rev. Dave Hinson

Sr. Associate Pastor

- Rev. Cindy Blocksidge

Associate Pastor

- Rev. April Briant

Associate Pastor

- Rev. Tony Phillips

WEDDING COORDINATOR

The Wedding Coordinator's service includes several pre-wedding conferences, the rehearsal, and the ceremony. She will be assisted by volunteers for the rehearsal and Wedding Day. The Coordinator will instruct the wedding party in carrying out the bride's plans in accordance with John N. McEachern Memorial United Methodist Church's Policy.

If you have already contracted a wedding coordinator, that individual will be welcomed as a guest to work alongside our Coordinator. The church Wedding Coordinator, or her representative, is required to be present for all weddings.

Wedding Coordinator: Martha Purser
email: weddings@mceachernumc.org

FACILITIES

McEachern MUMC has a number of excellent venues to support your wedding day. The Sanctuary and Chapel are available for weddings. Oaks Hall, The Christian Life Center's Great Room, and Lula Dobbs Hall are available for receptions.

The Church facilities will be available three hours prior to the scheduled wedding for set-up and decorating. The Sanctuary or Chapel is available for use for 1 1/2 hours after scheduled wedding time. The reception halls are available for 4 hours following scheduled wedding time with the exception of the CLC Great Room. Check with the Wedding Coordinator for available times.

The number of persons to be accommodated in specified areas is as follows:

Sanctuary	750
Chapel	125
East Room	75 standing / 50 seated
Oaks Hall	275 standing / 200 seated
CLC Great Room	400

DECORATIONS

We encourage the use of simple decorations as the wedding ceremony is a worship service. In the Sanctuary, the Cross and Communion Table are central to worship, therefore, no decorations should cover the cross or be placed on or in front of the Communion Table. Only the Church Staff is allowed to move the Communion Table.

In the Chapel, the Pulpit, Altar or Baptismal fount cannot be removed or covered in any way. Nothing can be placed in front of the cross.

Much care must be taken to protect all Church property. The following must be observed:

- ✓ Do not attach anything to any of the pews. Ask the Wedding Coordinator about bow holders furnished by the Church.
- ✓ No nails, tacks, staples or tape may be used to attach decorations to the walls, woodwork, furniture, or floors.
- ✓ Only dripless, mechanical candles may be used. The Church will provide candle loads for \$1.00 per candle
- ✓ No open candles may be placed anywhere in Sanctuary or Chapel. (*Except the Unity Candle*)
- ✓ Do not put anything in the windowsills. (*Except in the Sanctuary Narthex*)
- ✓ All decorations must be removed immediately following the wedding. If you use the candelabras furnished by the Church, you or your florist are responsible for removing all decorations from the stands.
- ✓ The flower girl may not drop flower petals, either live or silk, or any other material.

- ✓ Seasonal decorations placed in the Sanctuary or Chapel by the Worship Committee may not be removed.
- ✓ Use of an aisle runner down the center aisle is not permitted in either the Sanctuary or Chapel.
- ✓ No decorations may be placed on the Communion Rail. (*Please, no standing or sitting on Communion rail*)

It is the Brides responsibility to see that all policies are observed. A Vendor package containing McEachern MUMC guidelines for each of your vendors will be provided by the Wedding Coordinator.

This Church has a Kneeling Bench and several candelabras, which you may use at no charge. Please consult the Wedding Coordinator if you would like to use them.

Many brides wish to leave their flowers for the Church service on Sunday. The Church encourages the use of wedding flowers for this purpose and is happy to have them unless memorial flowers have already been arranged for a member. In such cases, your flowers will be placed in the Narthex.

MUSIC

A wedding is a sacred service and the music must be conducive to the worship of God. Music must be pre-approved. Secular love songs are more suited to the reception following the service.

We encourage you to use our music staff. For approval of other qualified individuals, please contact our Music Minister. She will be able to provide you with all fees associated with providing inspirational music for your ceremony.

Minister or Music: Tanya Ghoreishi 770.943.3008 or 770-428-8099
Tanya@mceachernumc.org

PHOTOGRAPHER

We understand that photographs are an important remembrance of your wedding; however, the wedding ceremony itself must be the central focus of the day. All pictures must be taken before or after the ceremony, which begins with Prelude music. No flash Pictures are to be taken during the marriage service. "Light Available" photos may be taken from the Narthex or Balcony if this can be done quietly. The photographer is not permitted to enter the Sanctuary's main level after thirty (30) minutes prior to the scheduled wedding time. However, the photographer is allowed to stay behind the last pew in the Chapel.

Photographers must be pre-approved.

Videotaping may be done from the balcony or an unmanned camera may be placed in the choir loft if hidden by foliage.

The bride is to see that these policies are observed by planning in accordance with the policies, with the photographer and videographer, and giving them a copy of the guidelines.

GENERAL POLICIES

By order of the Cobb County Fire Marshall, smoking is strictly prohibited anywhere within the Church building including the restrooms.

No alcoholic beverages may be brought onto this Church's premises.

Food and drinks should be confined to the reception areas.

No birdseed or rice may be thrown on the Church property. Bubbles are allowed outside.

Only our staff is permitted to adjust heat and air units.

Children should be attended to at all times. We are pleased to make nursery staff arrangements for your wedding if they are needed. Children are not allowed in the playground.

SOUND TECHNICIAN

This Church has personnel available to set up the sound system for the amplification of the pastor, musician and vocalists. It is important to inform the Church Sound Technician, well in advance, whenever tapes or CD's are to be used.

Only the Church Sound Technician(s) is allowed to use the sound system. The Wedding Coordinator will schedule a technician for all sanctuary weddings.

THE RECEPTION AND REHEARSAL DINNER CATERER

Receptions and Rehearsal Dinners may be held in the Oaks Hall. The CLC Great Room may be used for receptions only

Six-foot rectangular tables with chairs are provided for Oaks Hall. If round tables are requested there is an additional custodial fee for movement of these tables of \$75. Round tables will be moved by our Facility Staff.

We can provide names of very qualified caterers upon your request. All caterers are required to provide proof of insurance to our Wedding Coordinator.

Your caterer may arrange a time with the Wedding Coordinator to see our facilities. The caterer must contact our kitchen coordinator concerning the usage of our kitchen equipment.

The reception area and kitchen should be left as found with the exception of mopping and arranging tables. A Kitchen checklist is posted and should be followed. See Caterer Wedding Policies

NURSERY

Nursery care may be arranged through the Church Nursery Coordinator. Susan Koopman
(770/943-3008 ext.5006)

CATERER WEDDING POLICIES

All caterers are required to provide proof of insurance.

The Church facilities will be available three hours prior to the wedding for set-up and decorating and for four hours after the wedding for reception and clean-up. Exceptions may be made for areas other than the Oaks Hall.

The caterer must contact our Facilities Director on the proper usage of our kitchen equipment at which time you will receive a kitchen checklist All arrangements are to be made with the bride and Wedding Coordinator.

Receptions and Rehearsal Dinners may be held in the Oaks Hall and Lula Dobbs Hall. The CLC Great Room may be used for receptions only.

Six-foot rectangular tables with chairs are provided in the Oaks Hall. Six-foot round tables with padded chairs are provided in the CLC Great Room

The Bride can make arrangements with the church for round tables. (The padded chairs are for the CLC Great Room only)

No nails, tacks, pins, staples or tape may be used to attach decorations to the walls, ceiling, or floor.

If you are not familiar with our Church, you may arrange a time with the Wedding Coordinator to see our facilities. The Reception area and kitchen should be left as found, with the exception of mopping and arranging tables. All trash is to be carried out and placed in the dumpsters.

This page is for your Caterer

FLORIST WEDDING POLICIES

The facilities open three hours prior to the wedding which allows the florist 30 minutes for set-up so the facilities are ready for pictures to begin.

1. Do not attach anything to any of the pews. Ask the Wedding Coordinator about bow holders furnished by this Church.
2. No nails, tacks, staples or tape may be used to attach decorations to the wall, woodwork, furniture or floors.
3. Only dripless, mechanical candles can be used. Consult the Wedding Coordinator.
4. Do not put anything in the windowsills. (Except in the Narthex of the Sanctuary).
5. All decorations must be removed immediately following the wedding and pictures. If you use the candelabras furnished by the Church, the Bride or the florist is responsible for removing all decorations from them.
6. The Flower Girl may not drop flower petals, either live or silk, or any other materials.
7. Seasonal decorations placed in the Sanctuary or Chapel by the Worship Committee may not be removed.
8. Use of an aisle runner down the center aisle is not permitted in either the Sanctuary or Chapel.
9. No decorations may be placed on the Communion Rail.
10. No decorations should cover the cross or be placed on or in front of the Communion Table.
11. If anything is placed on the modesty rails in either the Chapel or Sanctuary A covering must be placed to protect the wood from heat or moisture.
12. Florist should bring a small vacuum to clean area after set-up.
The Church is not responsible to clean after the florist set-up.

Call the Church Wedding Coordinator if you have questions about terminology and ask for clarification on where decorations may be located.

If you are not familiar with this Church, it is strongly suggested that you come and look at the facilities before attempting to decorate. Please call to make an appointment with the Wedding Coordinator.

PHOTOGRAPHER
WEDDING POLICIES

The photographer may start pictures no sooner than three hours prior to the ceremony time and is to be finished with the Wedding Party 15 minutes prior to scheduled ceremony time. After the ceremony 30 minutes will be allowed for pictures. This time must be observed, as other events are scheduled.

We understand that photographs are an important remembrance of the wedding, but the wedding ceremony itself must be the central focus of the day. All pictures must be taken before or after the ceremony. No flash pictures are to be taken during the marriage service. "Light available" photos may be taken from the Narthex or Balcony. Ten minutes prior to ceremony, the photographer is not allowed past the Sanctuary doors until the wedding guest have exited the Sanctuary. However, the photographer is allowed to stay behind the last pew in the Chapel. No standing or sitting is allowed on the Altar/Communion railings.

Videotaping may be done from the Balcony or an unmanned camera may be placed in the choir loft if hidden by foliage. For the Chapel all cameras must stay behind the back pew.

The wedding guests are requested not to take photos during the marriage service.

JOHN N. MCEACHERN MEMORIAL UNITED METHODIST CHURCH

4075 Macland Road, Powder Springs, GA 30127

770/943-3008 FAX 770/943-9664

WEDDING REQUEST FORM

Bride: _____ **Phone:** _____

Groom: _____ **Phone:** _____

Wedding Date: _____ Time: _____ Number of Guests: _____

Rehearsal Date: _____ Time: (you will be notified) _____

Sanctuary _____ Chapel: _____

Rehearsal Dinner at Church: _____ Small Dining room: _____

Oaks Hall: _____ Lula Dobbs _____

Reception at Church: _____ CLC Great Room: _____ Oaks Hall: _____

Officiating Pastor: _____

Your Church affiliation _____

CANDELABRA:

Half Moon (15 count): Yes () No ()

Two Spirals (14 candles each): Yes () No ()

Two 7 light (7 candles each): Yes () No ()

Unity (2 candles) Yes () No ()

Will you provide your own large Unity Candle: Yes () No ()

ACKNOWLEDGEMENT
(Attachment to the wedding request form,)

I have read and understand the John N. McEachern Memorial United Methodist Church wedding guide. I further understand it is my responsibility to see that these policies are observed by the wedding party, Florist, caterer, photographers and musicians.

Name: _____ Date : __/__/__