

*Your Wedding at Mulberry Street
United Methodist Church*

A Book of Guidelines for the Bride and Groom



Mulberry Street United Methodist Church
719 Mulberry Street, Macon, GA 31201
Phone: 478.745.8601 Fax: 478.755.1040

Policy and Procedures
at Mulberry Street United Methodist Church

We are pleased that you wish to be married at Mulberry Street United Methodist Church. One of the most meaningful occasions in the lives of two people is their wedding. This booklet should help answer many of your questions. In addition, it will hopefully serve as a guide and checklist to help you remember all of the details that help a wedding go smoothly. Please complete the wedding request form and return it to the church office. This must be done before your date can be approved and confirmed on our church calendar. We hope that your wedding on this sacred site will be deeply spiritual and memorable in beauty.



Reserving the Facility

After you have chosen the date and time for your wedding, you will need to complete the Wedding Application and return it to the church administrative assistant. She will have the date presented at the weekly staff meeting for approval. If there is no conflict, then your date and time will be officially added to the church calendar. Dates and times are reserved on a first come first served basis. Weddings will not be confirmed more than one year in advance. 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 facilities of Mulberry Street United Methodist Church available for your use include:

- The Sanctuary with seating for 600.
- The Chapel with seating for 75.
- A Classroom to be used as the Bride's dressing room for the bride and her bridesmaids.
- A Classroom for the groom and his groomsmen.
- The Fellowship Hall, which will accommodate 400 for a reception.
- The Parlor, which accommodates 200 for a reception.
- A Kitchen off of the Fellowship Hall may be used by the caterer for distribution of the food.

Weddings for Non-Members

Weddings in which neither the bride nor groom nor any of their parents are members of Mulberry Street United Methodist Church may be held in our Sanctuary or Chapel as the calendar permits after staff approval. Receptions for non-members will need to be scheduled for a location other than Mulberry.

Choosing a Date

Mulberry Street United Methodist Church does not schedule *any* weddings during the following:

Holy Week (the week before Easter)
Christmas Eve or Christmas Day

Mulberry Street United Methodist Church does not schedule any non-member weddings during the following:

July 4th Weekend
Thanksgiving Weekend
New Year's Eve and New Year's Day

Choosing a Time

The time chosen for your wedding will depend upon your reception. In order to have our facility ready for Sunday morning worship, weddings with receptions at the church may be held until 5:00 p.m. on Saturday. Weddings without a reception at the church may be scheduled until 6:00 p.m. Church members may schedule Saturday weddings as late as 7:00 p.m.

Selection of Minister

Pastors of Mulberry Street United Methodist Church or another United Methodist minister may perform the wedding ceremony. If you desire to have a pastor from another church, one of our ministers will gladly invite the visiting clergy to perform the wedding and assist with the ceremony.

Counseling

All persons marrying at Mulberry Street United Methodist Church will be required to engage in premarital counseling. Appointments for premarital counseling must be scheduled by the bride and groom well in advance of the wedding with the pastor who will be performing the wedding.

Church Wedding Director

Our Church Wedding Director will serve as the Wedding Director for both the wedding and the rehearsal. If for some reason she is not available, she will provide you with the names of other approved directors.

A bridal consultant is welcome to help the bride and her attendants in the Bride's Room. However, once the bridal party leaves the bride's room the Church Wedding Director will coordinate the activities of the wedding party.

Church Organist

The music in a wedding service should reflect the highest standards for any act of worship in the house of God. The texts of vocal solos should be Biblical or from hymns. The use of secular texts ("popular" music, ballads, love songs, etc.) and taped music is not permitted in the wedding service.

All arrangements for music must be made through Mulberry's Director of Music Ministries. The Bride and Groom are responsible for making an appointment for the purpose of planning suitable music.

Mulberry's organist will play for **ALL** weddings. The services of the organist, however, are not confirmed until the couple has personally contacted her and discussed the arrangements. If, for some reason, the organist is not able to play for a wedding, she will provide you with names of organists who are members of The American Guild of Organists and who have clearance to play Mulberry's organ. If a singer or instrumentalist is to be used in the service, that person should contact the organist and arrange a rehearsal time.

In all cases, the final decision regarding the music for a wedding will remain with the Director of Music Ministries. Every effort will be made to provide music which pleases you and which conforms to Mulberry's standards for worship.

Rehearsal

The rehearsal is scheduled for the day prior to the wedding and lasts a maximum of one hour. It is important to start your rehearsal on time, since the pastor, organist, wedding director, custodian and others are all involved. It is up to you, the bride and groom, to insist that members of the wedding party be on time for your rehearsal. We strongly recommend the wedding party arrive 15 minutes before the scheduled time. If a rehearsal exceeds the allotted length, there will be an additional charge of \$25 for each staff member, billed after the wedding.

The Wedding Service

The wedding service will be as prescribed by the United Methodist Book of Worship: A Service of Christian Marriage. Because the wedding service is a service of worship, the contents of the service, as well as the attire and behavior of the wedding party and guests, should reflect an attitude of reverence befitting the occasion.

Photographs may be taken in the sanctuary or on the grounds preceding and following the ceremony. Because the wedding is a sacred worship service, no distractions will be permitted. No photographs may be taken in the sanctuary during the ceremony. Please inform your family and friends that picture taking or videography is not allowed during the ceremony.

If you plan to have a printed program, we suggest you include this statement:

"To respect the wedding party and their guests, taking photographs is not permitted during the service. We also ask that all communication devices be set to silent mode. Thank you."

Professional videotape recordings may be used to record the service using existing lighting and from the balcony. If an additional camera is used in front of the sanctuary, it must be remotely operated and unobtrusive. Once the prelude music begins, no video camera adjustments may be made.

Decorations and Cleanup

NOTE: The church will be open three hours prior to the wedding for decorating.

- **Sanctuary** - Simple decorations are suggested. Only fresh flowers are to be used in the altar area; no artificial greenery or plants may be used. No aisle candles or aisle runner may be used. The candles on the altar must be used and not replaced by another type of candle. It is your florist's responsibility to clean the altar area once the arrangement has been placed, prior to the service. No nails, tacks or gummed tape may be used on church furnishings or walls. The sanctuary must be cleared of all decorations by the florist immediately following the ceremony. Any florist that cannot do this within one hour of the ceremony must make arrangements prior to the wedding with the Church Hostess.
- **Chapel** - Only fresh flowers are to be used. If they are placed on the altar in front of the cross, they must not obscure the cross. No artificial greenery or plants may be used. Dripless candles on the altar must be used and not replaced by another type of candle.
- **Reception Area** - The reception area must be cleared on a Friday evening by midnight. Five hours are allotted for a wedding and reception held on Saturday. If additional time is required a fee will be incurred.

Receptions

In planning the location of your reception you may use either the Parlor or Fellowship Hall. It is up to the wedding party to contract for catering, music and so on. You must arrange a meeting with the church hostess to discuss reception details.

Caterers are expected to:

- Furnish all portable equipment, supplies, food, dishes, crystal, silverware, table cloths, napkins, cutlery, serving pieces, paper goods, foil, plastic wrap, etc.
- Setup, serve, and clean up. Wash dishes, sweep floor, and take all trash to the dumpsters.

Decorations may be placed in the Fellowship Hall during office hours or three hours prior to the ceremony. Cleanup must take place immediately following the end of the reception.

General Church Policies

- No alcoholic beverages will be allowed on church premises.
- Members of the wedding party must refrain from the use of alcoholic beverages on all church property.
- Smoking is not permitted in any church building.
- Ushers should refrain from loud conversation while in the narthex before and during the time guests are arriving since the Sanctuary doors are open and seated guests should not be disturbed. This applies also to the bride and her attendants when they arrive in the narthex.
- Rice or confetti may not be used. Birdseed may be used outside, but may not be brought into the church building.
- The church cannot be held responsible for any personal property left in any church facility.

Church Staff Involved In Your Wedding

<i>Senior Pastor</i>	<i>Rev. Tommy Martin</i>
<i>Associate Pastor</i>	<i>Rev. Cile Mitchell</i>
<i>Administrative Assistant</i>	<i>Linda J. Parker</i>
<i>Church Wedding Director</i>	<i>*Beth Smith</i>
<i>Director of Music and Organist</i>	<i>Cam Bishop</i>
<i>Custodians</i>	<i>Clifton Carswell</i> <i>Arnold Freeman</i>
<i>Sound System Operator</i>	<i>Bruce Bishop</i>

Church Hours are 8:00 a.m. to 5:00 p.m. (M-F)
Church Office Phone Number: 745-8601

**Should you have any questions related to policies and procedures in this handbook contact Beth Smith, (home) 477-0926 or (cell) 719-9041.*

Wedding Application
Mulberry Street United Methodist Church
719 MULBERRY STREET MACON, GEORGIA 31201 (478) 745-8601

INFORMATION ABOUT BRIDE

BRIDE'S FULL NAME _____ AGE: _____

ADDRESS: _____

PHONES: (H) _____ (W) _____ (CELL) _____

EMAIL: _____

PLACE OF EMPLOYMENT: _____

CHURCH MEMBERSHIP: _____

INFORMATION ABOUT GROOM

GROOM'S FULL NAME _____ AGE: _____

ADDRESS: _____

PHONES: (H) _____ (W) _____ (CELL) _____

EMAIL: _____

PLACE OF EMPLOYMENT: _____

CHURCH MEMBERSHIP: _____

NEW ADDRESS AND PHONE NUMBER AFTER MARRIAGE:

INFORMATION ABOUT CEREMONY

WEDDING DATE AND TIME:

DATE: _____ TIME: _____

REHEARSAL DATE: _____

REHEARSAL TIME: 5:30 – 6:30 p.m. OR 6:00 – 7:00 p.m. (circle one)

NAME OF MINISTER REQUESTED: _____

DATE: _____ SIGNATURE: _____

*Nonmembers should include a **\$200 nonrefundable** deposit at the time their wedding is placed on the church calendar.*