

Paces Ferry United Methodist Church

3612 Paces Ferry Road, N.W.

Atlanta, Georgia 30327

Wedding Policies and Procedures

A Message to the Bride and Groom

Your wedding is a sacred union in the eyes of God. The wedding ceremony is a worship service and every element of the wedding (dress, music, decorations, etc.) should contribute to the celebrating of the reverence of the sacrament. Please review these guidelines for weddings at Paces Ferry United Methodist Church. We will do our best to make your wedding day joyous and one that glorifies God.

Please contact Wedding Coordinator, Marie Macadam (mariemacadam@gmail.com) with any questions.

Officiating Minister: The Minister of Paces Ferry United Methodist Church is available to officiate at your ceremony. The bride and groom may choose a visiting ordained clergy in good standing to officiate at the ceremony; this must be approved prior to the scheduling of the wedding. If the wedding is performed by the Paces Ferry Minister, the wedding service ordinarily will follow the form found in the United Methodist Hymnal (Pages 864 – 869) with input from the bride and groom. The visiting minister of any denomination other than Methodist should contact the Paces Ferry Minister as a matter of professional courtesy prior to the wedding ceremony. A written or oral invitation to officiate at Paces Ferry will then be issued by our Minister. The name, mailing address and telephone number of the visiting minister should be provided to our Minister at least 90 days prior to the ceremony.

Reservations for Wedding Date: Please contact mariemacadam@gmail.com to request your preferred wedding date and time. No wedding date will be guaranteed without a refundable \$500.00 deposit submitted with your application. Please make checks payable to Paces Ferry United Methodist Church. Indicate the date and time of the ceremony on the check and notify the Wedding Coordinator by phone or email that the check has been sent to 3612 Paces Ferry Road NW, Atlanta, GA 30327.

All dates reserved on church property are on a first-come, first-served basis for Paces Ferry United Methodist Church members and their immediate family,

which includes father, mother, son, daughter, grandchildren, step children and step grandchildren.

Membership is not required to have a wedding at Paces Ferry. For non-members a firm date may not be reserved more than six months prior to the desired wedding date. Wedding preparations may be revised only in case of a funeral.

Weddings planned during the Christmas and Easter seasons must utilize the existing church decorations; changes can be discussed with wedding coordinator

Deposits/Cancellations: The wedding fee of \$750.00 must be paid in full 30 days prior to the wedding date and does not include the deposit. The fee for the Paces Ferry minister is \$250.00 which includes 4 hours of pre-marital counseling. This is paid directly to the minister at the rehearsal.

The \$500.00 deposit will not be refunded if the wedding is cancelled within 30 days of the wedding date. The deposit will be refunded within 7 days following the wedding if the church grounds and building are left in satisfactory condition. The wedding party will be held responsible for any damage done to the facility, furnishings, or grounds.

COVID: In order for weddings to take place in our church, the State of Georgia must be in the Yellow Zone as set forth by the CDC. 1-9 new cases per 100,000 people daily. If we are in the Yellow Zone, we are happy to host a wedding with social distancing and masks. IF the State is in the Orange or Red Zones, we will NOT be able to host your wedding and you will be given a refund of your \$500 deposit immediately upon cancellation.

Music: Included in your sanctuary fee is access to our piano. You are not required to use our church musician. She is however available to play at weddings and can assist you in the selection of appropriate music for the church setting. You should contact her personally if you would like to engage her; her fees are arranged and paid directly to her, not to the church. The fee may vary depending on the number of pieces and the complexity of the pieces you choose. If you are having a soloist and wish to conduct a private rehearsal prior to the wedding, you will need to indicate this before asking her to quote a fee. Contact the Wedding Coordinator for the musician's contact information.

We discourage but do not prohibit the use of pre-recorded music for the ceremony. The equipment and any technical support need to effectively utilize pre-recorded music must be provided by the wedding party.

All music must be approved by the Wedding Coordinator at least two weeks prior to the wedding.

Flowers and Decorations: The altar, cross and candles cannot be removed. The church pulpit is fixed and cannot be removed. The clergy chairs and table may be removed. The center aisle is used for the bridal entrance and may not be blocked.

We permit these decorations:

- Altar flowers
- Outside door wreaths, bows, and handrail decorations
- Pew markers (bows, flowers)
- Candelabras (dripless candles only)
- Unity candles (dripless) which are provided by the wedding party; usually the florist
- Other decorations as approved by the Wedding Coordinator and the Officiating Minister

The florist will have access to the Church 2.5 hours prior to the scheduled wedding time. ALL flowers and decorations must be removed immediately following the wedding ceremony and pictures.

Please do not mar the historic woodwork or flooring. Nails, staples, adhesives, etc. are not permitted. Most florists are aware of how to attach decorations without harming the pews. Confetti, birdseed, rice, real flower petals, and glitter are not to be used in the church/thrown at the bride and groom. One box of silk petals may be used; this limit is because these must be picked up by hand after the ceremony.

Birdseed, bubbles or biodegradable rice are recommended for post ceremony throwing outside the church.

We do not encourage the use of runners as the center aisle is carpeted. If using a runner, please use one made of a material other than paper as these tend to puncture easily when guests exit the church. You must provide the attendants who will pull the runner down the aisle.

More about our Church and Fellowship Hall: The Church is measures 25' 4" x 35' 4" and includes a lectern and piano on the left. The center aisle is an open space. New heating and air conditioning were installed in March 2019. There are three windows on each side of the pews (total of six) and one at the right rear of the sanctuary. The double front doors each have a window; the narthex holds one side table. There is no restroom in the church building.

There is a bride's suite and rest room in the Fellowship Hall which is located at the rear of the Church. There is also a men's rest room and a commons area.

Smoking, vaping, drugs, and alcoholic beverages are forbidden in the church or anywhere on the church property.

Photography and Video: All photos must be completed within 30 minutes of the end of the ceremony. Ceremonies that begin late will take away from the photographer's time. Photographers and videographers should be dressed appropriately. They are not permitted on the dais during the ceremony. Flash pictures during the actual ceremony are at the discretion of the Officiating Minister. A flash picture of the bride entering the church and the bride and groom leaving the church are appropriate.

Persons assisting with your wedding; florists, musicians, etc., may arrange a prior viewing of the sanctuary by making an appointment through the Wedding Coordinator.

Rehearsal: Your wedding rehearsal will be allotted up to two hours. It is important that all members of your wedding party, including anyone doing a reading, soloists, musicians, etc. attend and arrive on time. Parents of the bride and groom are encouraged to attend as well. This helps to ensure a smooth ceremony.

Wedding Party: It is expected that members of the wedding party understand that Paces Ferry United Methodist Church is a house of God and will conduct themselves appropriately. Prior to both the rehearsal and the wedding, the wedding party should refrain from the use of alcohol or drugs.

Marriage License: It is the responsibility of the bride and groom to obtain a Georgia Marriage License prior to the wedding service and to give it to the Officiating Minister at the rehearsal. They are to ensure that the license is mailed to the proper authorities after the wedding.

Policy Adherence: The bride and groom are responsible for seeing that these policies are adhered to by all who participate in the wedding. A copy of this policy must be signed and returned with the Wedding Application.

Wedding Coordinator. Our Wedding Coordinator is the official representative of Paces Ferry United Methodist Church and is responsible for the events related to the rehearsal and the ceremony. *You may use an outside coordinator for the actual ceremony and rehearsal, but Paces Ferry's Wedding Coordinator must be paid to be present and utilized for opening and closing the church and providing access prior to the wedding for outside professionals. Our coordinator*

should be contacted by the outside coordinator for assistance. Our coordinator's duties include:

1. Seeing that guidelines of the Church are followed.
2. Opening the church for the rehearsal and wedding in a timely manner.
3. Responding to questions from the bride and groom and their vendors (florists, photographers, etc.). Arranging for viewings of the sanctuary prior to the rehearsal and service for florists, musicians, family members, etc.
4. Handling other matters related to the use of the church such as lights, heating, and air conditioning.
5. Assisting the Minister and wedding party at the rehearsal and on the day of the wedding.
6. Directing the rehearsal and wedding if an outside wedding planner is not utilized. There is no prohibition on using an outside wedding planner to perform these functions if the bride and groom so desire.
7. The Wedding Coordinator will open the church 2 ½ hours before the service to receive floral and other decorations and will remain after the service to accommodate the needs of the wedding party before closing the church. If your time needs are greater or you wish to have her open the church earlier than 2 ½ hours prior to the service (for pictures, etc.), please make prior arrangements with the coordinator.
8. She will ensure the timely entrances of the wedding party and coordinate the order of entrances.
9. Additionally she will:
 - a. Complement the role of the minister on the wedding day and assist as needed
 - b. Coordinate with musicians(s) for cues during the wedding
 - c. Offer hospitality by way of knowing the facility's layout and equipment for weddings such as candles, placement of plant stands, etc., and the policies which guide the use of facilities
 - d. Uphold the wedding protocol and policies

We have received a copy of the Paces Ferry United Methodist Church Wedding Policies and Procedures and agree to adhere to them.

Bride _____

Date _____

Groom _____

Date _____

Please retain these guidelines and refer to them during the planning of your wedding. If you have additional questions prior to your rehearsal/wedding, please call our Wedding Coordinator.

Marie Macadam, Paces Ferry Wedding Coordinator

Mariemacadam@gmail.com 404-667-6464