



Your Wedding at
Fountain City United Methodist Church
212 Hotel Road
Knoxville, TN 37918

Church Office: (865) 689-5175

Congratulations on your wedding! We are happy that you are considering or have chosen Fountain City United Methodist Church for this important occasion. Your church wedding signifies that you have chosen to invite God to be present with you and your guests on this important day and in your lives. If you are married at FCUMC, our staff will assist you in making your Christian ceremony one of joy with spiritual blessing.

*Please read the information packet about weddings at FCUMC. To reserve the date on the church calendar you must complete, sign and return the yellow wedding reservation form and the \$300 earnest money to the church office. **No date will be reserved until the reservation form and earnest money have been received by the church.***

The yellow forms (Reservation, Information, Florist, Photographer & Videographer) all need to be returned to the church office during your wedding planning. Information about these is included in the packet.

Jim Whedbee

Don Hanshew

Melissa Smith

Wedding Policy for Fountain City United Methodist Church

CHURCH MEMBER

Wedding date will be held for 5 business days from initial request. When the Reservation Sheet and the \$300 Earnest Money is received, the date for the wedding and rehearsal will be confirmed on church calendar. Minimum charge for wedding is \$300 – (\$200 facilities fee and \$100 custodial fee)

NON CHURCH MEMBER - PARENT OR GRANDPARENT IS A MEMBER OF FCUMC

Wedding date will be held for 5 business days from initial request. When the Reservation Sheet and the \$300 Earnest Money is received, the date for the wedding and rehearsal will be confirmed on church calendar. Minimum charge for wedding is \$350 – (\$250 facilities fee and \$100 custodial fee)

NON CHURCH MEMBER

The church cannot be reserved any sooner than 6 months prior to the wedding date. Wedding date will be held for 5 business days from initial request. When the Reservation Sheet and the \$300 Earnest Money is received, the date for the wedding and rehearsal will be confirmed on church calendar. Minimum charge for wedding is \$600 – (\$500 facilities fee and \$100 custodial fee)

There will be a limited number of non church member weddings per year determined by the wedding committee.

Your Wedding at Fountain City United Methodist Church

1. **A Service of Worship** - Since the marriage ceremony is an act of worship before God, reverence will be expected on the part of all present, and the service will be under the sole direction of the officiating clergy and the FCUMC wedding ministry team. Weddings held at Fountain City United Methodist Church must be officiated by an ordained clergy.
2. **Non-FCUMC Clergy** – If clergy other than FCUMC clergy will officiate the wedding, FCUMC clergy must approve the proposed officiate. Please have contact information for the proposed officiate to the wedding ministry team 3 months before the wedding date.
3. **Pre-Marriage Pastoral Care** – A Fountain City United Methodist Church pastor asked to perform a wedding ceremony will also participate with the couple in at least four hours of pre-marriage pastoral care. These sessions need to be completed at least one month prior to the wedding. Please contact the pastor to schedule these appointments as soon as your wedding date is confirmed.
4. **Wedding Ministry Team** –To help you prepare for this important day, and to help meet all requirements of the church, a member of the Fountain City United Methodist Church Ministry Team will assist you. This person will provide guidance to your preparations for the wedding ceremony, during the rehearsal and the day of the wedding. A ministry team member will contact you soon after your wedding date has been confirmed.
5. **Wedding Music** - Because the wedding ceremony is a worship service, the music should be suitable, sacred and follow the United Methodist guidelines of worship. The wedding party is responsible for contracting musicians for your ceremony. A consultation must be scheduled with the Director of Music Ministries at FCUMC to discuss your music needs. During this consultation suggestions of music and musicians will be made available.
6. **Communion** – If Holy Communion is to be included in the wedding ceremony, please consult with a member of the wedding ministry team 3 months in advance.
7. **Decorations** – The church may be decorated the day before or the day of the wedding, depending on other scheduled church activities and when a custodian will be available. Please call the church office secretary to confirm your decorating times.
 - The altar table may be moved farther back to provide room for the kneeling bench, but nothing else may be moved.
 - Please do not use any of the furnishings (organ, console, piano, pulpit, lectern, etc.) as stands for floral arrangements, candles, greenery, etc.
 - No thumbtacks, tape, nails or screws may be used on any furnishings, walls or floors.
 - Decorations are to be removed immediately following the wedding.

- No decorations besides a floral arrangement should be used on the altar, and the arrangement should not be so large that it conceals the bottom of the cross. Also, no artificial flowers or greenery may be used on the altar.
- Protective cloths or plastic should be placed under any plants or arrangements containing moisture.
- If you choose to leave the altar flowers for Sunday service, please notify the church office well in advance.
- The altar candles may not be decorated and they must be burning during the ceremony.
- For additional candles, only metal tapers should be used and candles should be lighted and extinguished using the church's brass lighters/snuffers. Greenery may be used on the windowsills of the sanctuary. If candles are used in the windowsills, they must be enclosed in glass globes.
- Except for candles, no lighting other than that which is already part of the sanctuary lighting system should be used.
- A kneeling bench is available for your use. Please advise the wedding committee member if you desire to use it.

- 8. Photography** - No flash photography will be allowed during the wedding ceremony! No photographer or viewable cameras are acceptable at the front of the sanctuary or altar. All photographers should sign the Wedding Photography Policy and return it to the office secretary no later than one month prior to the wedding.
- 9. Sound, Light and Video** - Sound amplification and lighting will be provided. Please contact the Sound, Light & Video Committee to verify your date and needs. A video recording of your wedding can be contracted through this committee for an additional fee.
- 10. Child Care** – If you wish to have childcare provided, please contact the Director of Early Childhood Ministries at least 2 weeks prior to event.
- 11. Wedding Rehearsal** - The officiating pastor and a member of the wedding ministry team are available to direct the wedding rehearsal. The rehearsal should begin no later than 6:00 P.M. and one hour should be allowed for this rehearsal.
- 12. Rehearsal Dinner/Receptions** - Both the Wesley Hall and the Multi-Purpose Room are available for rehearsal dinners and/or receptions. Wesley Hall will seat 72 people and the multi-purpose room will seat 250 people. If you are having a rehearsal dinner or a reception at the church, the Director of Food Services must be consulted.
- Table and/or seating arrangements should be made through the office secretary at least two months before the wedding date. A custodial/staff person will be present before, during, and after the reception. If more than 150 people are attending the reception, two custodial/staff persons must be present.
 - The United Methodist Women (UMW) have tablecloths to fit the church's tables. There are also punch bowls and other items available for use. If you would like to use these items, you should contact the Hospitality Committee of the UMW to make all arrangements.
- 13. Catering Services** – If using the church's catering services, this will need to be negotiated by the parties involved with the church's Director of Food Services.

Contracting the Director of Food Services or an outside caterer is done directly by the wedding party. If an outside caterer is used, a refundable damage deposit will be required. All parties will have to pay a kitchen usage fee.

- The caterer will be responsible for general clean-up of the kitchen. Caterers are welcome to use stoves, ovens, refrigerators, dishwashers, utensils, silverware or plates, cups and saucers belonging to the church, provided that everything is left clean and in its original storage place. **Outside caterers MUST contact the church's Director of Food Services before use of the kitchen is permitted.**
- If the caterer is arranging seating, please have the caterer contact the office secretary at least two months prior to the wedding.

14. Building Policies - Please remember the following:

- The church is not responsible for items lost, stolen or damaged.
- Smoking is not allowed.
- No alcoholic beverages or controlled substances are allowed to be used or brought onto church grounds. No one under the influence of drugs or alcohol will be allowed to participate in the wedding.
- Only birdseed or bubbles may be used by the wedding party and guests as the couple exit the church and should only be used outdoors.
- It is the wedding party's responsibility to remove all personal items immediately following the ceremony and/or reception.
- The wedding party will be responsible for the general cleaning of any of the rooms used. A custodial/staff person will provide final cleaning.

15. Costs- The earnest money of \$300.00 is due when your wedding is scheduled. All remaining fees are due two weeks prior to the wedding. If the kitchen is to be used, the applicable damage deposit must be made to reserve the kitchen.

16. Fountain City United Methodist Church Personnel Directory – Please contact church personnel for your wedding needs as soon as possible to ensure that your needs will be met. A directory of names and contact numbers is included in this packet.

Fountain City United Methodist Church Wedding Fees Paid to *FCUMC*

Fees: Earnest money of \$300.00 is due when wedding is scheduled. All remaining fees are due two weeks prior to the wedding.

	<u>Member</u>	<u>Non-Member</u>	<u>Non-Member</u>
		Parent or Grandparent is a member of FCUMC	
FCUMC Pastor	No Charge	\$150	\$150
Sanctuary and Facilities Fee	\$200	\$250	\$500
Chapel and Facilities Fee	\$100	\$125	\$250
Multi-Purpose Room & Kitchen			
Rehearsal Dinner	\$50	\$150	\$300
Reception	\$50	\$150	\$300
Wesley Hall & Kitchen			
Rehearsal Dinner	\$50	\$100	\$200
Reception	\$50	\$100	\$200
Kitchen			
Refundable Damage Deposit	\$200	\$250	\$500
Usage Fee	\$100	\$200	\$400
*Custodial/Staff			
Rehearsal/Wedding	\$ 100	\$100	\$100
Rehearsal Dinner	\$ 50	\$ 50	\$ 50
Reception	\$ 50	\$ 50	\$ 50
**FCUMC Nursery Attendants (2)	\$ 60	\$ 60	\$ 60

*This fee is per custodial/staff person. If more than 150 people are attending the reception, two custodial/staff persons must be present.

**A minimum of 2 teachers is required for childcare. Please contact the Director of Early Childhood Ministry to discuss your specific needs and how many teachers may be required. For example, \$30.00/hour includes 2 nursery attendants for every 10 children; two hour minimum. Each additional attendant is \$15.00/hour.

Fountain City United Methodist Church

Wedding Personnel Directory

Office: (865) 689-5175
Fax: (865) 689-4693
Email: fcumc@fountaincityumc.org

Ministers

Senior Pastor: Jim Whedbee, ext. 120
Associate Pastor: Don Hanshew, ext. 110
Associate Pastor: Melissa Smith, ext. 116

Office

Helen Jordan, ext. 102

Music

Director of Music Ministries: Andrew Duncan, ext. 108

Sound, Light and Video

Craig Holtzclaw (865) 689-3082

Director of Food Services

Doug Shipman, ext. 114
H: (865) 689-6716
C: (865) 386-8778

Director of Early Childhood Ministry

Jennifer Smiddy, ext. 115

Hospitality Committee of United Methodist Women

Kathy Harrington (865) 687-4098
Susan Schumpert (865) 687-4000

Wedding Party Checklist

Fountain City United Methodist Church
212 Hotel Road • Knoxville, TN 37918
(865) 689-5175 Office • (865) 689-4693 Fax

Reservation

- Yellow Reservation Form and \$300 earnest money turned in to the church office to confirm wedding date on the church calendar.
- If Kitchen is to be used, applicable damage deposit (\$200, \$250, \$500) turned in to the church office to confirm the reservation.

Wedding

- Yellow Wedding Information Form has been filled out and turned in to the church office, as early as possible, but no later than two months prior to the wedding.
- Officiate has been approved if not FCUMC clergy
- Pre-Wedding Pastoral Care sessions have been scheduled if FCUMC pastor is officiating
Contact Jim Whedbee, Don Hanshew, or Melissa Smith
- Director of Music Ministries consultation has been scheduled
- Childcare (if needed) contact made to the Director of Early Childhood Ministries
- Sound, Light & Video Committee has been contacted
- Photographer has signed and returned the Yellow Wedding Photography Policy Form
- Videographer has signed and returned the Yellow Wedding Videography Policy Form
- Florist has signed and returned the Yellow Wedding Policy for Floral Decorations Form
- Balance of wedding fees has been paid – Due: 2 weeks prior to the wedding

- _____
- _____

Rehearsal Dinner / Reception

- Director of Food Services consultation has been scheduled – if needed
- Table/seating arrangements have been made through the church office (at least two months prior to the wedding date)
- Hospitality Committee of UMW has been contacted – if needed

Wedding Reservation Form

THIS FORM MUST BE COMPLETED, SIGNED AND RETURNED TO THE CHURCH OFFICE ALONG WITH THE \$300 EARNEST MONEY BEFORE YOUR WEDDING DATE WILL BE RESERVED ON THE CHURCH CALENDAR.

Date and time of Wedding _____

Officiate _____

Bride's Full Name _____

Address _____

City/State/Zip _____

Home Phone # _____ Work Phone # _____

Mobile # _____ Email _____

Please check one:

_____ Fountain City United Methodist church member

_____ Non-member, Parent or Grandparent a member of FCUMC

_____ Non-member

Groom's Full Name _____

Address _____

City/State/Zip _____

Home Phone # _____ Work Phone # _____

Mobile # _____ Email _____

Please check one:

_____ Fountain City United Methodist church member

_____ Non-member, Parent or Grandparent a member of FCUMC

_____ Non-member

PLEASE READ AND SIGN: We acknowledge that we have read and understand the Fountain City United Methodist Church Wedding Policy completely, and we promise that we and our wedding party will abide by its terms.

Bride: _____ Date: _____

Groom: _____ Date: _____

Fountain City UMC Wedding Information Sheet

Fill out and return to the office secretary as soon as possible.
The remaining unpaid fees are due two weeks prior to the wedding.

Bride's Full Name: _____

Phone: _____ Cell: _____ Email: _____

Current Address: _____ City, State, Zip: _____

Groom's Full Name: _____

Phone: _____ Cell: _____ Email: _____

Current Address: _____ City, State, Zip: _____

Address after Wedding: _____

Bride or Groom's relation to FCUMC: _____

Wedding Date: _____ Time: _____ Sanctuary or Chapel

Rehearsal Date: _____ Time: _____

Officiating Pastor: _____ Phone: _____

Address of Pastor: (if not FCUMC pastor) _____

Do you plan on using a wedding director? (circle) Yes / No

Wedding Director's Name: _____ Phone: _____

Organist: _____ Other Musician(s)/Vocalist(s): _____

Florist: _____ Phone: _____

Photographer: _____ Phone: _____

Do you plan on video recording? (circle) Yes / No

Videographer: _____ Phone: _____

Do you plan to leave flowers at the church? Yes _____ No _____

If yes, what information should be included in the bulletin? (Given by, In Honor Of, In Memory Of, etc.)

Would you like to have a wedding invitation or announcement printed in the church bulletin or newsletter?

Yes _____ No _____ If yes, please provide an invitation or attach an announcement as you wish it to appear. Date to publish Invitation: _____ Date to publish Announcement: _____

Are you having your rehearsal dinner at the church? (circle) Yes / No If yes, what time? _____

What time do you want the church open for decorating for rehearsal dinner? _____

What time do you want the church open for decorating for the wedding? _____

What time will the wedding party arrive on the day of the wedding? _____

Are you having your reception at the church? (circle) Yes / No If yes, what time? _____

What time do you want the church open for decorating for reception? _____

Will you use: Multi-Purpose Room _____ (seats 250) Wesley Hall _____ (seats 72) Kitchen _____

For what number will your caterer prepare? _____

(Please draw diagram of set-up for rehearsal dinner/reception on back of this sheet OR a final diagram needs to be given to the church office 3 weeks prior to the wedding. Include number of tables and chairs you will need. Oval tables are 6ft. X 5ft., and will seat 8 people; oblong tables are 8 ft. long and will seat 9 people.)

Name of Caterer: _____ Phone: _____

Fountain City United Methodist Church

Policy for Floral Decorations

Florists should adhere to these specific guidelines:

Decorations should be simple and carefully placed so as not to hide the pulpit, lectern, or altar. As in all church decorating, everything should direct attention to the altar.

No decorations other than an appropriate floral arrangement can be used on the altar. The arrangement should be simply and tastefully done. No artificial flowers or greenery should be used on the altar.

Altar candles are not to be decorated in any manner and should be burning during the ceremony.

If additional candles are used, care must be taken to protect flooring and furnishings from candle wax. Greenery may be used on the windowsills of the sanctuary. If candles are used in the windowsills, they must be enclosed in glass globes and a glass or metal tray must be under the candle to protect the windowsill.

All candles must be lighted and extinguished with the brass lighters/snuffers provided by the church.

No furnishings may be moved from the chancel area or used as stands for floral arrangements, candle stands, etc.

Neither thumb tacks nor tape may be used on any furnishings.

All decorations, candle stands, etc., must be removed immediately following the wedding. Under no circumstances will Fountain City UMC be held responsible for any equipment, decorations, stands, or the items that are left in the church. Please leave the facilities as you found them.

PLEASE SIGN AND RETURN TO THE CHURCH AT LEAST ONE MONTH BEFORE THE WEDDING.

Fountain City United Methodist Church

212 Hotel Ave.

Knoxville, TN 37918

I have read the policies above and understand them. I understand that if I, or a member of my staff, do not abide by these policies, I may be prohibited from providing floral services for other weddings at Fountain City United Methodist Church.

Signed: _____

Studio: _____

Phone #: _____

Date: _____

For the Wedding of: _____

Date of Wedding: _____

Fountain City United Methodist Church

Wedding Photography Policy

Sign and Return - In order for you to take photographs of a wedding at Fountain City United Methodist Church, you must sign a copy of this policy and return it to the church office one month prior to the wedding.

Groomsmen - The Groomsmen and Ushers need to be free to usher at least 30 minutes before the wedding begins. Make your photography plans accordingly.

Outside Pictures - Plan to be finished with outside photography at least 15 minutes before the wedding begins.

Inside Pictures and Flash Photography – No photographer or viewable cameras are acceptable at the front of the sanctuary or altar during the ceremony. You may not take any flash pictures during the ceremony. The ceremony begins when the bride and groom’s families are seated and ends when the recessional begins.

Time After Ceremony - Please be considerate of wedding guests and limit photography sessions after the ceremony to 30 minutes.

Additional Information - If you need more information on the policies of Fountain City United Methodist Church or have any questions, please contact the church office at 689-5175.

I have read the policies above and understand them. I understand that if I, or a member of my staff, do not abide by these policies, I may be prohibited from photographing other weddings at Fountain City United Methodist Church.

Signed: _____

Studio: _____

Phone #: _____

Date: _____

For the Wedding of: _____

Date of Wedding: _____

Please mail to: Fountain City United Methodist Church
212 Hotel Road
Knoxville, TN 37918

Fountain City United Methodist Church Wedding Videography Policy

Sign and Return - In order for you to take videos of a wedding at Fountain City United Methodist Church, you must sign a copy of this policy and return it to the church office one month prior to the wedding.

Groomsmen - The Groomsmen and Ushers need to be free to usher at least 30 minutes before the wedding begins. Make your plans accordingly.

Outside Pictures - Plan to be finished with outside videoing at least 15 minutes before the wedding begins.

Camera Placement – No attended or viewable cameras are acceptable in the sanctuary during the ceremony. Please check with the Sound, Light and Video Committee for further details of acceptable placement of cameras. The ceremony begins when the bride and groom’s families are seated and ends when the recessional begins.

Additional Information - If you need more information on the policies of Fountain City United Methodist Church or have any questions, please contact the church office at 689-5175.

I have read the policies above and understand them. I understand that if I, or a member of my staff, do not abide by these policies, I may be prohibited from photographing other weddings at Fountain City United Methodist Church.

Signed: _____

Studio: _____

Phone #: _____

Date: _____

For the Wedding of: _____

Date of Wedding: _____

Please mail to: Fountain City United Methodist Church
212 Hotel Road
Knoxville, TN 37918

Due Date: _____

Fountain City United Methodist Church Wedding Fees Paid to FCUMC

	<u>Member</u>	<u>Non-Member</u> Parent or Grandparent is a member	<u>Non-Member</u>
FCUMC Pastor	No Charge _____	\$150 _____	\$150 _____
Sanctuary and Facilities Fee	\$200 _____	\$250 _____	\$500 _____
Chapel and Facilities Fee	\$100 _____	\$125 _____	\$250 _____
Multi-Purpose Room			
Rehearsal Dinner	\$ 50 _____	\$150 _____	\$300 _____
Reception	\$ 50 _____	\$150 _____	\$300 _____
Wesley Hall			
Rehearsal Dinner	\$ 50 _____	\$100 _____	\$200 _____
Reception	\$ 50 _____	\$100 _____	\$200 _____
Kitchen			
Refundable Damage Deposit	\$200 _____	\$250 _____	\$500 _____
Usage Fee	\$100 _____	\$200 _____	\$400 _____
*Custodial/Staff			
Rehearsal/Wedding	\$ 100 _____	\$100 _____	\$100 _____
Rehearsal Dinner	\$ 50 _____	\$ 50 _____	\$ 50 _____
Reception	\$ 50 _____	\$ 50 _____	\$ 50 _____
**FCUMC Nursery Attendants (2)	\$ 60 _____	\$ 60 _____	\$ 60 _____
Subtotal	_____	_____	_____
- Earnest Money	- \$300	- \$300	- \$300
- Kitchen Damage Deposit (if kitchen is to be used)	-	-	-
TOTAL BALANCE DUE	_____	_____	_____

*This fee is per custodial/staff person. If more than 150 people are attending the reception, two custodial/staff persons must be present.

**A minimum of 2 teachers are required for childcare. Please contact the Director of Early Childhood Ministry to discuss your specific needs and how many teachers may be required. For example, \$30.00/hour includes 2 nursery attendants for every 10 children; two hour minimum. Each additional attendant is \$15.00/hour.

All remaining fees are due two weeks prior to the wedding.