

THRASHER MEMORIAL UNITED METHODIST CHURCH

WEDDING PACKET

Wedding Procedure

All wedding requests come in to the church office. After checking with the Pastors, they will direct the person to contract the Wedding Coordinator, Charlene Wolfe.

Wedding Information Form is to be completed by Wedding Coordinator.

Wedding Coordinator contacts Bride/Groom to secure date and details.

Wedding Coordinator discusses and handles coordination of fees, arrangements and needed support staff.

File copies of completed wedding information forms with Pastors and church office.

All questions related to weddings and facilities should be directed to the Wedding Coordinator.

Charlene Wolfe (H) (540)344-3423 or (C) (540)761-3999

Office Check List for Weddings

Date _____

Office Copy for Church Files (to be kept by church secretary)

Wedding Policies given to Bride (NAME) _____

Date _____

Wedding and rehearsal dates reserved on church calendar

Date _____

Wedding and rehearsal dates secured on church calendar

Date _____

Church Fee Paid, contract signed and returned to church office

Date _____

Wedding Coordinator notified:

Date _____

Wedding Information Form

TODAY'S DATE _____

BRIDE'S NAME _____

STREET ADDRESS _____

CITY, STATE, ZIP _____

PHONE (Day) _____ (Evening) _____

E-MAIL ADDRESS _____

GROOM'S NAME _____

PHONE (Day) _____ (Evening) _____

E-MAIL ADDRESS _____

WEDDING DATE _____ TIME _____

REHEARSAL DATE _____ TIME _____

SANCTUARY: _____ CHAPEL _____ NO. OF GUEST _____

RECEPTION _____

OFFICIATING MINISTER/PASTOR _____

ADDRESS AND E-MAIL IF NOT MINISTER/PASTOR AT THRASHER _____

Revised 2-21-12

Contract for Weddings

Waiver of Liability

Thrasher Memorial United Methodist Church assumes no responsibility or liability for any damage or injuries that occur while using the Church's facilities or on the Church's grounds. Any group or individual using Church property shall indemnify and hold harmless Thrasher Memorial United Methodist Church from any claim, suit, demand, or action arising out of said group or individual's use of the Church property or presence thereon. Any group or individual using Church property assumes the risk of damage or injury thereof and hereby releases Thrasher Memorial United Methodist Church, its trustees, employees, and agents from any and all liability related to the use of the property.

I/we, _____,
have carefully read and understand the wedding guidelines and wedding information forms and agree to abide by the policies and guidelines of the church.

Signed: _____ Date _____

Signed: _____ Date _____

Church Personnel

Pastor B. Failes	Church (540)344-4708	
Lead Pastor		
David Vaughan	(C) (434)825-3542	Church (540)344-3708
Associate Pastor		
Greg Chewning	(C) (540)797-9051	Sound Technician
Sam Givens	(C) (540)588-2885	(H) (540)890-0648
Musician		
Brandon Mock	(C) (919)498-5414	
Organist / Pianist		
Charlotte Vandergrift	(C) (540)397-1195	
Custodian		
Charlene Wolfe	(C) (540)761-3999	(H) (540)344-3423
Wedding Coordinator	E-Mail Address grangransew@cox.net	

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Wedding Coordinator's Information Form

Date_____

BRIDE_____

Phone # Home_____ Cell #_____ E-mail_____

GROOM_____

Phone # Home _____ Cell # _____

Wedding Date_____ Time_____

Rehearsal Date _____ Time_____

Pastor/Minister_____

Pastor/Minister's Church, if not Thrasher_____

Sanctuary ___ Parlor ___ Chapel ___ SGCH ___ JFH ___ OFH ___

Brides Maids # ___ Groomsmen # ___ Flower Girl # ___ Ring Bearer # ___

Soloist___ Organist___ Pianist___ Florist_____ Aisle Runner___

Candelabras_____ Unity Candle_____ Photographer_____

Altar Guild notified__ Number of guests____ Number of Grandparents____

Reception _____ Reserved on Church Calendar _____

Given Wedding Policy_____ Signed Waiver_____

Fees: Sanctuary_____ Parlor_____ Chapel_____ SGCH_____

Sound Tech_____ Organist/Pianist_____ Jones FH_ _____ OFH_____

Custodian___ Wedding Cord. ___ Copy of papers to church office & Pastors____

Confirmed on Church Calendar _____ Paid by Check # _____ Date _____

Revised 2-21-12

Wedding Policies and Information

We welcome you with open hearts.

Thank you for choosing Thrasher Memorial United Methodist Church as the church for your wedding. We hope you and your guests will sense the *presence of God and feel His love*.

A wedding is a very special occasion in the life of a couple. We hope your wedding will be a wonderful event for the two of you, your families and your invited guests.

Marriage is "*instituted by God...blessed by our Lord Jesus Christ*". Your wedding will mean more to you, your family and your friends as you give careful consideration for all the reverent aspects of this holy occasion.

To assist you with your plans for your wedding day, we would like to acquaint you with the wedding policies of Thrasher Memorial United Methodist Church.

Wedding Coordinator

It is in the best interest of the church and the smooth running of your wedding that the wedding coordinator of the church coordinates and/or directs your wedding. The Wedding Coordinator of Thrasher Memorial United Methodist Church will be available to answer questions concerning the facilities and the guidelines of the church for your wedding.

The Wedding Policies

Plan early to schedule your wedding and rehearsal dates. You may schedule your wedding one year in advance. Confirmation will be given after consultation with the Pastor, Wedding Coordinator and the church fee is paid.

When one of our pastors officiates your wedding, he/she may require the two of you to attend counseling sessions.

You may choose to use a Pastor from another church. Please discuss this with our Wedding Coordinator and supply the Pastor's name, address and e-mail, so we can invite him/her to our church.

Alcoholic beverages, smoking products and illicit drugs are not permitted anywhere on the church property.

Only bubbles and bird seed are allowed for throwing at the bride and groom to celebrate with them as they exit the church.

Decoration

The Sanctuary and Chapel are places of beauty. Enhancements, like flowers and ribbons, should be in harmony and balance with this atmosphere.

Revised 2-21-12

1. Potted plants must be placed in saucers to prevent water damage to floor and furniture.
2. When using candles, precautions must be taken to protect floor and furniture from drippings.
3. Ribbons and rubber bands may be used to attach decorations to the pews. No tape please.
4. Isle runners are not recommended, but whether used or not, please use artificial petals so as not to stain the carpet.

Decorations should be removed immediately after the wedding. If flowers are to remain for the Sunday worship service, and you would like the wedding to be noted in the church bulletin, please call the church secretary two weeks prior to the wedding.

Music

Music is an important part of the wedding and should be in keeping with the reverence observed in the House of the Lord. All music will need to be discussed with the organist and/or choir director. When you choose to use an outside organist, he/she must consult with Thrasher's organist.

Photography and/or Videos

The most important thing to remember is that a wedding is a *Service of Worship*.

Photographers are to refrain from taking flash pictures during the ceremony and moving about where they can be seen by the guests. No flash pictures are to be taken during the actual ceremony. Pictures may be taken at the back of the sanctuary as the bridal party enters the sanctuary and as the bride and groom exit the sanctuary.

The Wedding party may assemble prior to and/or after the wedding for further pictures.

Advise friends and family members that no flash pictures should be taken during the actual ceremony.

Video may be taken however; camera placement must be inconspicuous and not hinder the wedding ceremony. Bright lights may not be used during the ceremony.

Rehearsal

The rehearsal for your wedding should be at a time when all members of the bridal party can be present and on time. The rehearsal will begin promptly at the scheduled time.

The Pastor will be in charge of the rehearsal with the assistance of the Wedding Coordinator.

The marriage license should be brought to the wedding rehearsal if not before.

Dates Excluded

All of Holy Week of Easter is excluded. Others if the church calendar may have special services.

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Fee Schedule

The following is the fee schedule. After paying the initial fee for the use of the church, all other fees are due one month before the wedding.

Sanctuary	\$350.00 per day
Chapel	\$250.00 per day
Parlor/ Classroom	\$ 25.00 per day
Jones Fellowship Hall (JFH)	\$200.00 per day
Old Fellowship Hall (OFH)	\$100.00 per day
Sacred Grounds Coffee House (SGCH)	\$100.00 per day
Pastor's Honorarium	
Organist/Organist	\$150.00
Marriage Counseling (4 Sessions)	\$ 30.00
Wedding Coordinator	\$200.00
Sound Technician	\$ 75.00
Janitorial Services:	
Sanctuary and Balcony	\$100.00
Chapel	\$100.00
Jones Fellowship Hall	\$100.00
Old Fellowship Hall	\$100.00
Coffee House	\$100.00

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Church Check List

Date _____

Bride/Groom/Parent contacted Thrasher Memorial United Methodist Church _____

Wedding Coordinator, Charlene Wolfe (H) (540)344-3423 or (C) (540)761-3999 _____

Sanctuary _____

Chapel _____

Parlor _____

Minister/Pastor _____

Florist _____

Reception Facility _____

Jones Fellowship Hall _____

Old Fellowship Hall _____

Coffee House _____

Organist _____

Pianist _____

Soloist _____

Photography and/or Video _____

Sound Equipment _____

Candelabras _____

Unity Candle _____

Kneeling Bench _____

Window Globes _____

Make a copy for the Bride/Groom, Church Office, Wedding Coordinator and Pastors.

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