



NORTHSIDE  
CHURCH

A UNITED METHODIST CONGREGATION

# WEDDING POLICY BOOKLET

Dr. Gil Watson, Senior Pastor

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## ***PREFACE***

Welcome to Northside Church. We look forward to hosting your upcoming wedding. In the United Methodist Church, weddings are a worship service and covenant before God. They follow “The Service of Christian Marriage” as prescribed by The United Methodist Book of Worship.

We are pleased that you are planning to have your wedding here and look forward to being of assistance to you in this most important event. The Christian marriage ceremony celebrates God’s blessing of the union of husband and wife. An ordained Minister officiates by the authority of the state as evidenced by a Marriage License.

The music, the ceremony, and all other aspects should fit into the sacred concept of marriage. We trust that your marriage will be a continuing blessing long after this special event is past.

## ***THE STAFF***

Senior Pastor – Dr. G. Gil Watson

Senior Pastor’s Executive Assistant – Cathy Wood

Organist – Gwyn Bacon

Music Administrator – Melissa Godbee

Production Director – Allen Morrison

## ***CONTACT INFORMATION***

*Senior Pastor’s Assistant, Cathy Wood*

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*Organist, Gwyn Bacon*

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*Production Director, Allen Morrison*

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*Northside Church Office*

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## ***TO RESERVE THE CHURCH***

Please contact the Senior Pastor's Assistant when you are ready to set a date for your wedding. We reserve dates up to one year from the wedding date. Dates will be confirmed upon receipt of the deposit. No weddings will be scheduled later than 7:00PM. **No weddings will be performed New Year's Eve, Holy Week, Memorial Day weekend, Independence Day weekend, Labor Day weekend, or Thanksgiving weekend.** Additionally, Christmas and other dates during the month of December may be unavailable depending on holiday Church events. **Should there be a special request for a holiday wedding, all fees other than Church rental, are subject to an increase.**

## ***PREMARITAL COUNSELING***

At least one premarital session with the officiating Minister is required before the marriage. This minimum requirement may vary depending upon each individual Minister. It is the responsibility of the couple to make an appointment for the session no less than two months before the wedding.

## ***THE CEREMONY***

The ceremony, when performed by a Minister of Northside Church, shall follow the United Methodist Order of Service. If you have a request for a specific Northside Minister, it should be stated when making your reservation. A visiting Minister may assist in the Service of Marriage.

The request for a visiting Minister should be made when making your reservation. One of Northside's Ministers will assist any visiting Minister.

**It is to be understood when there is a visiting Minister, the Senior Pastor of Northside Church will pronounce the vows of marriage.**

## ***THE WEDDING PROGRAM***

Copies of previous ceremonies are kept on file and the Church would be happy to assist in any way with the arrangement of the program. Printing of the wedding program shall be the responsibility of the bride.

A typical Order of Worship used at Northside Church:

## ***THE SERVICE OF WORSHIP***

- The Greeting
- The Canticle of Love
- The Declaration of Intent
- The Presentation of the Bride
- The Congregational Hymn (optional)
- The Homily
- The Marriage Vows
- The Exchange of Rings
- The Pronouncement of Marriage
- The Blessing of the Marriage
- The Holy Communion (optional)
- The Lighting of the Candles (optional)
- The Solo (optional)
- The Benediction
- The Introduction of the Couple

Experience has shown that having a bride's book or a receiving line at the Church simply delays the wedding or wedding photography. Please plan both of these for your reception. Please note that due to the Ministers' schedules, it may be impossible for them to attend wedding rehearsal dinners or receptions when invited.

## ***WEDDING COORDINATOR***

The Wedding Coordinator's responsibility is to make sure your wedding day runs smoothly. The assigned coordinator will contact you to schedule an initial meeting to go over a timeline leading up to your wedding. Your Wedding Coordinator will coordinate your ceremony and direct the rehearsal along with the officiating Minister. The Northside Wedding Coordinator is to be used at all Northside rehearsals and weddings. The coordinator can also provide referrals for photographers, caterers, reception locations, florist, etc., and can be very helpful in these important areas. It is our experience that those professionals who have worked with our Church and know its rules are usually the ones who are most successful.

## **MUSIC**

The Music Ministry of this Church is charged with planning music for all services held at Northside Church, including weddings. In order to maintain a level of consistency among services, the Music Ministry has adopted the following policies:

- Northside Church will provide an Organist to play for all weddings.
- Since the wedding ceremony is a service of worship, all music must be sacred in nature. Examples of standard wedding music are listed on the following pages, as well as on our website which you can access by going to the following link: [www.Weddings.NorthsideUMC.org/music](http://www.Weddings.NorthsideUMC.org/music). If you have a favorite selection or composer that is not listed, please discuss this with the Organist. Please note that the Organist must approve, **at least four weeks in advance**, all music used in your wedding.
- Vocalists and instrumentalists shall be chosen by the couple, in consultation with the Organist, from a **list of professional musicians used by the Church**. Each has proven themselves superior in their craft. These are contract musicians, so it is necessary for payment of services to be made directly to the individual musician. Professional musicians not on our approval list must submit a performance recording for music ministry consideration **a minimum of six weeks in advance**. This may be in the form of a CD, DVD, .mp3 or .wav file. No cassette tapes or CD accompaniments are allowed in the wedding service.
- Soloist and instrumentalists rehearse one hour prior to the service. The singer or instrumentalist must provide the Organist with a copy of the music two weeks in advance, written in the key in which it is to be played.
- Any audio needs (microphones or special inputs for other instruments) must be requested by filling out the **Wedding Production Form** six to eight weeks before the ceremony online at [www.Production.NorthsideUMC.org](http://www.Production.NorthsideUMC.org). Otherwise, these will not be provided. Any questions, please contact our Production Director (see page 4 for contact info).
- String quartets and/or piano may be used in lieu of the organ for Processionals and Recessionals **in the Chapel only**. Processionals and Recessionals in the Sanctuary shall be played on the organ, while string quartets/piano may still be used during the prelude.

- If you choose to have a program printed for your wedding, you must send a proof to both the Wedding Coordinator and the music ministry for proofing at least **one week before it is to be printed**. This will help ensure that all of the worship information is correct and allows time for modifications. We reserve the right to withhold the programs at the wedding if any content has changed after our approval.
- **At least six-eight weeks prior to your wedding date, contact the Music Administrator (see page 4 for contact info) to schedule your wedding music consultation. This is a required face-to-face meeting so that you and the Organist can decide on the music for the service.**

### *Prelude and Seating of Mothers and Grandparents*

The prelude will begin thirty minutes prior to your wedding. Unless you have specific requests, the Organist will play standard wedding music during this time. If there is to be a formal seating of mothers and/or grandparents, one of the pieces below is appropriate:

*Jesu, Joy of Man's Desiring*  
*Air from Water Music*  
*Canon in D*  
*Air I*

Johann Sebastian Bach  
 George Frederic Handel  
 Johann Pachelbel  
 George Frederic Handel

### *Processionals*

Processionals should be joyous and dignified with a comfortable walking tempo. You should choose one processional for the attendants and a separate one for the bride. Below are suggestions:

*The Rejoicing*  
*Festive Trumpet Tune*  
*Prelude to a Te Deum*  
*Trumpet Tune and Air*  
*Allegretto*  
*Psalm XIX*  
*Trumpet Voluntary*  
*Bridal Chorus (Lohengrin)*  
*Trumpet Tune*  
*Rondeau*  
*Processional Hymn with Fanfares*

George Frederic Handel  
 Mark Thewes  
 Charpentier  
 Henry Purcell  
 George Frederic Handel  
 Benedetto Marcello  
 Jeremiah Clarke  
 Richard Wagner  
 John Stanley  
 Joseph Mouret  
 Westminster Abbey

## *Recessional*s

The recessionals should be a joyous piece as the Bride and Groom depart arm-in-arm, followed by the bridal party and honored guests. Below are suggestions:

<i>Toccata</i>	John Weaver
<i>Hornpipe</i>	George Frederic Handel
<i>Processional of Joy</i>	Hal Hopson
<i>Carillon-Sortie</i>	Henri Mulet
<i>Toccata (5th Symphony)</i>	Charles Marie Widor
<i>Wedding March (Midsummer Night's Dream)</i>	Felix Mendelssohn

## **FLORIST INSTRUCTIONS**

We understand that décor is an important part of a wedding and we desire that ours be a co-operative and successful relationship as we perform our duties on this holy occasion. Since the Marriage ceremony is a Service of Worship, we ask that florist help us maintain it as such by adhering to the following guidelines. The Bride and/or Groom have seen and agreed to the instructions below:

- Please do not place anything on the Altar other than flowers or a Memorial Candle in either the Sanctuary or Chapel.
- In the Sanctuary, flower arrangements may not exceed the height of the arms of the cross, as the cross is the focal point of the altar. The wedding is a sacred service. Candles and the Bible may be used. Altar candles always remain in their places at either side of the cross. The vases on the altar are 19" high (container inside should be 9.5") and are approximately 3.5" in diameter from lip to lip. Flowers should not extend above the arms of the cross (53" from altar to arms). The vases may not be removed from the altar unless a large single unit is placed in the middle. Flowers may be arranged in the vases using liners or in papier-mâché cones which hold the oasis. Nothing may be removed within the Chancel. Floral arrangements should remain in the Sanctuary for Sunday services with an acknowledgment in the Sunday bulletin in honor of your wedding. Please provide your florist with this information.
- In the Chapel, the cross may not be removed. The vases on the altar are 12" high and approximately 5" in diameter from lip to lip. The altar is 5'7" long and 18" wide. The aisle is 4'5" wide and 24' long. All other comments under "The Sanctuary" apply to the Chapel.



- After your floral decisions have been made, please advise the Senior Pastor's Assistant (see page 4 for contact information). She will need to know whether you plan to use the Urns in the Narthex or not.
- Candelabra may not be placed in the pulpit or in front of the pulpit. In order to prevent wax from dripping, liquid candles, candle lighters and unity candle are to be furnished by the Church. Your florist may choose to use candles in the window ledges as long as they are protected (15 votives in each window works beautifully. Our Unity Candle may be used at a cost of \$35 and the bride and groom may keep the center candle. Also, we furnish pew candles for \$75.
- You may place flowers and bows on the pews. You are not allowed to use nails, tacks, tapes or other means that may damage wood to secure flowers or other decorations to the Church furniture, wall or fixtures. We do not allow petals, rice, birdseed or bubbles to be used during or after the service.
- If there are two weddings on a given Saturday (this rarely occurs), the Custodian will be responsible for the removal of any flowers and decorations following the FIRST wedding. The flowers from the FIRST wedding must be relocated to the Old Kitchen unless the second Bride has agreed to share them. The Wedding Coordinators for each Bride will know this information. After the last wedding, the flowers from the first wedding may possibly be placed in the Urns or on the pedestals in the Narthex.
- For safety reasons, aisle cloths/runners are not permitted.
- During the Advent and Christmas season, decorations cannot be changed in the Sanctuary or Chapel.
- The Bride and Wedding Coordinator should determine the time the Florist may enter to decorate. Please coordinate three to four weeks prior to the wedding. Please be sure to label all corsages and attendant's flowers. The Church cannot be responsible for any equipment.

## ***PHOTOGRAPHER'S INSTRUCTIONS***

We understand that photographs are an important part of a wedding and we desire that ours be a co-operative and successful relationship as we perform our duties on this holy occasion. Since the Marriage Ceremony is a Service of Worship, we ask that photographers help us maintain it as such by adhering to the following guidelines. The Bride and/or Groom have seen and agreed to the instructions below:

- The Wedding Coordinator assigned to your wedding is responsible for directing the wedding. Photographers are to cooperate with the Wedding Coordinator at all times. Your Wedding Coordinator has the final say.
- Pictures may be taken:
  - o Outside the Church or Chapel facilities.
  - o In the Parlor (before the wedding). The furniture in the Parlor may not be moved.
  - o In the Chapel after the wedding (if a Chapel wedding).
  - o In the Sanctuary after the wedding (if a Sanctuary wedding).
  - o The Bride/Groom or wedding party may NOT be taken off site before the wedding ceremony for pictures.
- Pictures may be taken beginning 1.5 hours before the wedding. Bridemust be back in the bride's room 30 minutes before the wedding ceremony begins. **All photographs must be completed 30 minutes before the ceremony.** The officiating Minister will be glad to participate in the first photograph following the ceremony. Please take pictures involving the Minister first.
- Immediately at the end of the Recessional, the wedding party is directed by the Wedding Coordinator to the correct place to allow guests to leave the Church. This keeps guests from stopping the wedding party and will optimize your time for taking pictures after the ceremony.
- Since we may have up to 2 weddings on a Saturday, pictures must be completed within 30 minutes after the first picture is taken following the wedding. For example, a 5:00PM wedding party must have pictures completed by and out by 6:00PM. This allows the wedding party to go on to the reception where their guests will be awaiting their arrival.
- Photographers must dress in attire appropriate for Church (no denim). Please have your photographer donate an 8x10 photograph of your Sanctuary wedding for our Wedding Album. They are welcome to attach their contact information.

- All financial agreements and payments are between the photographer and the client (Bride/Groom). The Church is not responsible for breach of agreement or non-payment.

*Please remember this is a Worship Service.*

## **VIDEOGRAPHER'S INSTRUCTIONS**

We understand that videos are an important part of a wedding and we desire that ours be a co-operative and successful relationship as we perform our duties on this holy occasion. Since the Marriage Ceremony is a Service of Worship, we ask that videographers help us maintain it as such. The Bride and/or Groom have seen and agreed to the instructions below:

- The Wedding Coordinator and staff are responsible for directing and coordinating the wedding ceremony. Videographers are to cooperate with the Wedding Coordinator at all times.
- Videographers must dress in attire appropriate for Church (no denim).
- Videographers are to supply their own equipment.
- It may be beneficial to have your videographer join you in a meeting with the Production Director 2-3 weeks prior to your wedding.
- Videographers are to have all equipment in place no later than 45 minutes prior to the wedding.
- Videographers may "roam" inside the Chapel/Sanctuary up to 30 minutes prior to the wedding. After this time, you may tape the wedding party in the Narthex or assume your fixed position in the balcony.
- **All videotaping of the ceremony must be done from the balcony.** Cameras, microphones and other recording devices or special lighting are NOT allowed in the Chancel area of the Church. Videographers are welcome in the Narthex and elsewhere in the Church prior to the wedding but they may NOT videotape from within the Sanctuary during the ceremony.
- Videographers are to be as unobtrusive as possible and are not to impede the movement of guests or the wedding party either with equipment or themselves.
- Videographers are not to move equipment or themselves during the ceremony.
- All financial agreements and payments are between the videographer and the client (Bride/Groom). The Church is not responsible for breach of agreement or non-payment.
- Videographers agree to reimburse the Church for any damages they cause to the property.

## ***CATERING/FOOD SERVICES***

We will be happy to provide you will names of caters for your catering needs. Snacks for the wedding party are encouraged and will be set up outside the Fellowship Hall. You are allowed to have outside food brought in, if desired, but will be responsible for a cleaning fee for the table linens (approximately \$30).

## ***IMPORTANT MISCELLANEOUS INFORMATION***

### ***Alcohol and Smoking Polices***

NO alcoholic beverages or any type of non-alcoholic beer or wine are permitted on the Church premises. Please do not arrive at the Church with the strong odor of alcohol. Advise your wedding party and your friends! Smoking is not permitted anywhere in the Church.

### ***The Nurseries***

Nearly all weddings are solemnized on Saturday. Since the nurseries are prepared for use on Sunday, if you have planned to invite guests with small children, it is recommended that you make other provisions for them before coming to the wedding. It is difficult to restore nurseries for use by 8:30AM on Sunday morning when they have been used the night before. We appreciate your cooperation in this regard. Using the nursery requires a reservation 2-3 weeks prior to the wedding and a usage fee is charged.

### ***The Wedding Party***

Experience has shown that the use of small children in the bridal party is not always wise. Consider the ability of little flower girls or ring bearers to participate worshipfully in your Christian wedding service. If you wish to use children in the bridal party, please discuss it with your Wedding Coordinator. You may want to plan for them to be seated with their parents after the processional. Please ask your ushers and all other members of the wedding party to be on time for the rehearsal.

### ***Rehearsal***

Rehearsals will require at least 45 minutes and punctuality will assist with this. Rehearsals will be scheduled at 5:30PM and 6:30PM on the day prior to the wedding. Times will be assigned according to the first wedding to be reserved on the books. The rehearsal is a time for careful planning for a worship experience. Northside's Organist does not attend the rehearsal. The Production Director will be present by prior arrangement only and will also require a fee.

Please encourage your participants to conduct themselves with proper decorum. It is no longer necessary that relatives and friends of the Bride and Groom be seated on the left and the right sides of the Church respectively. It is better if people are seated so that there is even distribution on both sides of the Church.

***Other Information***

Valuables should not be left to tempt passersby. The Church will not be responsible for theft or loss of valuables. Every effort is made to secure the building, but participants should be warned to keep watch over their possessions. A Lost and Found service is maintained by the Church; please claim articles as soon after the wedding as possible. The Church is open on Saturday 3 hours prior to the time of the wedding. Please use the main entrance of the Church located on Kingswood Lane.

***FEES AND CHARGES***

**Northside Members**

<i>Church Rental</i>	Sanctuary	Chapel	Security Deposit
	\$250	\$200	\$500

**Receptions**

<i>Venue Rental</i>	Faith & Arts Center	Fellowship Hall	Board Room
	\$800	\$400	\$125
<i>Deposit</i>	\$500	\$250	\$100

**Non-Members**

<i>Church Rental</i>	Sanctuary	Chapel	Security Deposit
	\$750	\$250	\$500

**Receptions**

<i>Venue Rental</i>	Faith & Arts Center	Fellowship Hall	Board Room
	\$1000	\$500	\$200
<i>Deposit</i>	\$500	\$250	\$100

## ***OTHER FEES***

Minister's Honorarium	\$400
Organist	\$300
Organist w/Soloist or Instrumentalist	\$375
Organist w/Soloist & Instrumentalist	\$450
Soloist	Contact Organist
Wedding Coordinator	\$300
Audio Video Assistance	\$150
Audio Video Requested at Rehearsal	\$75/45 minutes \$100/1 hour
AV Requested at Receptions (Members)	\$150/2 hours \$100/each add'l hour
AV Requested at Receptions (Non-Members)	\$300/2 hours \$100/each add'l hour
Custodian (Cash payment)	\$225
Custodian with Pew Candles (cash payment)	\$300
Unity Candle	\$35

*\*If security is desired, you may wish to hire them through the Church.  
(\$125/4 hour minimum)*

Should you decide to cancel, there is a \$250 refund for a member and no refund for a non-member. After the wedding, \$500 is refundable less any clean-up fees that the Church Facilities Director may have incurred.

Facility and reception usage fees are paid to the Church. All other fees are to be delivered to the Wedding Coordinator, who will present them to all paid participants (e.g., Organist, Minister(s), Director, Custodian, etc.) at the time of the rehearsal.

Church and Reception facility rental fees are paid to the Church at the time of booking. All other fees and Marriage License are to be delivered to the Wedding Coordinator at the wedding rehearsal. Your Wedding Coordinator will present the fees and license to the paid participants. It is preferred that the custodial fee be paid in cash.