

Wedding Policy and Fee Guidelines

First United Methodist Church
200 W. Main Street
McMinnville, TN 37110
 (931) 473-4419

Welcome

Congratulations on your upcoming wedding! We are honored that you have chosen First United Methodist Church to be part of this special occasion. To ensure that your wedding is joyful and well-organized, we've outlined the following policies and fee schedule. These guidelines must be followed.

A meeting with our Wedding Coordinators is required before booking your date and paying the deposit. For questions or to schedule your planning meeting, please contact our Wedding Coordinators through the church office.

I. Facility Information

Sanctuary & Other Spaces:

- Sanctuary: Seats up to 250 guests; equipped with a pipe organ and grand piano.
- Willis Chapel: Intimate space for up to 50 guests.
- Fellowship Hall: Located in the basement with a full commercial kitchen, tables, and chairs.
- Outreach Building: Large seating capacity, small kitchen; equipped with piano.

II. Wedding Guidelines

A. Decorations & Flowers

- Candles must be dripleless or have protective coverings beneath them.
- Decorations may not damage wood or permanent fixtures.
- Flower petals may only be scattered with the use of an aisle runner.
- Floral and decoration setup requires a scheduled appointment.
- Altar furnishings may not be moved without approval from the Minister.

B. The Wedding Service

- This is a sacred religious ceremony and all elements must reflect that spirit.
- Music:
 - Must be submitted at least 45 days in advance.
 - Approval will be provided within 14 days.
 - Hymns and classical selections are encouraged.
 - Use of the pipe organ by an outside organist requires Music Director approval.
- Photography & Videography:
 - Photos and videography are allowed both inside and outside the sanctuary.

C. Ministerial Services

- The officiating minister is typically from First UMC.
- If you prefer an outside officiant, prior approval from our Minister is required.
- Note: Weddings or ceremonies celebrating same-sex unions are not permitted in our church.

D. Guest Access

- Access will be coordinated and granted through church staff.
- Advance communication is required.

E. Environmental Policy

- Rice and birdseed are not permitted inside or outside the church facilities.

III. Receptions

Receptions may be held in the Fellowship Hall.

- The kitchen must be left clean, with trash removed to the outside dumpster and bags replaced.
- Setup and cleanup are the responsibility of the wedding party.

IV. General Policies

- Alcohol and smoking are strictly prohibited on church property.
- All personal belongings must be removed after the ceremony.
- The church is not responsible for lost or missing items.

V. Member Definition

- A member is defined as someone listed on the church membership roll and/or a regular worship attendee for at least six months. Family relationships do not qualify for membership status.

VI. Fees & Deposits

- A security deposit of \$250 is required from members to book the Historic Sanctuary or \$100 to book the Willis Chapel. A deposit of \$500 is required from non-members to book the Historic Sanctuary and \$200 to book the Willis Chapel. Deposits are refundable if guidelines are followed and no damages occur.
- Fees for **members** to rent the **Historic Sanctuary** are all inclusive and total **\$1,150** which does not include the security deposit.
- Fees for **non-members** to rent the **Historic Sanctuary** are all inclusive and total **\$2,750** which does not include the security deposit.
- Fees for chapel weddings will be based on what services are needed. Clergy fees may be adjusted at the discretion of the pastor.
- All fees must be paid at least 30 days before the wedding. No refunds are issued after this point.

Chapel Wedding Fees

Item	Member Fees	Non-Member Fees
Security Deposit	\$100	\$200
Chapel Use	Free	\$125
Janitorial – Chapel	\$75	\$75
Wedding Coordinators (if needed)	\$200	\$200
Pianist	\$200	\$300
Clergy	\$250	\$350
Fellowship Hall Use	Free	\$300
Janitorial – Fellowship Hall	\$125	\$200