

*A
Ceremony
of
Marriage*

A Ceremony of Marriage



Photographs by Katelyn James Photography

A wedding is one of the most joyous and holy moments in life. The covenant of marriage between two people and God is rightfully marked by a meaningful service of worship. As two Christian people join their lives together to establish a Christian home, the church rejoices with them and is eager to help make the occasion of the wedding sacred, beautiful, and memorable. It is not necessary for a wedding to be elaborate to be beautiful. The true beauty of the service is found in the couple's commitment to one another and to God.

The basis for Christian marriage is community and love of Christ. We invite active participation in the worship and ministry of the church. We encourage couples married at Shady Grove UMC to attend worship services on a regular basis and become involved in the life and ministry of the church. If you are not currently a member of Shady Grove UMC, we invite you to explore the possibilities of making Shady Grove UMC your church home.

In the happy excitement of planning a wedding, many questions as to details arise. The following procedures are given to help assist in the planning. Please contact the church office if you have any additional questions.



Shady Grove United Methodist Church ~ Short Pump
4825 Pouncey Tract Road • Glen Allen VA 23059
804-360-2600 • www.shadygroveumc.net

Wedding Guidelines

Listed below is the information and guidelines for weddings held at
Shady Grove United Methodist Church ~ Short Pump.

Membership Requirement: Those who have been members of Shady Grove UMC for at least six months may schedule a wedding at the church for themselves, their children, or grandchildren up to 18 months in advance of the ceremony date. Please note: The church is not currently scheduling weddings for non-members.

Reservations and Officiating Information

The sanctuary/chapel should be reserved prior to the date and time the wedding is announced.

This may be done by sending an email to Frank Basil at fbasil@shadygroveumc.net.

You must pay a nonrefundable reservation fee of \$100 made payable to Shady Grove UMC to reserve the church. The date is reserved once the reservation fee and the Wedding Reservation Form are received.

No weddings shall be scheduled during Holy Week or on Sundays. We also discourage scheduling weddings or wedding rehearsals on the following days: New Year's Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day.

After the wedding has been scheduled on the church calendar, the wedding coordinator will arrange a meeting with the couple in order to help them plan the details of the rehearsal and wedding. The wedding coordinator is required, acting as a representative of the church and overseeing the use of the buildings. The coordinator's fee is listed on the fee schedule.

In addition to our wedding coordinator, the couple may choose to use a mistress of ceremonies. The wedding coordinator and the mistress of ceremonies go over the details together and the mistress of ceremonies may direct the rehearsal and the wedding.

Our pastor officiates weddings held at the church, and shall approve in advance other ministers who may assist in the wedding ceremony. The couple will meet with the minister at least once prior to the wedding.

The order of the service shall generally follow the approved ritual of the United Methodist Church. If a bulletin is to be used, it should be approved by the minister.

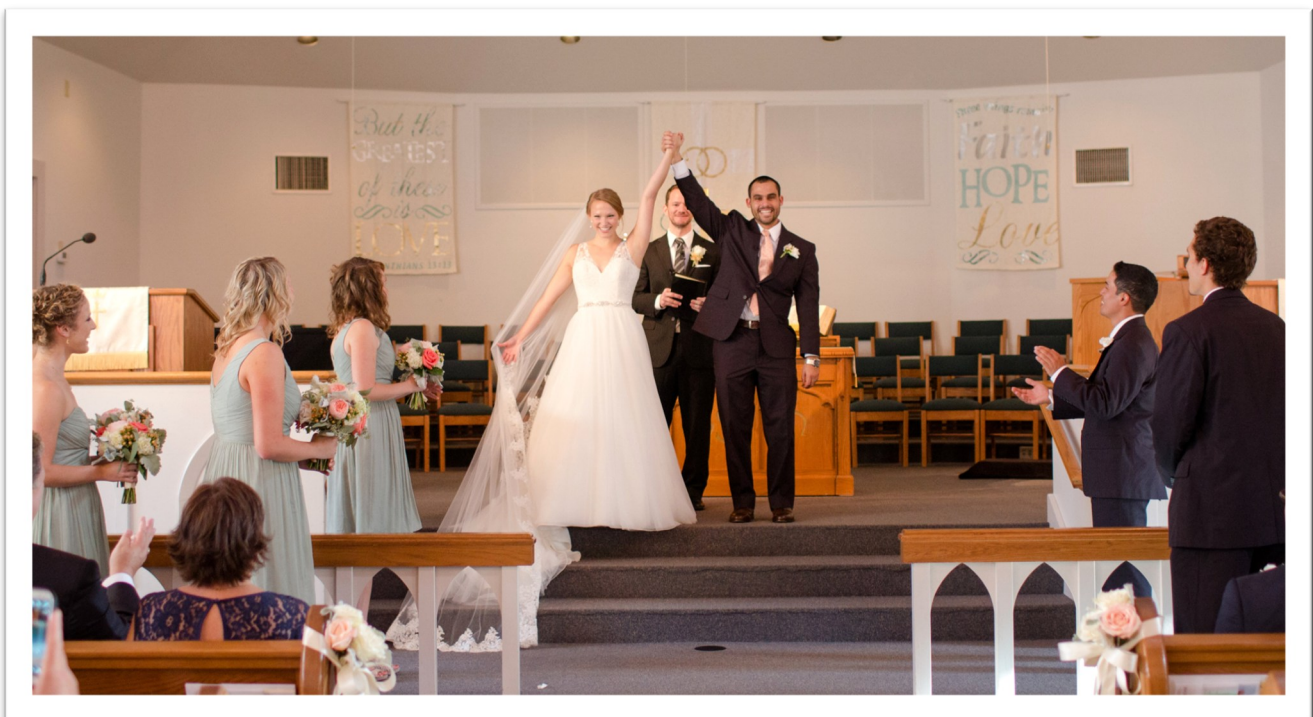
The Minister of Music and Arts of Shady Grove UMC will provide appropriate music for all weddings in consultation with the wedding couple and will work with other musicians who may assist with the ceremony. A soloist can be recommended should the need arise. Please contact the Minister of Music and Arts to setup a planning meeting.

Decorations

Our sanctuary and chapel are places of beauty and overly elaborate decorations are unnecessary.

The following guidelines are given to preserve a worshipful atmosphere and to safeguard the furnishings:

- ♡♡ Decorations should not interfere with participants in the wedding or the clear view of the wedding guests. Flowers, palms, candelabra, etc. should be placed carefully as not to hide the altar table. As in all church decorating, everything should be arranged so as to direct attention to the altar table. Artificial arrangements should not be placed on the altar table.
- ♡♡ The furniture and floor must be fully protected at all times from moisture and candle wax. Potted palms or plants must be placed in containers to prevent damage.
- ♡♡ No tacks, nails, tape, or glue may be used to fasten any decorations to the furniture or buildings. Pew markers must be attached with ribbons only.
- ♡♡ Only fabric aisle runners are allowed.
- ♡♡ Petals for the aisle must be artificial to avoid stains.
- ♡♡ All decorations shall be removed immediately following the service, unless alternative arrangements have been made with the wedding coordinator.



Other Information You Should Know

- ♡♡ The bride, groom, and their attendants are welcome to use the education building for dressing before the ceremony. Please make these arrangements with the wedding coordinator.
- ♡♡ Smoking and alcoholic beverages are not permitted on church property.
- ♡♡ Throwing bird seed is allowed outside of the buildings. Rice may not be used.
- ♡♡ Photographs and videos may be taken prior to and following the wedding ceremony. No flash photography by professionals or guests is allowed after the mothers are seated. Any photography and videography during the ceremony itself should be done as not to disrupt the service.
- ♡♡ All fees and licenses are due in the church office two weeks prior to the wedding date. Please make checks payable to the individuals providing the services for your wedding.
- ♡♡ The wedding party assumes all responsibility for the use and/or replacement of church property.
- ♡♡ Shady Grove UMC cannot be held liable for items lost, stolen, or damaged.



Wedding Staff

Pastors: Rev. David Vaughan dvaughan@shadygroveumc.net
Rev. Blaine Oliver-Thomas boliver-thomas@shadygroveumc.net

Director of Music Ministries: Robert Phanord rphanord@shadygroveumc.net

Wedding Coordinator: Laura Nuckols lnuckols@shadygroveumc.net

Wedding Fee Schedule

Checks are made out to the individuals providing the service, with the exception of the reservation fee and building usage fee, which are made out to Shady Grove UMC.

Names will be provided by the wedding coordinator. Checks must be mailed or brought to the church office two weeks prior to the wedding.

Reservation Fee (non-refundable, required in order to secure date)

\$100

Building Usage

Sanctuary (seats 300 guests)

Member: fee is waived

Chapel (seats 100 guests)

Member: fee is waived



Pastor

\$275 minimum honorarium

Minister of Music and Arts

\$275 base fee* or \$100 consultation fee**



Wedding Coordinator

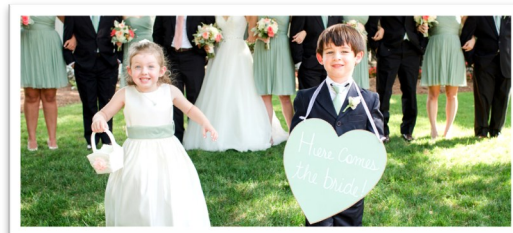
\$175

Sound Tech (Required for sanctuary weddings. There is no sound system in chapel.)

\$100

Custodian

Member: \$150



* The Minister of Music and Arts shall be paid additional fees for any rehearsals with soloists at the rate of \$35 for a half hour rehearsal or \$50 for a one hour rehearsal. Note: The Minister of Music and Arts may help identify instrumental or vocal soloists for weddings. Fees for the soloists are negotiated with and paid directly to the soloist(s), separate of any above listed fees.

** If the Shady Grove UMC Minister of Music and Arts or other Music Ministry staff is not playing for the wedding, there is a \$100 charge for consultation services, for the purpose of approving music choices and providing piano and/or organ usage instructions.

Wedding Reservation Form

Name of Bride _____ Phone _____

Address _____

E-mail _____

Name of Groom _____ Phone _____

Address _____

E-mail _____

Is the bride a member of Shady Grove United Methodist Church~Short Pump? _____

Is the groom a member of Shady Grove United Methodist Church~Short Pump? _____

Is a parent of the bride or groom a member of Shady Grove United Methodist Church~Short Pump? _____

If yes, please provide name _____

Sanctuary or Chapel _____

Rehearsal Date _____ Rehearsal Time _____

Wedding Date _____ Wedding Time _____

Officiating Pastor: Rev. Chris McLain, Rev. Beanie Kelly, or _____

Director of Music Ministries: Robert Phanord, or _____

I have read and hereby accept the policies and procedures of Shady Grove United Methodist Church~Short Pump and enclose a nonrefundable reservation fee of \$100. I understand that my reservation becomes effective with the payment of the reservation fee.

Name _____

Signature _____ Date _____