

*the wesley
wedding
informational
packet*



WESLEY UNITED METHODIST CHURCH AT FREDERICA



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CONTACT INFORMATION



MON - THURS 9:00AM - 5:00PM

*6520 FREDERICA ROAD
ST. SIMONS ISLAND, GA 31522*

CHURCHOFFICE@WESLEYSSI.ORG

WESLEYSSI.ORG

912.634.1412

PAIGE GOBER

Director of Program Ministries & Wedding
Reservation Coordinator
paige@wesleyssi.org
912.634.1412 x102

KATHEY HORNBUCKLE

Wedding Administrator
katheyhorn@gmail.com

REV. DR. JERRY A. ROE, JR.

Senior Minister
pastorjerry@wesleyssi.org
912.634.1412 x104

DEBBIE MCILRATH

Organist/Director of Sacred Arts
debbie@wesleyssi.org
912.634.1412 x108





WORDS OF WELCOME

We are delighted that you have given Wesley United Methodist Church at Frederica the opportunity to share its ministry with you on your wedding day. Our goal is to provide both the personnel and the setting that will uphold the sanctity of marriage and magnify the joy that characterizes all Christian worship, most especially in the worship service of Christian marriage.



AN IMPORTANT NOTE

We pray your wedding will be a memorable service of worship and believe that the inherent beauty, sacredness, and solemnity of the occasion should remain the focal point. It is the responsibility of the person(s) reserving the facility to ensure that the guidelines, procedures, and/or policies of Wesley church are strictly followed. It is your responsibility to read, with great care and sensitivity, the following guidelines and ensure that everyone involved in this event (florists, decorators, directors, photographers, videographers, family members and members of your wedding party) understands and follows the guidelines as set forth herein. It is also your responsibility to ensure that adequate arrangements have been made to take care of all details relating to the wedding as they pertain to Wesley United Methodist Church at Frederica. Please feel free to contact us with questions.

SCHEDULING

Please be advised that Wesley United Methodist Church at Frederica reserves the right to change the policies and/or fees found in the Wesley Wedding Informational Packet at any time. Changes to policy are made at the discretion of Wesley UMC and may be applied to those already holding reservations, as well as those considering Wesley as a possible venue for their wedding. Notifications of such changes would be sent to all those involved.



TO SCHEDULE A WEDDING AT WESLEY UNITED METHODIST CHURCH AT FREDERICA

Reservations are scheduled through Wesley's church office. To determine availability of facilities for a desired date, please call Paige Gober: 912-634-1412 x102.

Mark Your Calendars

THE BELOW ITEMS MUST BE COMPLETED TO RESERVE YOUR DATE ON THE CHURCH CALENDAR

THE RESERVATION FEE

Must be paid in full at the time of the reservation. Payment of the reservation fee reserves your date on the wedding calendar and holds your reservation for a period of two weeks from the date we receive your payment. This two-week window gives you an opportunity to provide the remaining required information found on this page: *ministerial information and a completed Wedding Contract Form*.

THE WEDDING CONTRACT FORM

Must be filled out and returned to the church office within two weeks from the day we receive your reservation fee, found on the last page of this packet.



THE MINISTER

Typically, the senior minister of Wesley performs weddings. Requests for ministers not on staff at Wesley UMC may be made by completing the Wedding Contract Form. Required information includes the minister's name, contact information, church affiliation and documentation relating to his/ her ordination into the ministry, i.e., Certificate of Ordination. Once this information is approved by our senior minister, an invitation will be extended to the guest minister, allowing him/her to officiate the wedding at Wesley. In the event the officiant does not have adequate credentials to meet the polity and discipline of the United Methodist Church, Wesley reserves the right to have its own minister participate in the rehearsal and wedding.

Members: The Facility Fee does not include an honorarium for the minister. When more than one minister is participating in your ceremony, both should receive an honorarium. Members of Wesley UMC at Frederica are not charged a fee by our senior minister for the wedding ceremony or premarital counseling. Weddings are considered to be a part of the minister's care for the members of his congregation. If a member desires to present an honorarium (though it is not required), the suggested amount is usually \$200 to \$300. If a member uses an officiant other than the minister of Wesley, they must negotiate the fee directly with the officiant.

Non-members: If non-members wish to use Wesley's senior minister or another of Wesley's ministers, they are charged a fee for time dedicated to premarital counseling, planning, rehearsals, etc., outside the scope of the minister's regular pastoral responsibilities. Wesley's minister charges a fee of \$400 for non-members. This includes fees for the Prepare-Enrich Premarital Counseling program if the couple chooses to use it (including online sorter and materials), sessions for premarital counseling, time dedicated for wedding planning, rehearsals, and officiating the wedding. Fees must be paid and the marriage license presented to the minister(s) at the wedding rehearsal.



SCHEDULING

RESTRICTED DATES

Weddings and rehearsals can not be scheduled on the following dates:

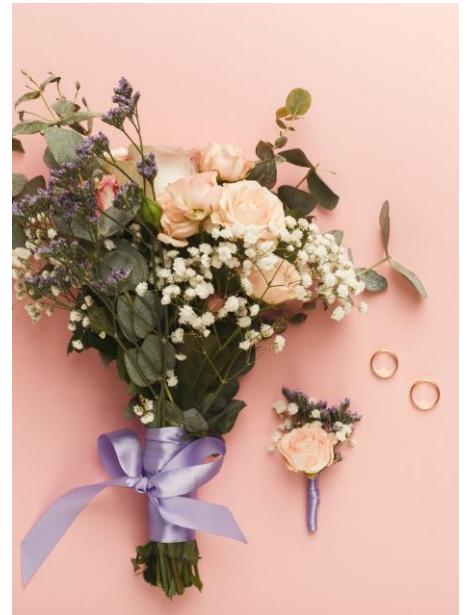
1. Easter weekend (from Maundy Thursday through Easter Sunday)
2. July 4th weekend (if July 4th falls on Friday or Saturday)
3. Thanksgiving weekend
4. The 1st and 2nd weekends in December
5. Christmas weekend (if Christmas Eve/Day falls on any weekend day, Friday-Sunday)
6. New Year's weekend (if New Year's Day/Eve falls on any weekend day, Friday-Sunday)
7. Any Sunday (no Sanctuary weddings on Sundays) (Chapel weddings are available on Sunday if they do not interfere with church ministry or programming and are approved by the senior minister.)
8. We typically schedule one wedding per weekend.
9. There are no exceptions/discounts for those using Wesley as a rain site.
10. Cancellations: A refund of 25% will be made only after receiving written notification from the reserving party. Such notification must be received by Wesley UMC no later than 48 hours prior to the scheduled start time of the rehearsal.

TIME LIMITS

Rehearsal: The building will be open 30 minutes prior to rehearsal and 1 hour during the rehearsal.

Wedding: The building will be available for use 3 hours prior to the wedding (opening time must be scheduled) and will remain open 1 hour after the conclusion of the ceremony.

THE CEREMONY



The Officiating Minister & Premarital Counseling

We rejoice with you and give thanks to God that you have chosen to establish your marriage relationship in covenant with God. Those who come to be joined in holy matrimony should recognize that we view marriage as a sacred covenant between a man and a woman, instituted by God. Therefore, we seek not only to make the wedding a joyful event, but more importantly, we strive to ensure that it is a meaningful religious ceremony, a true spiritual celebration. We will take seriously your own personalities and experiences, while at the same time maintaining Christian integrity in traditions that have enriched the marriages of countless generations of people who have preceded us. The opening words of the service of marriage begin, "Dearly beloved, we are gathered here in the sight of God..." We will do our best to enhance the consciousness of God's presence, both in your minds and in the minds of those who share in the service.

FOR MEMBERS

Normally, the minister of Wesley UMC at Frederica officiates at wedding ceremonies for members. The minister will meet with the couple to discuss arrangements for the wedding and provide premarital counseling. Our senior minister of Wesley UMC is trained and certified to use the Prepare-Enrich Premarital Counseling program by Life Innovations. These sessions are an important aspect of preparation for marriage. This program offers the couple a detailed sorter to complete online. Up to 20 categories of the relationship are examined to identify strengths and growth areas. Practical exercises help the couple get off to a good start in their marriage. A minimum of two hours is required to complete the Prepare-Enrich counseling and plan the service. For members, this cost is included in the wedding fee.

THE CEREMONY

The Officiating Minister & Premarital Counseling (Continued)

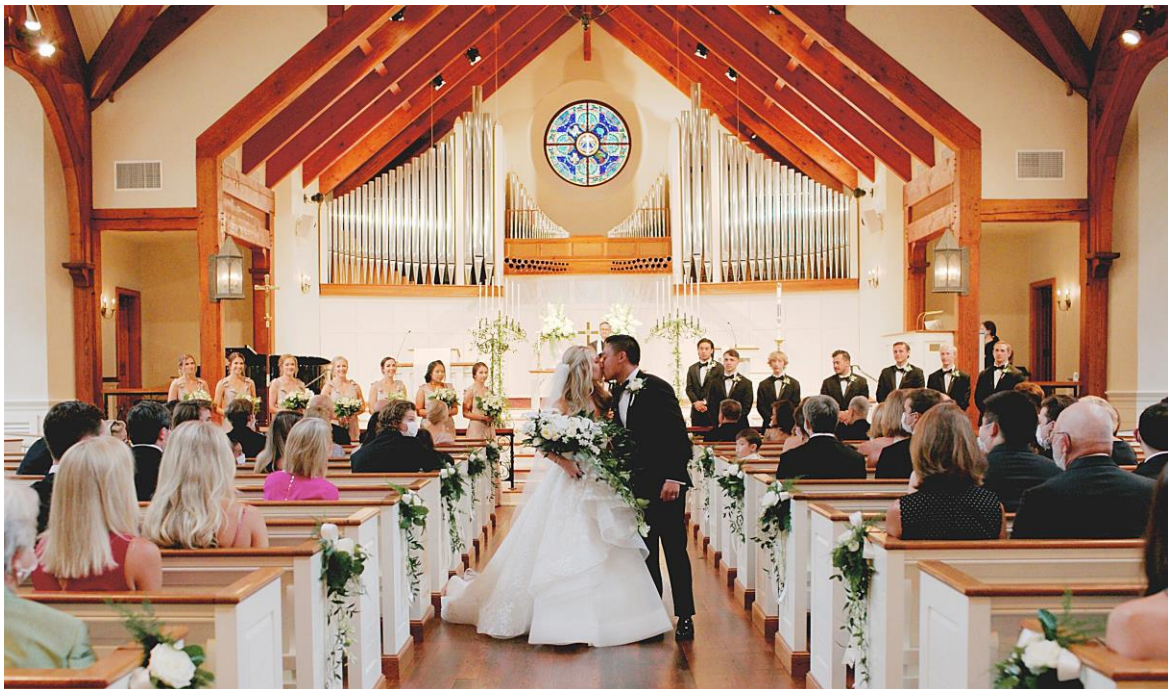
FOR NON-MEMBERS



Weddings for non-members will be performed by Wesley's senior minister or an approved minister of the couple's choosing. Identification and/or assignment of a minister must be done two weeks from the day we receive the reservation fee. Wesley's senior minister will determine the appropriateness of a request for a minister, and if approved, extend an invitation to the guest minister to officiate. Premarital counseling is strongly encouraged and must be administered by a qualified official. If Wesley's senior minister officiates, the couple must meet with him or engage in premarital counseling with a qualified pastor/pastoral counselor. If Wesley's senior minister is not used for their counseling, the couple must present to Wesley United Methodist Church at Frederica a signed certificate of completion from the pastor/pastoral counselor administering the counseling no later than two months prior to the wedding date.

REQUESTS FOR OUTSIDE MINISTERS

Requests for ministers not on staff at Wesley UMC to officiate or assist in the ceremony can be made by completing the appropriate section of the Wedding Contract Form. Only ordained, Christian ministers who are approved to officiate weddings in their denominations may perform weddings at Wesley. Wesley's senior minister gives final approval for all outside ministers. If your minister is not approved, Wesley's senior minister must officiate with your minister assisting. If Holy Communion is to be offered, the service will follow the United Methodist liturgy and be offered to everyone present as United Methodist theology and the Book of Worship stipulates.



THE CEREMONY

HOLY COMMUNION

IF YOU DESIRE TO SERVE HOLY COMMUNION DURING YOUR WEDDING, YOU MUST ABIDE BY THE FOLLOWING:

The minister must be authorized to administer the sacrament in his/her denomination.

The minister must use the United Methodist liturgy (page 12 or 15 in the UM hymnal).

The celebrant leading Holy Communion must invite everyone present to participate, regardless of church affiliation.

The elements for Holy Communion (and set up) will be provided by the church. It is the couples responsibility to communicate this request to the wedding hostess well in advance of the wedding.

The United Methodist Book of Worship states: Holy Communion may or may not be celebrated. If it is, it is most important that its significance be made clear.

Specifically: (1) The marriage rite is included in the Service of Word and Table. (2) Not only the husband and wife but the whole congregation is to be invited to receive communion. It is Methodist tradition to invite all Christians to the Lord's table. (3) There should be no pressure that would embarrass those who for whatever reason do not choose to receive communion. (B.O.W., page 115)

THE CEREMONY

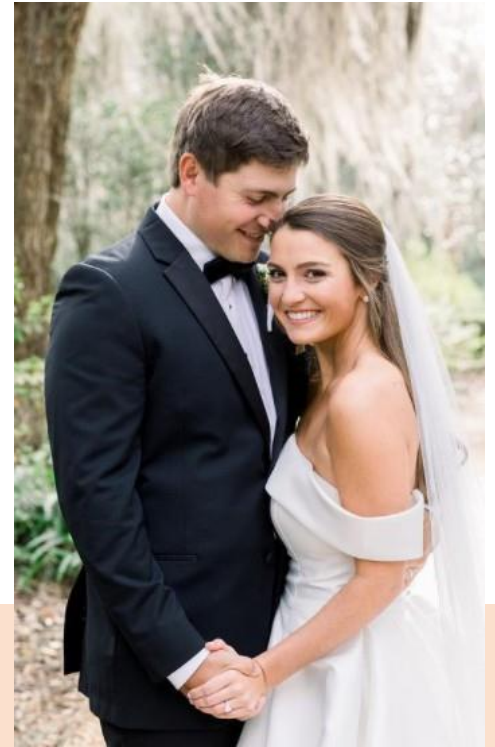
MUSIC

WESLEY UMC ORGANIST

The organist at Wesley United Methodist Church at Frederica serves as organist for all Wesley weddings. A non-refundable fee of \$400 is due the organist at the time of consultation with the bride and/or representative(s) of the bride (e.g., mother-of-the-bride), and in no case later than 60 days prior to the planned wedding date. The fee is \$550 if additional rehearsals with other instrumentalists are required. It is the responsibility of the booking party to make payment for these services directly to the organist. The wedding party must notify the organist of cancellation at least 60 days prior to the planned wedding date.

APROPOS MUSIC

All music must be approved by the organist of Wesley United Methodist Church at Frederica. Selections should be in keeping with the sacredness of the service. Since the wedding ceremony is a service of worship, all musical selections (prelude, solos, wedding processional, recessional and postlude) should reflect the beauty and dignity of worship. No pre-recorded music may be used, including CDs. Show tunes, popular songs, and love songs, while meaningful to the bride and groom, are more appropriate for use at the wedding reception.



GUEST ORGANISTS

Guest organists are occasionally requested by the bridal party. In this event, the organist must be skilled at playing a pipe organ, complete a consultation with and be approved by Wesley's organist, and coordinate rehearsal times with Wesley's organist. Consultations with guest organists incur a \$100 fee payable to Wesley's organist.

ALTERNATE ORGANISTS

In the event Wesley's organist is unavailable on the requested dates, we will arrange for a qualified alternate organist to serve for the wedding.



THE CEREMONY

Photos & Videos

PLEASE COPY THIS PAGE AND PRESENT IT TO YOUR PHOTOGRAPHER AND/OR VIDEOGRAPHER SO THEY MAY FULLY UNDERSTAND THE GUIDELINES OF WESLEY CHURCH.

Noise and lights, flashes, or clicking sounds distract from the spirit of the service of worship. Guests will not be permitted to take photographs until after the ceremony. The worship service begins with the prelude. The photographer may take photographs within these guidelines:

1. Flash photographs may be taken of the bridal party during the processional as they start down the center aisle. Flash pictures may be taken during the recessional. Additional photographs may be taken with flash or other lighting equipment before the prelude begins or after the ceremony. The minister will gladly restage any portion of the ceremony for photographs afterward. Pictures with the minister need to be taken immediately after the conclusion of the service.
2. After the processional is concluded, only photographs without flash may be taken providing there is NO noise, clicking sound or any other distraction. Use of auto-winding or motor-driven cameras during the ceremony is prohibited.
3. Under NO circumstances should the photographer, members of the wedding party, or guests stand on the pews, kneeler, or chancel rail.
4. The photographer should not move around during the ceremony. This is distracting to the worship service.

Use of a video camera is allowed following these guidelines:

1. One camera may be placed in the right rear corner of the Chancel Choir area. It must remain stationary and unmanned.
2. One camera can be used in the balcony or at the back of the church. It may be manned.
3. NO additional light bays may be used.
4. Extra equipment may not be laid on the pews or anywhere that can be seen.
5. Care must be taken to ensure there is no noise or other distraction during the ceremony.
6. Audio will NOT be supplied from the church's sound system for recording on a photographer's video tape.



THE CEREMONY



THE WEDDING DIRECTOR

It is required that you have an experienced wedding director coordinate your service. Wesley provides a Wedding Hostess from Wesley's Wedding Committee to be present at all times. She will assist with facilities and answer questions but will not be involved in directing the wedding.

SOUND

Please note: Sound technicians record the wedding service on CD and will provide a copy to the wedding party. Recordings of the wedding service begin with the prelude and conclude with the recessional.

Wesley United Methodist Church at Frederica provides a trained sound technician for your service. Microphones at the lectern and pulpit will be turned on. A cordless microphone will be available for the minister. If members of the bridal party (soloists, musicians, speakers, etc.) need a hand-held microphone, it is the responsibility of the reserving party to inform the sound technician, the Wedding Hostess Coordinator, or the wedding hostess. No instruments belonging to the church, with the exception of the piano and the organ, are available for use at weddings. Sound technicians will not set up any music equipment - this is the responsibility of the reserving party and should be approved by the Wedding Administrator or Wedding Hostess prior to the wedding.



FLORAL ARRANGEMENTS

Copy this page and present it to your florist so they may fully understand the guidelines of Wesley church.

The regulations for flowers and decorations are designed to:

1. Prevent damage to Sanctuary furnishings
2. Assure all fire codes are followed and all aisles and walkways are kept free from obstruction

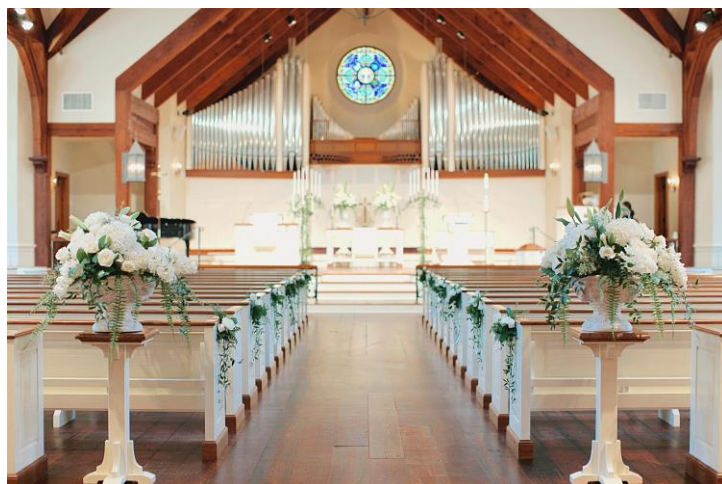
Decorations must not be attached to pews or any other furniture by pinning, gluing, nailing, taping, or tacking. No decorations may be hung on, attached to, or placed on top of the chancel rail. No decorations will be hung from the walls. Pew markers may be tied to the ends of pews using ribbons, covered books, or well-covered pipe stems. No clamps or other devices may be used to attach items. Worship furnishings of the Sanctuary may not be moved, nor may decorations be attached or hung from them. This includes the pulpit, altar, baptismal font, and accessories. No decorations will be used on the altar. (Cross and candles must remain in place). No decorations will be placed in front of the altar. No aisle cloth/runner may be used (liability). No candles are allowed on pews, in the aisles, or in windows. The only candles used will be the altar candles and candelabras provided by the church or florist. • If using Wesley's unity candle, you must provide three 15-inch, dripless candles. • If using Wesley's candelabras, the church provides the candles. In the Sanctuary and Chapel, the altar candles will be used. It is the responsibility of the reserving party to see that the florist follows the guidelines. The reserving party and florist will be responsible for any damage to the floors, building or furniture. Assembly should be completed before delivery. If not, assembly must take place outside the building. All containers must be leak proof. It is not required that the brass containers in the Sanctuary be used. However, if they are used, they may not be removed from the Sanctuary and liners should be used in them. Any flowers used in our brass containers must be removed immediately following the wedding. If you wish to leave your flowers for our Sunday service in honor of your wedding, please indicate your desire on the Wedding Contract Form or notify the church office. It is the responsibility of your florist to coordinate delivery and setup time with your Wesley Wedding Hostess. The Sanctuary or Chapel will not be opened for deliveries outside the scheduled delivery time. The florist will have 1½ hours from the scheduled delivery time to decorate. All wedding flowers left by the florist should be in leak proof containers and placed in the Chapel on the floor to the right side. They should be on a plastic liner to protect the floor. NOTHING should be left in the window sills, on the piano, or any of the other furnishings in the Chapel. After the ceremony and pictures of the wedding party have been completed, flowers and equipment must be promptly removed. Persons removing flowers and equipment can be at the church 1½ hours from the time the wedding starts to remove their property.

SANCTUARY PREPARATION & FURNISHINGS



A Wedding Ceremony

is a worship service. Please keep the atmosphere and characteristics of a place of worship in mind when planning the style and number of decorations. Decorations should serve to enhance a service of sacred commitment rather than serve as a distraction.



SANCTUARY PREPARATION & FURNISHINGS

HARDWOOD FLOORS, PEWS, & WALLS

Special care should be taken to protect the hardwood floors, pews and walls. No hooks, etc., can be placed on the wooden ends of the pews. Any damage incurred will be the responsibility of the person who reserved the church. DO NOT use nails, tacks, glue, staples, tape, hooks, screws, Velcro, or any other item which would leave a permanent mark, no matter how small.

ALTAR & CROSS

No flowers, palms, potted greenery, or candelabras may be placed in front of the altar or on the altar. No decorative items may be placed between the altar and the cross. The view of the cross cannot be obscured and should remain the focal point of any worship service. Altar paraments will be white during the wedding and will be changed before and after the wedding by the Wedding Hostess. The cross and candles on the altar table CANNOT be removed.

POTTED PLANTS

All potted plants must be in clean, waterproof containers. Under no circumstances should any potted plant be placed directly on the hardwood floors, furniture, pads or any other Wesley United Methodist Church at Frederica property. Care should be taken so that ferns, palms, and other decorations do not block the view of the musician(s) or the entrance or movement of the officiating minister.

RICE/CONFETTI

NO rice or confetti may be used, under any circumstance. Birdseed may only be used outside the building.

SPECIAL SEASONS OF THE YEAR (ADVENT, CHRISTMAS, EASTER)

Wesley is first and foremost a worshipping community of faith. At certain times of the year, the Sanctuary may be decorated for special seasons. Advent and Christmas extend from Thanksgiving until the first week of January. Lent and Easter vary. Wesley's Sanctuary will be decorated for these seasons and decorations shall not be moved. Please inquire ahead if you plan to use Wesley UMC during these seasons.

FLOWER GIRL(S) & ROSE PETALS

Only silk flowers may be used by the flower girl. They are, however, very slick on the hardwood floors, so please consider this before using them.

THE CHURCH FURNITURE

The church furnishings central to worship in the Sanctuary or Chapel may not be moved (e.g., pulpit, altar, baptismal font, etc.). You may, however, move flower stands if needed.



WEDDING CANDLES & CANDELABRAS

The church has two (one pair) seven-branch wrought iron, floor candelabras and a matching wrought iron unity candle holder. If you would like to use these, please indicate this on your Wedding Contract Form.

KNEELING RAILING & BENCH

These are a permanent part of the Sanctuary and cannot be moved. No decorative item(s) may be placed on them. Please note - the church does not have a moveable kneeling bench. Should you choose to use a kneeler in the service, please see your florist or a rental supply company for this item.

IN ADDITIONS

FOOD & DRINK

No alcoholic beverages are allowed on the premises. It is your responsibility to make sure that each person in your wedding party is made aware of this. Food and/or bottled water are allowed ONLY in the Bridal Suite, adjoining hallway, Butler's Pantry, and Youth Room. There are to be NO beverages or food in the Sanctuary or Chapel. Since your wedding is a worship service in a United Methodist Church, a minister may refuse to consecrate a marriage where one or more of the participants may be impaired by alcohol, or any other substance.

POINTS OF ENTRY

Please note that points of entry to Wesley United Methodist Church at Frederica do not include our preschool entrance. In order to maintain a safe and secure environment for our students, Wesley Academy of Early Learning is a restricted area which cannot serve as a means of access for guests to our facility.

WESLEY WEDDINGS

Wesley's Wedding Hostesses will provide access through church entrances for persons associated with scheduled rehearsals and weddings (i.e., participants, attendees, directors, and those involved in preparation for these events). As you finalize arrangements with your hostess, please notify her of your planned arrival time.

PROSPECTIVE WESLEY WEDDINGS

Visitors and guests are invited to use the church office/administration entrance during normal operating hours: Monday-Thursday, 9am-5pm. We invite our weekend guests to join us for worship on Sundays (8:15am, 9:00am, & 10:45am), where they will be blessed by the hearing of the Word of God and have the opportunity to personally experience services in Wesley's Sanctuary. (The 8:15am and 10:45am traditional worship services are held in the Sanctuary. Our 9:00am contemporary worship is held in the Celebration Hall.) To schedule a guided tour of the facilities, please contact Paige Gober, Director of Program Ministries and Wedding Reservation Coordinator: paige@wesleyssi.org or 912-634-1412 x102.

REMOVAL OF PERSONAL ITEMS

All personal items must be removed from all areas of the church immediately following the ceremony including: Sanctuary, Bridal Suite, Youth Room, restrooms, flowers, pew markers, and programs. Anything that has been moved should be returned to its proper place. Wesley United Methodist Church will not assume responsibility for item(s) stored at the church prior to the wedding (e.g., wedding dress, tuxedo, etc.). Nor will it be responsible for items left unattended during the service or those left behind afterward. The church will be locked following the service and will not be reopened for items to be picked up. Items left on site become the property of Wesley UMC after five (5) days and will be disposed of at the discretion of Wesley United Methodist Church at Frederica.

SMOKING

Wesley is a non-smoking campus. No smoking is allowed anywhere on the premises. Once again, it is your responsibility to make sure that each and every person in your wedding party is made aware of this.

RECEPTIONS & REHEARSAL DINNERS

We do not provide facilities for receptions or rehearsal dinners at Wesley United Methodist Church.



FOR NON-MEMBERS:

Sanctuary Facility Fee \$6000

Chapel Facility Fee \$1500

FOR MEMBERS:

Contact the church office for pricing details.

RESERVATION & FEES

THE FACILITY NON-MEMBER FEE COVERAGE

Rental use of the facility and all that's included in the Member Fee Coverage. We do not take deposits. The fee must be paid in full when you book the reservation. A date will not be considered confirmed until we receive your check, the required ministerial information, and the completed Wedding Contract Form. As stated previously, you have two weeks from the time we receive your check to submit your officiating minister's information and return the Wedding Contract Form. If these items are not received within the specified time frame, the date may be made available to others.

THE FACILITY MEMBER FEE COVERAGE

Preplanning with the Wedding Hostess; opening and closing of the church by the wedding hostess for deliveries, rehearsal and ceremony; sound technician; custodial personnel; premarital counseling fees (if applicable), administrative fees, special meetings, and tours of the facility. To qualify for the member fee, one of the following persons must be a member of Wesley United Methodist Church at Frederica for at least six (6) months prior to reserving a wedding date: the bride, the groom, one/ both of either set of parents or grandparents. As a courtesy, the member rate is also extended to the immediate family (i.e., children or grandchildren) of clergy formerly serving as ministers of Wesley United Methodist Church at Frederica. All others must use the Non-Member Fee.

RESERVATION & FEES



NURSERY FEES

The Facility Chapel/ Sanctuary Fee (Member & Non-member) does not provide for a nursery, nor does it include the use of the nursery rooms during the wedding. In the event you need to provide childcare for your guests/wedding party, please contact your Wedding Administrator or Kathey Hornbuckle well in advance of the rehearsal/wedding. Our Safe Sanctuary policy requires a minimum of two attendants. Current rates for nursery attendants are as follows: \$80 covers 1 to 6 children with 2 qualified and approved attendants for 1 hour. Nursery fees must be paid to the Wedding Hostess prior to the wedding rehearsal. Make checks payable to Wesley United Methodist Church at Frederica and indicate "wedding nursery" in the memo line. If payment is not received prior to the rehearsal, nursery attendants will be canceled.



MARRIAGE LICENSE

The marriage license (obtained at the Office of the Probate Court) is to be given to the officiating minister at the time of the rehearsal. Residents of Georgia securing a license in any Georgia county may be married in any Georgia county. Non-residents of Georgia must acquire the license in the county of marriage. The process for obtaining a marriage license in Glynn County (adults):

1. The couple must go to the office of the Probate Court and present:
 - a. ID
 - b. Death certificate or divorce decree, if applicable
 - c. \$70 (or \$27 if premarital counseling has been completed - in that event, couples must provide the completed form GA. Residents Certification of Completion of Qualifying Premarital Education. Forms are available in the Wesley UMC office or online: www.glynncounty.org/probate.)
2. The couple gives the marriage license to the minister at the rehearsal. The minister fills it out at the conclusion of the ceremony and returns the license to the Probate Court in accordance with state law.

To receive a certified copy of your marriage certificate from Probate:

- a. Local couples: must go to the Probate office to pick up a certified copy. The office won't mail it.
- b. Out of town couples: If a stamped, self-addressed envelope is provided, the Probate office will mail a certified copy.

Probate Court Contact Information: Office of the Probate Court, 701 G Street #1, Brunswick, GA, 31520 / 912-554-7231 / www.glynncounty.org/probate



P.S. & TO REMEMBER



ANOTHER IMPORTANT NOTE

By signing & completing the Wedding Contract Form, you agree that you have read, understand, and agree to comply with all guidelines provided in the Wesley Wedding Informational Packet and all elements of the wedding policy of Wesley United Methodist Church at Frederica. The person making the initial reservation and paying the fee will be responsible for any damages incurred, including damages from florists and other contracted service companies. Make sure all companies you hire receive a copy of the policy as it relates to their area. Please feel free to contact the church office with any questions.

FEE & DEADLINE CHARTS

Fees	
Fee:	Cost:
Officiant Fee (Non-Members)	\$400
Officiant Fee (Members)	\$200-300 (suggested)
Marriage License	\$70 (\$27 if premartial counseling has been completed)
Facility Sanctuary Fee (Member)	Ask Paige Gober
Facility Chapel Fee (Member)	Ask Paige Gober
Facility Sanctuary Fee (Non-Member)	\$6,000
Facility Chapel Fee (Non-Member)	\$1,500
Nursery Fees	\$80 covers 1 - 6 children for 1 hour
Organist Fees	\$400 (\$550 if additional rehearsals required. Consultations with guest organists \$100)



Deadlines	
Due:	Date/ time:
The Reservation Fee	Due at time reservation is made
Signed completion of pre-marital counseling	2 months prior to wedding date
3-step Reservation Process after Reservation Fee is paid	2 weeks
25% Cancellation Refund	48 hours prior to start of scheduled rehearsal
Officiant Fee due and Marriage License presented	Day of Wedding Rehearsal
Organist fee	Due at time of consultation
Organist Cancellation	At least 60 days prior to wedding
Nursery Fee Due	Prior to wedding rehearsal
Rehearsal Reservation Time Limit	30 minutes prior to rehearsal and 1 hour during the rehearsal.
Wedding Reservation Time Limit	3 hours prior to the wedding and 1 hour after the ceremony
Florist Time Limit	1.5hrs to decorate, 1.5hrs to remove décor after ceremony

WEDDING CONTRACT FORM

Wesley United Methodist Church at Frederica
6520 Frederica Road • St. Simons Island, GA 31522 • 912.634.1412

Wedding Date: _____ **Time:** _____

Rehearsal Date: _____ **Time:** _____

BRIDE'S INFO

Name _____

Member at Wesley UMC? Yes/ No

Address _____

Cell Phone _____

Work Phone _____

Email _____

GROOM'S INFO

Name _____

Member at Wesley UMC? Yes/ No

Address _____

Cell Phone _____

MINISTER INFO

Name: _____

Address: _____

Phone: _____

Email: _____

Church Affiliation: _____

Certificate of Ordination: _____

ADDITIONAL INFO

Facility: Sanctuary/ Chapel

Church Candelabras: Yes/ No

Unity candle: Yes/ No

Nursery Care Required: Yes/ No # of children _____

Leave wedding flowers at church: Yes/ No

I give Wesley United Methodist Church at Frederica permission to use photographs from my photographer, as well as allow them to take pictures during the wedding for the purpose advertisements/ promoting Wesley UMC Yes/ No

By signing the Wedding Contract Form, you agree that you have read, understand, and agree to comply with all guidelines provided in the Wesley Wedding Informational Packet and all elements of the wedding policy of Wesley United Methodist Church at Frederica. The person making the initial reservation and paying the fee will be responsible for any damages incurred.

Signature: _____ Date: _____

BRIDE'S FAMILY

Bride's Parents Name(s) _____

Member at Wesley UMC? Yes/ No

Address _____

Cell Phone _____

Email _____

Are the grandparents of the bride members? Yes/No

GROOM'S FAMILY

Groom's Parents Name(s) _____

Member at Wesley UMC? Yes/ No

Are the grandparents of the bride members? Yes/No

OTHER CONTACT INFO

Organist: _____ Phone: _____

Director: _____ Phone: _____

Florist: _____ Phone: _____

Photographer: _____ Phone: _____

Videographer: _____ Phone: _____

Soloist: _____ Phone: _____

Approx. # of guests: _____

of bridesmaids: _____

Rehearsal Dinner Site: _____

Reception Site: _____

FOR OFFICE USE ONLY

Ministerial Letter of Invitation Mailed: _____ Amount: _____ Payment Method: _____

Reservation Fee – Date Received: _____ Reserving Party: _____

Reservations are: Complete/ Waiting On: _____