



Wedding Policy & Application

KEITH  **H**
MEMORIAL
UNITED METHODIST CHURCH

Congratulations on your upcoming wedding ...

We hope that by the grace of God, you will have a long and full life together. The wedding service is one of the most sacred and beautiful of all the services of the church.

A service of Christian marriage should explicitly and symbolically emphasize the Christian view of marriage. Traditionally, “the marriage service” found in The United Methodist Book of Worship is followed, but Keith Church clergy who are officiating the service will be happy to discuss your wishes for that day. Your wedding service is one of the happiest moments of your life, and it is our wish to do everything possible to make this the joyful, Christian experience it should be.

Keith Church and its staff recognize the importance of your wedding service to you and your family. The following policies are designed to help make the occasion a memorable and happy one for all. It is the responsibility of the bride and groom to become familiar with these policies and to see that the wedding party is aware of them as well as their florist, caterer, photographer, and the like.

Eligibility

Those who are members of Keith Church are eligible to have their wedding service at Keith Church. Specifically, at least one person of the couple to be married — the bride or the groom — should be a member of Keith Church. Determination of eligibility, aside from the aforementioned guidelines, is subject to the discretion of the current Keith Church clergy.

Officiants

One or both of the pastors currently appointed to Keith Church must serve as the officiant(s) for all wedding services held in any and all locations within Keith Church. Should the couple to be married desire to include pastors not currently appointed to Keith Church to assist in the wedding service as guest participants, the officiating pastor(s) of Keith Church may extend an invitation for such at their discretion.

Counseling

The Book of Discipline of the United Methodist Church requires couples who are preparing to be married to have premarital counseling sessions. Keith Church requires a minimum of four hours of counseling. Please consult with the pastors in regards to scheduling your counseling sessions. Couples who participate in premarital counseling sessions and complete all necessary paper work also receive a discount when paying for a marriage license.

License

The marriage license must be in the possession of the officiating pastor(s) prior to the wedding.

Musicians and Music

Keith Church musicians should serve as the musicians for all wedding services held at Keith Church. Should the couple desire to include guest musicians (vocalists, instrumentalists, and the like) not currently serving Keith Church to assist in the wedding service music, the staff musicians of Keith Church may extend an invitation for such at their discretion. A complete listing of the requested musical selections, including the texts of vocal selections, is to be made available to either the Director of Music or the Contemporary Worship Leader, whomever is applicable. The musicians will work, then, with the officiating pastor(s), in either approving the requested selections or making suggestions otherwise. Please consult with the directors of music to determine musician fees for desired music.

Media Needs

The audio, video, and lighting equipment in the sanctuary and The Gathering require trained personnel to operate them. There are no provisions for audio, video or special lighting needs in the chapel. Please refer to the Keith Church information sheet for photographers and videographers for a list of guidelines to be followed the day of the service.

Facilities

The locations within Keith Church available for wedding rehearsals and services include: the Sanctuary, the Gathering and the Chapel. The locations within Keith Church available for rehearsal dinners: the Activity Center and Ensminger Hall. The locations within Keith Church available for receptions: the Activity Center and Ensminger Hall. (Additional fees apply if church facilities are used for the reception. Please refer to the Building Use Policy for a listing of these fees.) The parlor is available for the bride and bridesmaids to prepare: There are additional spaces for bride/bridesmaid and groom/groomsmen preparation. Possession and/or use of any and all tobacco (chewed, smoked, and otherwise) and alcohol (beer, wine, and/or liquor) products is prohibited on all Keith Church property, including all locations inside the facilities and outside the facilities (entrances, parking lots, prayer garden, etc.) for any function.

The Wedding Rehearsal

Those customarily in attendance from Keith Church include 1) the officiating pastor(s), 2) the wedding director and 3) the audio, video, and lighting technicians; musicians may be requested.

Furnishing and Decorative Needs

No tape, nails, tacks, staples or other damaging fixative may be used to attach decorations to any of the church furnishings; this is to avoid any possible damage to the church furnishings. No candles other than the acolyting tapers may be carried. Seasonal decorations placed in any location within Keith Church by the Altar Guild and related organizations may not be moved or removed. Rice, birdseed, confetti or anything else may not be thrown either inside or outside the facilities, with the exception of the flower girl(s).

Custodial and Childcare Needs

Keith Church custodians will serve as the custodians for all wedding-related events held at Keith Church; please see the fee schedule for more information. Keith Church is also able to provide childcare (a nursery) for both the wedding rehearsal and the wedding service.



**By signing below, I agree to comply with all policies set forth by the
Wedding Policy of Keith Memorial United Methodist Church.**

Bride's Signature

Groom's Signature

Officiating Pastor's Signature

Officiating Pastor's Signature
(only necessary when there are two pastors)

Wedding Director's Signature

Contact Information

Keith Memorial United Methodist Church

P.O. Box 1, Athens, TN 37371-0001
600 W. Madison Avenue, Athens, TN 37303

Phone: (423) 745-2612 **Fax:** (423) 745-2613

Email: information@keithumc.org

Church Pastors & Staff

The Rev. Dave Graybeal, Senior. Pastor ♦ dgraybeal@keithumc.org

The Rev. Will Shelton, Associate Pastor ♦ wshelton@keithumc.org

Andrew & Abbie Headrick, Co-Directors of Music ♦ aheadrick@keithumc.org

Josh Stephens, Contemporary Worship Leader ♦ jstephens@keithumc.org

Lea Ann Arbuthnot, Business Administrator ♦ larbuthnot@keithumc.org

Brandi Armstrong, Director of Communications ♦ barmstrong@keithumc.org

Fee Schedule

Service	Fee
Custodian (Sanctuary/Whole Life Center)	\$150.00
Custodian (Activity Center)	\$100.00
Custodian (Ensminger Hall)	\$75.00
Childcare (per worker, per the rehearsal and per the service)	\$50.00
Security Deposit (will be applied to bill, if no damage)	\$250.00
Musicians (per musician, Wedding Service only)	TBD
Musicians (per musician, Wedding Rehearsal)	TBD
Technicians (per technician, Wedding Rehearsal & Wedding Service)	\$100.00

Wedding Application & Information

Service: Date: _____ Time: _____ Sanctuary The Gathering Chapel

Rehearsal Date: _____ Time: _____

Name of Bride: _____

Address: _____

Contact Info: Home Phone: _____ Work Phone: _____ Email: _____

Name of Groom: _____

Address: _____

Contact Info: Home Phone: _____ Work Phone: _____ Email: _____

Officiating Pastor(s): _____

Director: _____

Musician(s): _____

Technician(s): _____

Reception: To be held at church? Yes No

If yes, which room? Activity Center Ensminger Hall

If yes, are you using a caterer? Yes No

Name of caterer: _____ Phone: _____

Rehearsal Dinner: To be held at church? Yes No

If yes, which room? Activity Center Ensminger Hall

If yes, are you using a caterer? Yes No

Name of caterer: _____ Phone: _____

Guests: Number expected to attend service: _____

Rehearsal dinner (if at church): _____

Reception (if at church): _____

Number of bridesmaids and groomsmen _____

Name of Florist: _____

Photographer: _____

Videographer: _____

Will childcare be needed? Yes No

Invoice for wedding services should be mailed to:

Name: _____

Address: _____

Phone: _____ **Email:** _____

Wedding couple's contact info after marriage:

Name: _____

Address: _____

Phone: _____ **Email:** _____



Business Office use only

Payment of charges:

Amount paid: _____ Date paid: _____ Check #: _____

Name of person paying charges: _____

Designate fees included in these charges: _____
