

Weddings at Glenn

- Page 2 A Personal Word From Our Senior Pastor
- Page 3 General Information and Guidelines
- Page 8 Sample of a Typical Traditional Methodist Service
- Page 12 A Suggested Order for Programs
- Page 13 Reservation Form to be Returned with Your Deposit
- Page 14 Ceremony Plans to be Completed and Brought to Your Rehearsal
- Page 16 Agreement to be Signed by Your Florist
- Page 17 Agreement to be Signed by Your Photographer
- Page 18 Agreement to be Signed by Your Caterer (if the reception is at Glenn)

Glenn Memorial United Methodist Church
1660 North Decatur Road, N.E.
Atlanta, Georgia, 30307
(On the Emory University Campus)
404.634.3936

From Our Senior Pastor

Congratulations on your decision to get married! I'm happy for you, and I know the coming weeks of planning and preparation will be packed with excitement.

I'm also happy that you are considering having your wedding at Glenn Memorial. This may be your home church, or you may be new to Glenn. We welcome couples who are not members.

Your wedding can be one of the happiest moments in your life, and we're eager to help you make this an event you will remember with deep satisfaction.

At the same time, I want to remind you that a marriage is much more than the wedding. More important than the mechanics, music, and decor of a ceremony is the spirit of the two people who are entering into this unique relationship.

Your wedding day and your future together are very special to you and to us. The pastors and staff of this church are here to serve you and work with you in every possible way.

With best wishes for your future,

Alice Rogers
Senior Pastor

GENERAL INFORMATION AND GUIDELINES

In the excitement of planning a church wedding, many questions arise. These pages outline our church's practices and guidelines for weddings and receptions. Please read this material carefully and mark any items you have questions about. Feel free to call Glenn's wedding coordinator, Betty Jo Copelan. You can contact her by phone at 404.634.3936 or by e-mail at bettyj@glennumc.org. We are here to help you with your plans!

THE FIRST STEP

Scheduling a wedding begins with a call or email to Glenn's wedding coordinator. She will discuss the dates you have in mind for your wedding, explain how to reserve the date on the church calendar, go over the required fees, and/or arrange a meeting with her.

THE WEDDING DATE

For a variety of reasons, we do not conduct weddings on New Year's Eve or Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve or Day, or during Holy Week. Weddings during the Advent/Christmas season must be scheduled around a number of special services that are always held during that season, and the Christmas decorations in the sanctuary or chapel must stay in place. Weddings are customarily performed on Friday evenings and all day Saturday. Other requests will be considered on an individual basis.

Brides and grooms who have been members of Glenn for at least a year, or who are a child of someone who has been a member of Glenn for at least a year, can reserve wedding dates up to one year in advance. Wedding dates for non-members can be confirmed up to six months before the requested date.

While we do not require couples to become members in order to be married at Glenn, we do invite couples who live in the area to participate regularly in worship once they have scheduled a wedding at our church.

CLERGY

Glenn Memorial has a number of ordained pastors on the staff and active in the congregation. Betty Jo will be happy to talk with you about having one of them conduct your wedding. If you have a preference, feel free to state it.

Sometimes, because of friendships and other relationships, couples want to have a pastor not related to Glenn conduct or take part in their service. We welcome visiting clergy and will be happy to issue an invitation after talking with you.

When guest clergy are the sole officiant at a wedding, we count on them to honor Glenn's wedding guidelines. Wedding ceremonies used by clergy from other Christian denominations are known to us and are acceptable. We ask that non-denominational clergy send Betty Jo a copy of the service they intend to use as well as a copy of their professional resume. A copy of a typical United Methodist ceremony is included in this material.

As with any service in a United Methodist Church, the senior pastor is ultimately responsible for determining the appropriateness of all arrangements and details of the wedding.

The fee for having a Glenn pastor conduct your wedding is \$400. This includes 1-2 counseling sessions in addition to their presence at your rehearsal and ceremony.

PREMARITAL COUNSELING

All Glenn pastors have at least one pre-marital counseling session with a couple before conducting their wedding.

GLENN WEDDING DIRECTOR

The services of one of our wedding directors are a part of every wedding at Glenn Memorial. Our directors are trained to assist you and your wedding party at the rehearsal and before, during, and after the ceremony. You are welcome to have a bridal consultant. But if you do not, the Glenn Wedding Director will coordinate the rehearsal and wedding for you. Depending on the size and complexity of off-site weddings, the Glenn Memorial pastor conducting your ceremony may require the services of one of the church's wedding directors.

ACCESS TO THE SANCTUARY OR CHAPEL

The sanctuary will be available three hours before your wedding. The chapel will be available two hours before your wedding. If your florist or photographer needs to be in the building at other times, you will need to make arrangements with the wedding director. We count on your being finished with the sanctuary or the chapel within an hour after your ceremony ends.

DRESSING ROOMS

The Bride's Room is located at the foot of the stairs just inside the back door on the North Decatur Road side of the sanctuary. The groom may use the green room which is located front of the church.

If you are being married in the Little Chapel, the Church Parlor serves as the Bride's Room. A dressing room can be assigned for the groom if desired.

HOLY COMMUNION

It is our practice in the United Methodist Church to invite all Christians to the Lord's Table whenever communion is served. That means if you want the sacrament to be part of a wedding service conducted by a Glenn pastor, everyone in attendance must be invited to receive communion.

Communion arrangements must be made at least a month in advance with Betty Jo so that one of our communion stewards can be present at your service. Please remember that it is our long-standing practice as Methodists to use grape juice, not wine.

MUSIC

Dr. Timothy Albrecht, the organist for Glenn Memorial and Emory University, normally plays for all weddings. He can suggest appropriate selections and provide a CD that will help you make your decisions. You can email Dr. Albrecht at talbrec@emory.edu or telephone him at 404.727.6452.

If Dr. Albrecht is unavailable on the date you have chosen, he will help you engage another organist for your wedding. *In order to protect our instruments, you must use an organist Dr. Albrecht has approved.* He will also be happy to assist you in the selection of a soloist or instrumentalist. Vocalists need to schedule a rehearsal with Dr. Albrecht. A vocalist may also require the use of our sound system and one of our sound technicians. You must request this service through Betty Jo at least one month in advance in order for us to schedule a technician.

The wedding ceremony is, first and foremost, a service of Christian worship. With this in mind, the church's

concern is that music be used to create a reverent yet joyous atmosphere for the service. If a Glenn pastor is conducting your wedding, he or she has the final word on the appropriateness of musical selections.

THE REHEARSAL

A ceremony that is beautiful, graceful, and worry-free requires a rehearsal the day before the wedding. We schedule a maximum of one hour for rehearsals. We also count on everyone who will have a part in the wedding, including parents, grandparents, and ushers, to be on time and to participate in the rehearsal.

THE LICENSE

To be sure you are complying with the current laws, and to avoid last minute confusion or disappointment, please check with the office of the probate court in the county where you are applying for the license well in advance of your wedding date. Please bring the license to the rehearsal and give it to the pastor. If your service is being performed by a member of the Glenn clergy, please bring or send the license to Betty Jo at least one week before the rehearsal. The pastor conducting your service will complete the license and return it to the state after the ceremony.

DECORATIONS

Everything in the sanctuary or the chapel -- the communion table, cross, baptismal font, pulpit chairs, hymnals, pew Bibles, and welcome folders -- remains in place for a wedding, with the exception of the lectern in the chapel, which may be moved aside. Please do not use nails, screws, staples, plastic clips, or wire to hang decorations. For safety reasons, we do not allow the use of an aisle runner or candles of any type along the aisle.

The church will provide two large candles which are used on the altar table. Flower arrangements, corsages, boutonnieres, the bride's bouquet, candelabra, and a unity candle can be furnished by a florist of your choosing and should be delivered no later than two hours before the wedding. You may use greenery as a background, but nothing should be placed on or obstruct anyone's view of the communion table, the baptismal font, or the cross.

If you are a member of Glenn and want to leave your flowers for use on Sunday morning in honor of your wedding, please talk with Betty Jo to see if other floral arrangements have already been made for that Sunday. Also, please understand that we sometimes have to alter very large arrangements before they can be used in Sunday services.

Equipment and decorations that are the property of florists need to be removed from the building immediately after the ceremony. You are responsible for any damage by persons under contract. This includes the cost of removing wax drippings and the cost of repairs for any other damage resulting from failure to take proper precautions.

PHOTOGRAPHS AND VIDEO TAPES

Every couple wants a pictorial record of their wedding. Careful planning allows pictures and videos to be made without distracting from the ceremony. A picture may be taken at the back of the sanctuary or chapel just before the bride starts down the aisle. Pictures may be taken from the back of the sanctuary or chapel during the recessional. We trust that professional photographers will use their best judgment on what is appropriate to photograph and when.

ALCOHOL AND SMOKING

Our buildings and grounds are smoke-free and alcohol-free. Please see that all members of your wedding party are

aware of and abide by this policy. Our pastors and wedding directors reserve the right to prohibit anyone who is intoxicated from participating in the service.

BIRDSEED AND RICE

As is now the case at almost every church, no rice, birdseed, confetti, or other material may be thrown inside or outside the buildings due to liability and clean-up difficulties.

PERSONAL BELONGINGS

While we make every effort to keep our buildings safe and secure, the church cannot be responsible for lost or stolen articles. The members of your wedding party should arrange for the care of their property before, during, and after the ceremony. We suggest you leave all valuable belongings and gifts in the care of parents, friends, or attendants during the wedding.

PARKING

On weekends, ample free parking is usually available in Emory's Fishburne Parking Deck, which is less than half a block from the sanctuary on North Decatur Road. Fishburne is also the main parking facility for Emory's Schwartz Center for the Performing Arts. If you are expecting a large number of guests, we encourage you to check the Center's schedule before making your final plans to ensure that parking will be available.

*For any requests beyond these guidelines, please contact the wedding coordinator,
the Glenn Memorial pastor who is conducting your wedding, or your wedding director.
We want to help make your wedding go as smoothly as possible.*

SAMPLE OF A TYPICAL TRADITIONAL UNITED METHODIST CEREMONY

GATHERING

[While the people gather, instrumental and/or vocal music may be offered.]

SEATING OF THE MOTHERS AND GRANDMOTHERS

[SOLO IF DESIRED]

CHIMES

WEDDING PROCESSIONAL

[The bride and groom enter separately or together and come forward with members of their wedding party. Either or both may be escorted by a representative of their families.]

GREETING

We are gathered together in the sight of God and in the presence of these friends and family members to join together *Name1* and *Name2* in holy matrimony.

The covenant of marriage was established by God, who created us male and female for each other. With his presence and power, Jesus graced a wedding at Cana of Galilee, and in his sacrificial love, he gave us the example for the love of husband and wife. Therefore, marriage is not to be entered into unadvisedly, but reverently, discreetly, and in the fear of God. Into this holy covenant, *Name1* and *Name2* come now to be joined.

[ONE OR MORE OF THE FOLLOWING SCRIPTURES MAY COME HERE]

<i>Genesis 2:18-24</i>	<i>The creation of man and woman</i>
<i>Isaiah 55:10-13</i>	<i>You shall go out in joy</i>
<i>Romans 12:1-2, 9-18</i>	<i>The life of a Christian</i>
<i>1 Corinthians 13</i>	<i>The greatest of these is love</i>
<i>Ephesians 4:25-5:2</i>	<i>Walk in love</i>
<i>Philippians 4:4-9</i>	<i>Rejoice in the Lord</i>
<i>Colossians 3:12-17</i>	<i>Live in love and thanksgiving</i>
<i>1 John 3:118-24</i>	<i>Love one another</i>
<i>1 John 4:7-16</i>	<i>God is love</i>
<i>Matthew 5:1-10</i>	<i>The Beatitudes</i>
<i>Matthew 7:21, 24-27</i>	<i>A house built upon a rock</i>
<i>Matthew 22:35-40</i>	<i>Love is the greatest commandment</i>
<i>John 15:9-17</i>	<i>Love one another</i>

[ONE OF THE SUGGESTED CONGREGATIONAL HYMNS MAY COME HERE]

89	<i>Joyful, Joyful, We Adore Thee</i>
102	<i>Now Thank We All Our God</i>
145	<i>Morning Has Broken</i>
408	<i>The Gift of Love</i>
643	<i>When Love is Found</i>
645	<i>O Perfect Love</i>
646	<i>Canticle of Love</i>

DECLARATION OF INTENTION

Name1 and *Name2*, as you stand in the presence of God, before whom the secrets of all hearts are disclosed, I ask you now to declare your pledge of faith, each to the other. If the solemn vows you are about to make are kept faithfully, and if you steadfastly endeavor to do the will of your heavenly Father, God will bless your marriage, grant you fulfillment in it, and establish your home in peace.

Name1, will you have *Name2* to be your wife? Will you love her, comfort her, honor and keep her, in sickness and in health, and forsaking all other keep only unto her so long as you both shall live? If so, please say, "I will."

Name2, will you have *Name1* to be your husband? Will you love him, comfort him, honor and keep him, in sickness and in health, and forsaking all other keep only unto him so long as you both shall live? If so, please say, "I will."

PRESENTATION AND PRAYER FOR THE FAMILIES

[If the woman is presented in marriage, the pastor asks:]

Who presents *Name2* to be married to *Name1*?

[If the man is presented in marriage, the pastor asks:]

Who presents *Name1* to be married to *Name2*?

Let us pray: God of all marriages, we lift up before you the families of *Name2* and *Name1*, and ask your special favor upon them. Grant them a sense of the wonderful opportunity that is theirs for growth and understanding through their new relationship with each other. Make them loving and generous to each other in all their dealings. Help the parents to give up their children in order to find them again in new and exciting ways. Let your peace and fullness abide in them this day and all the days to come. Through Jesus Christ our Lord. Amen.

[The pastor, bride and groom, best man, and maid of honor move to the high altar.]

[WEDDING HOMILY MAY COME HERE] *[A brief meditation on marriage by the pastor.]*

EXCHANGE OF VOWS

[The pastor prompts the couple phrase by phrase.]

Name2, repeat after me. I, *Name2*, take you *Name1*, to be my wedded husband, to have and to hold, from this day forward, for better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish, as long as we both shall live. This is my solemn vow.

Name1: I, *Name1*, take you *Name2*, to be my wedded wife, to have and to hold, from this day forward, for better, for worse, for richer, for poorer, in sickness and in health, to love and to cherish, as long as we both shall live. This is my solemn vow.

BLESSING AND EXCHANGE OF RINGS

[The exchange of rings is optional. Other symbols may be given in addition to, or instead of, rings.]

The wedding rings are outward and visible signs of an inward and spiritual grace, signifying to everyone who sees them the uniting of *Name1* and *Name2* through the church of Jesus Christ our Lord.

Let us pray: Father in heaven, we present to you now these lovely rings which *Name2* and *Name1* will wear the rest of their lives. Teach them, whenever they look at these symbols of their love, to remember this moment, this altar, this company of family and friends, this prayer, and your presence which blesses their lives and surrounds them with goodness. Amen.

Name1, as you place your ring on *Name2's* finger and look into her eyes, please repeat these words after me: In

token and pledge of our constant faith and abiding love, with this ring I thee wed, in the name of the Father, and the Son, and the Holy Spirit. Amen.

Name2, as you place your ring on *Name1's* finger and look into his eyes, please repeat these words after me: In token and pledge of our constant faith and abiding love, with this ring I thee wed, in the name of the Father, and the Son, and the Holy Spirit. Amen.

DECLARATION OF MARRIAGE

Now that *Name1* and *Name2* have given themselves to each other, before God and this gathering of family and friends, and have pledged their faithfulness to each other by exchanging vows, by joining hands, and by giving and receiving rings, I pronounce that they are husband and wife, in the name of the Father, and of the Son, and of the Holy Spirit. Those whom God has joined together, let no one put asunder. Amen.

[UNITY CANDLE]

[If a unity candle is used, the center candle representing the marriage is lighted at this time. The side candles are not extinguished because both husband and wife retain their personal identities and ties to their families of origin. A song may be sung while the candle is being lighted.]

BLESSING OF THE MARRIAGE

God of Abraham and Sara, of Jacob and Rachel, of Joseph and Mary, we commend to your safekeeping *Name1* and *Name2* who have taken the first step of their pilgrimage together. Help them to grow daily in their understanding of life and its values. Teach them to laugh about the small problems and to pray about the greater ones. Help them negotiate the difficulties of life together, in order that the difficulties not divide them.

If, by the grace of your creation, they bring children into the world, give each of them a deep joy in parenthood that the love and care within their home may lead to an even greater wholeness in their lives.

Above all, grant them a steady awareness of your loving presence, that they may be witnesses to your divine grace in the way they live and find pleasure not only in each other, but also in all of the adventures of their lives. We make this prayer in the name of Jesus Christ our Lord . . .

THE LORD'S PRAYER *[This may be spoken or sung.]*

DISMISSAL WITH BLESSING

Name1 and *Name2*, may the grace of Christ attend you, the love of God surround you, and the Holy Spirit keep you, so that you may live in faith, abound in hope, and grow in love, now and forevermore. Amen.

I invite you to seal your marriage with a kiss.

RECESSIONAL

SUGGESTED ORDER FOR PROGRAMS

PRELUDE

SEATING OF THE GRANDMOTHERS (IF APPLICABLE)

SEATING OF THE MOTHERS

WEDDING PROCESSIONAL

PASTORAL GREETING

DECLARATION OF INTENTION

EXCHANGE OF VOWS

BLESSING AND EXCHANGING OF RINGS

DECLARATION OF MARRIAGE

THE LORD'S PRAYER

DISMISSAL WITH BLESSING

RECESSIONAL

Scripture readings, hymns, and/or musical selections can be inserted as needed after talking with the pastor who will conduct your wedding.

INITIAL WEDDING INFORMATION

Please return this form to the wedding coordinator along with your deposit.

Bride _____ Groom _____

Address _____ Address _____

Home phone _____ Home phone _____

Work phone _____ Work phone _____

E-mail address _____ E-mail address _____

Member of what church? _____ Member of what church? _____

Parents _____ Parents _____

Home phone _____ Home phone _____

Rehearsal day, date, and time _____

Wedding day, date, and time _____

Place of wedding: Sanctuary _____ Chapel _____ Other _____

Reception at the church: Yes _____ No _____

____ Please check if you would like one of Glenn's pastors to conduct your wedding.

____ Please check if you would like a pastor not related to Glenn to conduct your wedding.

Name and phone number of guest pastor: _____

E-mail _____

Name and phone number of guest organist _____

E-mail address _____

Approximate number of guests _____

Florist _____

Photographer _____

Videographer _____

Deposit of _____ enclosed.

WEDDING REHEARSAL AND CEREMONY PLANS

*The wedding coordinator will provide you with the name, email and address of your wedding director.
Please return this form directly to them:*

Time of rehearsal: _____

Time of ceremony: _____

Bride _____

Groom _____

Best Man _____

Matron of Honor _____

or

Maid of Honor _____

Flower Girl (if desired) _____ Age ____

Ring Bearer (if desired) _____ Age ____

Bridesmaids _____

Groomsmen/Ushers _____

Usher for Mother of the Bride _____

Bride's Mother's name _____

Bride's Father's name _____

Bride's Grandmothers' names _____

Ushers for Bride's Grandmothers _____

Usher for Mother of the Groom _____

Groom's Mother's name _____

Groom's Father's name _____

Groom's Grandmothers' names _____

Groom's Grandfathers' names _____

Usher for Groom's Grandmothers _____

Groom's Grandfathers' names _____

Names of any Step-parents:

Relation: _____ Name: _____

Relation: _____ Name: _____

Relation: _____ Name: _____

Relation: _____ Name: _____

Who will be lighting the candles?

The florist

The groomsmen

Other ushers -- please list names _____

Do you want the grandparents escorted in as part of the ceremony?

Yes No

Do you want the grandparents escorted out as part of the ceremony?

Yes No

Will the piano in the sanctuary be used?

Yes No

Will you need the sound system for soloists, instrumentalists, or a videographer?

Yes No

If the answer to the last question is "Yes" please let the wedding coordinator know at least one month in advance so she can make these arrangements for you.

FLORAL GUIDELINES

for weddings at
Glenn Memorial United Methodist Church
1660 North Decatur Road, N.E.
Atlanta, GA 30307

Please have your florist sign and return this form to Glenn's wedding coordinator.

1. Furniture and fixtures in the sanctuary or chapel stay in place for weddings. This includes the communion table, cross, baptismal font, pulpit chairs, hymnals, pew Bibles, welcome folders, and flags. The lectern in the chapel may be moved aside.
2. To protect the wood we ask that you not use tape, nails, screws, staples, plastic clips, or wire to attach items to the walls, pews, or communion rail.
3. For safety reasons, we do not allow the use of an aisle runner or candles along the aisle.
4. Candelabra in the chancel should be placed on a protective covering large enough to insure that no candle wax gets on the floor. Due to the way air circulates in our sanctuary, candelabra should not be placed in the top level of the chancel.
5. Any candles placed outside the chancel area must be enclosed in hurricane lamps.
6. The building will be open three hours before and one hour after the wedding.
7. You may use greenery as a background in the chancel, but nothing should be placed on or obstruct anyone's view of the communion table, the baptismal font, or the cross; and nothing should obstruct the organist's view of the rear doors.
8. Artificial flowers and greenery are not permitted.
9. The sanctuary is customarily decorated during the Christmas and Lenten seasons. These decorations stay in place until the season ends. The dates will vary some, but generally encompass the four weeks preceding Christmas and the five weeks preceding Easter.
10. All decorations should be removed from the church as soon as the photographer has finished taking pictures. Decorations may not be left in the sanctuary or the chapel overnight.

For any requests beyond these guidelines, contact Betty Jo Copelan at 404.634.3936.

Florist's name and signature: _____

Phone number and e-mail address _____

Bride's name and date of wedding: _____

PHOTOGRAPHY/ VIDEOGRAPHY GUIDELINES

for weddings at
Glenn Memorial United Methodist Church
1660 North Decatur Road, N.E.
Atlanta, GA 30307

Please have your photographer sign and return this form to Glenn's wedding coordinator.

1. Photographs may be made in the chapel or sanctuary until guests begin to arrive, and the wedding party may return to the chancel area after the ceremony for as many pictures as they wish. Photographers are not allowed in the chancel of the sanctuary or the chapel during the service.
2. Flash photographs are not allowed in the sanctuary or chapel after the prelude has begun, with two exceptions: a flash photograph may be taken from the back of the sanctuary or chapel as the bride begins her processional; and a flash photograph may be taken from the back of the sanctuary or chapel as the bride and groom come down the aisle at the end of the service.
3. Glenn Memorial's wedding director will try to have the bride and her attendants ready for pictures one hour before the wedding. If you need more time, please indicate that on this form so we can notify the wedding director.
4. Please finish pictures involving the groomsmen at least 30 minutes before the wedding.
5. A video tape of the service may be made using one or more stationary cameras. The pastor or wedding director will point out where cameras may be located. Video cameras should be in place at least an hour before the wedding begins, and in no case will a videographer be allowed in the chancel of the sanctuary or the chapel. If you need to use Glenn Memorial's sound system for your video tape, contact BJ Copelan at least one month before the wedding.

For any requests beyond these guidelines, contact Betty Jo Copelan at 404.634.3936.

Photographer's name and signature: _____

Phone number and e-mail address: _____

Videographer's name and signature: _____

Phone number and e-mail address: _____

Bride's name and date of wedding: _____

CATERING GUIDELINES
for weddings at
Glenn Memorial United Methodist Church
1660 North Decatur Road, N.E.
Atlanta, GA 30307

Please have your caterer sign and return this form to Glenn's wedding coordinator.

1. The church will provide and set up tables for your reception.
2. It is the caterer's responsibility to provide, prepare, and serve the food; to provide pots, pans, and other utensils used in preparing and serving; to provide china and silverware for the guests; and to leave the kitchen clean and in order.
3. Decorations, equipment, and miscellaneous items need to be removed from the Fellowship Hall as soon as the reception is over.

For any requests beyond these guidelines, contact Betty Jo Copelan at 404.634.3936.

Caterer's name and signature: _____

Phone number and e-mail address _____

Bride's name and date of wedding: _____