Weddings at Glenn

Page 2 A Personal Word From Our Senior Pastor

Page 3 General Information and Guidelines

Page 7 Sample of a Typical Traditional Methodist Service

Page 10 A Suggested Order for Programs

Page 11 Reservation Form to be with your check for total amount

Page 12 Ceremony Plans to be Completed and Brought to Your Rehearsal

Page 14 Agreement to be Signed by Your Florist

Page 15 Agreement to be Signed by Your Photographer/Videographer

Page 16 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,

Mark Westmoreland

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 in question. Feel free to call Cathy Mobley, Administrative Assistant at Glenn, at 404-634-3936. She will be able 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 can reserve wedding dates up to one year in advance.

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. Our staff 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.

The fee for having a Glenn pastor conduct your wedding is $400. This includes a counseling session 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 experts and trained to assist you and your wedding party at the rehearsal and before, during, and after the ceremony. You are welcome to have an additional wedding coordinator from an outside company. But if you do not, the Glenn Wedding Director will coordinate the rehearsal and wedding for you. Depending upon 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**

For Sanctuary wedding, there is a Brides/Grooms’ room located at the foot of the stairs just inside the back door on the North Decatur Road side of the sanctuary. Brides/Grooms or other wedding party members may also use the Green Room which is located front of the church.

If you are being married in the Little Chapel, the Church Parlor and the Library serve as the dressing room for brides, grooms, and wedding party as you wish.

**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.

**MUSIC**

Our Emory University organ is played by expert organists and Glenn Memorial also offers piano. If you are interested in using your own pianist, you will need to coordinate with Glenn Church staff so that your pianist may be submitted for approval to play. Glenn Memorial has a wonderful Music Director, Michael Dauterman, and he will be notified as to what your music needs are from Glenn. You are also welcome to bring other live music of your choice, ie. guitar, 3-piece ensemble, violin, harp, etc. as long as the music is in accordance with the sanctity of the church.

**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. 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 Cathy Mobley 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 church office staff,*

*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 OR SPECIAL FAMILY/GUESTS**

**[SOLO IF DESIRED]**

**CHIMES**

**WEDDING PROCESSIONAL**

*[Brides/Grooms 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 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 ultimate example of love. 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]**

*Genesis 2:18-24 The creation of humanity*

*Isaiah 55:10-13 You shall go out in joy*

*Romans 12:1-2, 9-18 The life of a Christian*

*1 Corinthians 13 The greatest of these is love*

*Ephesians 4:25-5:2 Walk in love*

*Philippians 4:4-9 Rejoice in the Lord*

*Colossians 3:12-17 Live in love and thanksgiving*

*1 John 3:118-24 Love one another*

*1 John 4:7-16 God is love*

*Matthew 5:1-10 The Beatitudes*

*Matthew 7:21, 24-27 A house built upon a rock*

*Matthew 22:35-40 Love is the greatest commandment*

*John 15:9-17 Love one another*

**[ONE OF THE SUGGESTED CONGREGATIONAL HYMNS MAY COME HERE]**

*89 Joyful, Joyful, We Adore Thee*

*102 Now Thank We All Our God*

*145 Morning Has Broken*

*408 The Gift of Love*

*643 When Love is Found*

*645 O Perfect Love*

*646 Canticle of Love*

**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 God, 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/husband/spouse*? Will you love *him/her/them*, comfort *him/her/them*, honor and keep *him/her/them*, in sickness and in health, and forsaking all other keep only unto *him/her/them* so long as you both shall live? If so, please say, "I will."

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

**PRESENTATION AND PRAYER FOR THE FAMILIES**

*[If the bride/groom is presented in marriage, the pastor asks:]*

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

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/wife/spouse*, 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 *husband/wife/spouse*, 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: Gracious God, 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 *his/her/their* 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/her/their* 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 joined in Christian marriage, 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 spouses retain their personal identities and ties to their families of origin. A song may be sung while the candle is being lighted.]*

**[optional blessings]**

**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 next 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/MOTHERS/SPECIAL GUESTS (IF APPLICABLE)**

**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 full payment.*

Bride/Groom \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bride/Groom \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Preferred phone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Member of what church?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Member of what church?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rehearsal day, date, and time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Wedding day, date, and time\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place of wedding: Sanctuary/Auditorium\_\_\_\_\_ Little Chapel\_\_\_\_\_ Other\_\_\_\_\_\_\_\_\_\_\_\_\_

Reception in Fellowship Hall: 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Page 1 of 3

**WEDDING REHEARSAL AND CEREMONY PLANS**

*The office staff will provide you with the name & contact info of your wedding director.*

*Please return this form directly to them:*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Date/Time of rehearsal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date/Time of ceremony: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bride/Groom \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Bride/Groom \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Names of Wedding Party \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Names/Ages of Children in wedding party \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parents for Special Seating \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Grandparents for Special Seating \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Ushers for Special Seating \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Who will be lighting the candles?

\_\_\_The florist

\_\_\_The bridal party

\_\_\_Other ushers -- please list names \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Page 2 of 3

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 for arrangements to be confirmed.

Any other info helpful for our Wedding Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Page 3 of 3

**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 place 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Couples’ Names 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 photography is 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 during the processional; and a flash photograph may be taken from the back of the sanctuary or chapel as the couple come down the aisle at the end of the service.

3. Glenn Memorial's wedding director will try to have the couple and wedding party ready for photos 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 photos of wedding party and couple at least 30 minutes before the wedding.

5. Videography 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 videography, contact Cathy Mobley at least one month before the wedding.

*For any requests beyond these guidelines, contact Cathy Mobley 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Couples’ names and date of wedding:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**