



*Your Wedding at
Cokes Chapel
United Methodist Church*



Lisa Dempsey, Pastor
Church Office Manager
The Board of Trustees Wedding Liaison

4096 Lower Fayetteville Road
Sharpsburg, GA 30277
770-253-6052

The Cokes Chapel United Methodist Church (CCUMC) staff and community of believers are delighted you have chosen our church for your wedding. A church wedding is a service of worship. When two persons enter into holy matrimony, they pledge their faith each to the other and they enter into a holy covenant with God. In the ceremony the blessing of God is invoked, and the sanction of the church is affirmed with reverence and faith. It is our desire that every church wedding be profoundly spiritual in nature and memorable in beauty. CCUMC has been the site of weddings for over the last 150 years. Based on experiences throughout this longevity, we have established the following policies to make your wedding a joyous and safe occasion:

RESERVATIONS

All weddings (members and non-members) are scheduled through the church office, 770-253-6052, and should be done at least eight weeks in advance of your wedding date.

The office is responsible for scheduling the dates of your wedding, receiving fees and deposits, and mailing wedding reservation forms. All other communication should be between the bride/groom and the church appointed wedding coordinator. You will receive a wedding application packet electronically via e-mail that you should complete and return to the church office. In the next few days after scheduling you will meet with the church wedding liaison, to discuss your wedding plans, and review the policies and procedure at the church. No reservation will be considered “firm” until deposits are received by the church office and the meeting with the wedding coordinator for the church has taken place.

SERVICE AND MINISTER

When a minister of this church is in charge, the authorized ritual of the United Methodist Church will be used (The Order of the Service of Marriage). Generally, the Minister of CCUMC shall officiate at all marriages. However, other ministers may officiate upon approval of the Minister of CCUMC.

If the CCUMC Minister officiates your wedding, premarital counseling is required by the Methodist Discipline, paragraph 439.1 (f). The intent of the counseling is to help couples understand the sacredness of marriage. The number of sessions and topics involved in premarital counseling are defined by the pastor and generally involves a minimum of six sessions.

Our Sanctuary seats approximately 140-150 persons. We have an organ, keyboard, baby grand piano, and sound system. A list of potential pianists, organists, soloists, and P.A. technicians are available from the Wedding coordinator. Each minister sets their own fees. The wedding party is responsible for contacting these professionals directly to arrange dates, times & fees.

REHEARSALS

The officiating minister in cooperation with the wedding consultant, if one is present, will direct the rehearsal. Wedding rehearsals are to be scheduled through the Pastor and are usually on the evening preceding the wedding. The rehearsal date and the time must be set when scheduling the wedding.

All members of the wedding party, including parents, grandparents, and ushers, should be present at the rehearsal. The marriage license must be delivered to the minister or wedding liaison at the rehearsal if it has not previously been done. **No minister can officiate at a wedding unless the marriage license is in his or her possession.**

DECORATIONS

SANCTUARY/CHURCH

It is our desire to assist you in making your wedding one that will be cherished forever. The wedding liaison can assist with suggestions/ideas for decorating the church. Our church is steeped in rural simplistic style. Therefore, we have discovered that simple but elegant décor compliments the beauty of this century old structure. In order to ensure the beauty of your wedding and the safety of our facilities, the following policies **MUST** to be followed:

- a. All decorations must be tied with soft material only, no wire, nails, glue, glitter, tape, tacks or screws will be permitted. Decorations may be draped but not fastened to walls or around door frames.
- b. **No decorations** should be placed on musical instruments without approval of the wedding liaison.
- c. The florist may begin decorating no earlier than three hours prior to the start of the wedding
- d. You may take your flowers from the church, or you may leave them for Sunday service. Notify the wedding liaison if you plan to leave them.
- e. **ONLY fresh flowers** are to be used inside the chancel rail. Small arrangements of flowers and/or greenery may be attached at the end of the pews using ribbon or florist plastic fasteners. All fresh flowers should be in leakproof containers. No glitter should be in the arrangements.
- f. Fresh flower petals and birdseed should be used for tossing, outdoors only.
- g. Dripless candles may be used provided they are confined within the chancel area and precautions are taken to ensure the carpet, woodwork and furnishings are protected. Please extinguish ALL candles after service.
- h. Chancel furniture and furnishings (pulpit, lectern, altar, cross, candlesticks, communion table, baptismal font, etc.) shall not be moved without the permission of the church wedding liaison. The wedding liaison will oversee the movement of all chancel furniture or furnishings. The wedding party will be responsible for providing two or three strong persons to do the actual moving of the furniture from the chancel area **and back after the wedding ceremony**.
- i. Church items (bulletin board items, items on tables) in the narthex can be removed but Church items **MUST** be replaced after the ceremony. The church wedding liaison can assist you with this process. It may be helpful to photograph the before and after set-up.
- j. Choir chairs may be removed. It will be the wedding party's responsibility to remove them and replace them after the ceremony.
- k. Bibles, hymnals and pew rack supplies should **not** be removed. Decorations, banners, and all other aides in celebrating the Christian festivals of the year are to remain including ALL Advent (Christmas tree, wreaths, and poinsettias) decorations.
- l. If you have chosen to celebrate your marriage with communion, you may use CCUMC's communion trays, cups, and plates. The wedding party is responsible for providing the juice and bread/crackers/wafers. (NOTE: Due to the inclusive nature and purpose of celebrating this ordinance, Communion is allowed as part of the wedding ceremony contingent upon it being open to all guests.)

RECEPTION/ WORSHIP CENTER

The church Worship Center is available for receptions and can be scheduled at the same time you schedule your wedding. The Worship Center is in the Childcare Center and therefore cannot be occupied during normal childcare center hours which are 6:30a.m. to 6:30 p.m. on weekdays. The worship center is available on Saturday. The church wedding liaison can help you with this.

The Worship Center will accommodate approximately 150 persons for a dinner-reception or 300 persons for a “cake-punch” reception. It is strongly recommended that the bride and caterer visit the Worship Center prior to making reservations regarding the reception. The following policies and procedures have been established to assist with your reception in our Worship Center. You **MUST** follow these policies:

- a) You will be responsible doing the following or hiring someone for set-up, decorating and clean up after the reception including: taking down all decorations, kitchen cleaned, floor mopped, bathrooms cleaned, furniture and chairs put back where they were, ALL garbage emptied and removed from church property, and ALL food used at your reception removed. Kitchen should be left clean, swept, and mopped. CCUMC can provide cleaning for an additional \$100 fee per hour for Worship Center and \$100 fee for Kitchen/Cafeteria, (warming only) depending on the size of the reception/dinner, etc. (wedding liaison can assist you with suggestions, or arrange for cleaning for additional fee)
- b) The wedding party is responsible for the contracts, fees and set-up with your caterer, florist, and other professionals for your event and their clean-up. No glitter may be used in clothing, hair, or decorations.
- c) You or your caterer **MUST** furnish all plates, napkins, cups, tablecloths, serving pieces and utensils.
- d) You, your caterer, or florist should provide centerpieces (flowers, dripless candies, balloons, etc.).
- e) You or your caterer should provide ALL food served at your reception. All food items should be prepared off-site, however you may use our facilities to warm food or keep food cool. You may use ice from the ice machine until it is depleted. You should plan to provide more ice if necessary.
- f) You are responsible for all servers including someone to cut the cake.
- g) Fresh floral decorations in the Worship Center are allowed on tabletops and doors, no glitter. Birdseed, fresh flower petals, or bubbles are allowed outdoors.
- h) Tables and chairs in the Worship Center can be used or you may remove them and use your own (personal or rented). Unused tables and chairs are **NOT** to be stored outside should be returned to their original set-up.
- i) Please be mindful when selecting your music that you are in a holy environment and your music selections should reflect the location. Please also be mindful of our community of neighbors.
- j) The wedding party is responsible for the contract, fees and set-up with the DJ. Use of the stage must have approval of the church and music team, keeping in mind the church sound equipment and it’s safe moving if necessary.
- k) No Alcohol, smoking, vaping, or illicit drugs, are allowed on the church campus or parking lot.

RECEPTION – or GROOMSMEN GATHERING FELLOWSHIP HALL

The fellowship hall will accommodate 30 to 50 persons for pre-wedding gathering space, or dinner reception, or for a cake punch reception. It is strongly recommended that the bride and caterer visit the fellowship hall prior to making reservations regarding the event. The following policies and procedures have been established to assist with your event in our fellowship hall. You **MUST** follow these policies:

- a) You will be responsible for set-up, decorating (wedding liaison can assist you with suggestions, if needed) and clean up after the reception including: taking down all decorations, kitchen cleaned, floor vacuumed, bathrooms cleaned, furniture and chairs put back where they were, **ALL** garbage emptied and removed from church property, and **ALL** food used at your reception removed. Kitchen should be left clean, swept, and mopped. CCUMC can provide cleaning for an additional fee depending on the size of the reception/dinner, etc.
- b) Fresh floral decorations in the Worship Center are allowed on tabletops and doors. Birdseed, fresh flower petals, or bubbles are allowed outdoors
- c) Table and chairs in the fellowship hall can be used or you may remove them and use your own (personal or rented). Unused tables and chairs are **NOT** to be stored outside.
- d) You or your caterer, should furnish all plates, napkins, cups, tablecloths, serving pieces and utensils.
- e) You, your caterer, or florist should provide centerpieces (flowers, dripless candies, balloons, etc.).
- f) You or your caterer should provide **ALL** food served at your reception. All food items should be prepared off-site; however, you may use our facilities to warm food or keep food cool. You may use ice from the ice machine until it is depleted. It is a small ice machine therefore you should plan to provide more ice if necessary.
- g) You are responsible for all servers including someone to cut the cake.
- h) **No Alcohol, smoking or vaping are allowed on the church campus.**
- i) Any use of the covered pavilion or the use of the fellowship hall grounds for your reception must be discussed with the wedding liaison and approved by the Board of Trustees

SOUND SYSTEM

The sound system of the church **can only be operated by a trained member** of the Church. If you wish to use the church sound system in your wedding, you must notify the wedding liaison. If you do not make arrangements to use the equipment, you will **NOT** be allowed to use the system. See Fees and Deposits

PHOTOGRAPHERS/VIDEO RECORDERS

Since this is a service of worship, **FLASH** photography is **NOT** allowed during the ceremony. That is from the time the music begins playing until the couple has reached the back of the church after the wedding. Pictures may be taken from the narthex of the church any time. The use of stationary video recorders are allowed.

OTHER IMPORTANT INFORMATION

No food or drink, other than communion, are allowed in the Sanctuary. **NO Alcohol, vaping, smoking, or illicit drugs are allowed on the church campus anywhere.**

The bride and groom are responsible for notifying the florist, photographer, organist, soloist, caterer, consultant, and all members of the wedding party regarding these policies so that no misunderstandings will occur. Please remind them regarding the attaching of decorations, use of dripless candles, and no glitter.

WEDDING USE DEPOSITS AND FEES

Attending members of CCUMC are NOT required to pay for rental of either building. Attending Members must follow all of church policies regarding the use of church property.

Non-attending members, inactive members and non-members are required to pay the use fee and adhere to the church policy regarding use.

The Board of Trustees must approve the use of any facility on the property including temporary installation of a covered picnic pavilion, or tent. The assigned church Wedding liaison can assist with this issue.

The CCUMC office requires that you write separate checks: One for the deposit and one for the balance due. Checks should be made payable to Cokes Chapel United Methodist Church.

An inspection of the buildings will take after the wedding by the wedding liaison or someone appointed by the Trustees. If it is determined that there are damages, or excessive cleaning is required, the deposit will not be refunded and additional charges, at the appropriate rate will be assessed.

Wedding Ceremony Application

Send to the Office at Cokes Chapel United Methodist Church
4096 Lower Fayetteville Rd., Sharpsburg, GA 30277
office@cokechapel.org Phone: 770-253-6052

A complete confirmation can only be given when all fees and deposits have been paid and a meeting with wedding liaison has taken place. Please return this form as soon as possible to the Church Office with your check. Make checks payable to Cokes Chapel UMC. Please write two checks: **one for deposit and one for the fee no later than 4 weeks prior to the wedding.** See fees and deposits. **PLEASE PRINT**

Church Member Family Name: _____

Bride's Name _____

Groom's Name _____

Date of Wedding _____ Time of Day _____

Date of Rehearsal Date _____ Time of Day _____

Clergyperson(s): _____

Approximate number of guests invited _____

CEREMONY space requested: Sanctuary Worship Center Fellowship Hall for prep or Groomsmen

RECEPTION space requested: Worship Center Fellowship Hall

We wish to use the CCUMC facilities including the sanctuary, and the fellowship hall for a religious service of marriage. We understand that the above USE fee does NOT include honoraria for clergy, fees for caterer, vocalists, DJs, musicians, wedding planner, or florist.

Sanctuary \$500.00 fee plus \$100 deposit for wedding and rehearsal
(This fee is for the first four hours which includes rehearsal, wedding. There will be a \$25.00 fee for each hour or part of an hour over the four hours.)

Worship Center (Reception) \$500.00 fee plus \$100 deposit includes the Hall, cafeteria and kitchen for reception and/or rehearsal.

Fellowship Hall (Reception) \$100.00 fee plus \$100 deposit for reception and/or rehearsal dinner

Sound System \$60.00 fee for sound system (optional). This fee is for the first four hours which includes rehearsal, wedding and time needed for the operator to set up the equipment for the wedding. There will be a \$25.00 fee for each hour over the four.

Wedding Use Statement of Liability

The person (or persons) using Cokes Chapel United Methodist Church property for weddings or any other function, is required by the Board of Trustees of Cokes Chapel United Methodist Church to read the Church Policies and Procedures for the facilities and sign a statement accepting liability for any personal injuries and property damage while on Cokes Chapel United Methodist Church property.

I, _____ (and _____) accept full responsibility for any and all damage or loss of Cokes Chapel United Methodist Church property during the time I am (we are) using the Church property. I (we) also accept full responsibility for any injury to any person or their personal property, releasing Cokes Chapel United Methodist Church or any elected officer or member of any and all responsibility while I am (we are) using the Church facilities. I (we) acknowledge receipt of CCUMC's wedding policies and hereby declare that I (we) have read them and will abide by them.

Bride's Signature

Groom's Signature

Address

Address

City State Zip

City State Zip

Telephone cell phone

Telephone cell phone

Email address

E-mail address

When this request has been approved, you will receive a copy via U.S. Mail.

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Wedding Ceremony Use Request has been approved.

Cokes Chapel Board of Trustees Representative/church wedding Liaison

Church Coordinator Contact phone number: _____

Church Coordinator Contact Email: _____

Space Fees Due: _____ Date Rec. _____

Sound System: _____ Date Rec. _____

Total Balance Due: _____ Date Rec. _____

GENERAL COKES CHAPEL UNITED METHODIST CHURCH POLICES FOR USE OF CHURCH FACILITIES AND WEDDINGS

Cokes Chapel United Methodist Church (CCUMC) has several facilities located on the Church property. The following areas make up CCUMC:

- **Sanctuary** – Oldest building on Church property and located next to the cemetery
- **Fellowship Hall** – located across the main sanctuary and co-located with the Church offices
- **Worship Center** – Large meeting hall co-located with the Cokes Child Care Center
- **Parsonage** – Residence located next to Church office building and Fellowship Hall
- **Youth Building** – back of Church property behind Child Care building aka the Sunday Schoolhouse
- **Cemetery** – located to the West of the Church Sanctuary including the Slave Cemetery

The following are the Policies of the Church Properties: (For weddings and use of cemetery, refer to separate Church policies) Please use a current Building USE REQUEST FORM to request space and submit it to the Trustees and Pastor for approval.

1. The Church property may be used for social functions such as private and Church parties, reunions, meetings and Church fund-raisers. NO fund-raiser activities by private persons or entities.
2. Only non-profit groups may use the facilities at CCUMC. CCUMC reserves the right to deny any request for use of the facilities.
3. A building use request form must be filled out and submitted to the Church office in order to reserve one of the Church facilities. Upon approval by the Trustees and the Pastor (Discipline) the reservation will be placed on the Church calendar on the proper date, which is located in the Church office. Ministers and Trustee Chairman must be notified.
4. All groups meeting at Cokes Chapel are to practice energy conservation, including closing doors, turning off lights when not in use, making sure all lights are turned off when leaving, adjusting thermostats after each event and ensuring no children under the age of 12 are allowed access to the kitchen areas.
5. An active, adult, Church member must always be a sponsor for a function held in a Church facility and be responsible for the activity. Active members are those that attend worship at least quarterly and have some methodical system of contribution, or; have previously been active in the life of the congregation but are prevented from activity by infirmity; or, who are temporarily away in academic study, military service or other such valid reason.
6. If a non-member or inactive member wishes to use the building, they must make reservations with the Pastor and the Board of Trustee, and an active Church member must sponsor the non-member. A fee will be required of inactive and non-members, or non-church, chartered groups.
7. All private functions must furnish their own disposable supplies. For example, paper plates, cups and napkins. Church kitchenware may be used.
8. Janitorial service is available for a fee, please indicate need on the USE Request Form. You must leave

the buildings clean. "IF YOU MAKE THE TRASH, YOU TAKE THE TRASH." Remove all garbage from premises. Vacuum carpet if necessary. Wash tables. Cups and silverware must be washed, dried, and stored. Replace furniture if moved. When using craft supplies such as paint, glue, markers, etc., cover tables and chairs. This rule applies to all, Church and private use. The host or hostess, if not the sponsor, is responsible to the sponsor. The sponsor is responsible to the Church. All room furnishings should be returned to the original placement in each room utilized.

9. Any destruction of property must be corrected. Please refer to liability statement.
10. No smoking, vaping, alcohol, drugs, or gambling is allowed in any of the Church buildings and grounds.
11. The piano, organ, sound equipment, guitars etc., are to be used by approved persons only.
12. The person or persons who reserve the building is/are ultimately responsible for the activity and the condition of the building and observing the Safe Sanctuary Policy.
13. No tables, chairs or other equipment may be borrowed or removed from the Church premises.
14. If anything is lost, broken, or misplaced, the sponsor is responsible for replacement.
15. The Chancel/Sanctuary furnishings (pulpit, lectern, altar, cross, candlesticks, Communion table, baptismal font, etc.) shall not be moved without prior approval of the pastor or a member of the trustees. Hymnals and Bibles are to remain in place. Dripless candles only.

POLICY FOR THE CHURCH PLAYGROUNDS

Requires two responsible adults for supervision. All playground equipment must be returned and locked in storage room by the adult responsible for the activity. Gates are to remain closed when playground is in use. The Childcare Playground is state certified for younger children and is off limits unless the Childcare has given permission for use.

POLICY FOR THE CHURCH PARKING LOTS

No skates or skateboards allowed. Parking lots are reserved for Cokes Chapel United Methodist Church activities. Non-member vehicles left overnight without permission will be towed away at the owner's expense.

STATEMENT OF LIABILITY

The person or persons using Cokes Chapel United Methodist Church property for weddings or any other function, is required by the Board of Trustees of Cokes Chapel United Methodist Church to read the Church Policies and Procedures for the facilities and sign a statement accepting liability for any personal injuries and property damage while on Cokes Chapel United Methodist Church property.

By submitting the current Building Use Request form, the Wedding Reservation packet, or Cemetery Burial request deposit or fees, you acknowledge liability.

**COKES CHAPEL UNITED METHODIST CHURCH
BUILDING USE FEES**

All Cokes Chapel buildings are to be reserved through the church office and approved by the Pastor and or a member of the trustees. **All Fees and Deposits are to be paid in full four weeks before the event.** Checks should be made payable to Cokes Chapel United Methodist Church and given to the Church office to credit to the general fund. Separate checks should be written -one for immediate deposit and one for deposit fees. The Church secretary will forward the checks to the treasurer for handling.

The Church member Sponsor, or Trustee, assigned to the building being reserved, will be responsible for checking the building after use to make sure it is in good order. Once the post event check has been made and the building is in good order, the deposit will be returned to the person responsible for renting the building. If the building is not found in good condition the deposit is kept and deposited to Cokes Chapel account.

No reservation is "Confirmed" until deposit is received, and the Church Office has confirmed the date to the User. Cleaning service available on request for a fee.

FEES: Sanctuary/Fellowship Hall/Community Hall – USE Form or Wedding Application and Fee due four weeks before the event.

Attending Members: No charges for use of the facilities, cleaning to be done by the user. Donations are welcome. \$100 will be charged if cleaning is requested or needed after the use of the facility Charges for damage or excessive cleaning may apply.

In-Active or Non-Members:

Worship Center -	\$500, plus \$100 kitchen use (warming only for catered dinners)
Sanctuary -	\$500
Fellowship Hall	\$100 including kitchen
Deposit	\$100 refundable deposit for cleaning, if the user intends to clean the facility (please include a separate check for the refundable deposit)

Cleaning Service Fee if cleaning is requested or required due to misuse or damage - \$100 per hour non-refundable (if requesting ahead of time, please include with your use fee)

Sound Equipment - \$60.00 non-refundable fee will be charged for use of the Sound System. A qualified church member must operate the equipment and this charge does not include the operator's fee.

Deposits will be returned if no damage occurs and there are no infractions of our rules. All trash and garbage must be removed from the Church property and buildings must be thoroughly cleaned and returned to the original set-up unless the user has requested cleaning service.

There may be additional charges for Damage, or excessive need for cleaning, above the \$100 deposit. The trustees will determine the appropriate rate.