



*Your Wedding at  
Fountain City United Methodist Church  
212 Hotel Road  
Knoxville, TN 37918  
Church Office: (865) 689-5175*

*Congratulations on your wedding! We are happy that you are considering or have chosen Fountain City United Methodist Church for this important occasion. Your church wedding signifies that you have chosen to invite God to be present with you and your guests on this important day and in your lives. If you are married at FCUMC, our staff will assist you in making your Christian ceremony one of joy with spiritual blessing.*

*Please read the information packet about weddings at FCUMC. To reserve the date on the church calendar you must complete, sign and return the yellow wedding reservation form and the \$400 earnest money to the church office. **No date will be reserved until the reservation form and earnest money have been received by the church.***

*The yellow forms (Reservation, Information, Florist, Photographer & Videographer) all need to be returned to the church office during your wedding planning. Information about these is included in the packet.*

*Jim Whedbee*

*Melissa Smith*

*Daniel Ogle*

# *Your Wedding at Fountain City United Methodist Church*

1. **A Service of Worship** - Since the marriage ceremony is an act of worship before God, reverence will be expected on the part of all present, and the service will be under the sole direction of the officiating clergy and the FCUMC wedding ministry team. Weddings held at Fountain City United Methodist Church must be officiated by an ordained clergy.
2. **Non-FCUMC Clergy** – If clergy other than FCUMC clergy will officiate the wedding, FCUMC clergy must approve the proposed officiate. Please have contact information for the proposed officiate to the wedding ministry team 3 months before the wedding date.
3. **Pre-Marriage Pastoral Care** – A Fountain City United Methodist Church pastor asked to perform a wedding ceremony will also participate with the couple in at least four hours of pre-marriage pastoral care. These sessions need to be completed at least one month prior to the wedding. Please contact the pastor to schedule these appointments as soon as your wedding date is confirmed.
4. **Wedding Ministry Team** –To help you prepare for this important day, and to help meet all requirements of the church, a member of the Fountain City United Methodist Church Ministry Team will assist you. This person will provide guidance to your preparations for the wedding ceremony, during the rehearsal and the day of the wedding. A ministry team member will contact you soon after your wedding date has been confirmed.
5. **Wedding Music** - Because the wedding ceremony is a worship service, the music should be suitable, sacred and follow the United Methodist guidelines of worship. No pre-recorded music is allowed. The wedding party is responsible for contracting musicians for your ceremony. You are encouraged to consider hiring our staff instrumentalists as pianist and/or organist for your wedding. They will meet with you to discuss your music needs and for approval of your selections. If musicians who are not connected with FCUMC are preferred, a consultation must be scheduled with the Director of Music Ministries for such approval.

Music for the wedding reception is allowed, provided all songs are respectful to our church, our membership, and our faith. Profane and suggestive lyric content must be avoided.
6. **Communion** – If Holy Communion is to be included in the wedding ceremony, please consult with a member of the wedding ministry team 3 months in advance.
7. **Decorations** – The church may be decorated the day before or the day of the wedding, depending on other scheduled church activities and when a custodian will be available. Please call the church office secretary to confirm your decorating times.
  - The altar table may be moved farther back to provide room for the kneeling bench, but nothing else may be moved.

- Please do not use any of the furnishings (organ, console, piano, pulpit, lectern, etc.) as stands for floral arrangements, candles, greenery, etc.
- No thumbtacks, tape, nails or screws may be used on any furnishings, walls or floors.
- Decorations are to be removed immediately following the wedding.
- No decorations besides a floral arrangement should be used on the altar, and the arrangement should not be so large that it conceals the bottom of the cross. Also, no artificial flowers or greenery may be used on the altar.
- Protective cloths or plastic should be placed under any plants or arrangements containing moisture.
- If you choose to leave the altar flowers for Sunday service, please notify the church office well in advance.
- The altar candles may not be decorated and they must be burning during the ceremony.
- For additional candles, only metal tapers should be used and candles should be lighted and extinguished using the church's brass lighters/snuffers. Greenery may be used on the windowsills of the sanctuary. If candles are used in the windowsills, they must be enclosed in glass globes.
- Except for candles, no lighting other than that which is already part of the sanctuary lighting system should be used.
- A kneeling bench is available for your use. Please advise the wedding committee member if you desire to use it.

**8. Photography** - No flash photography will be allowed during the wedding ceremony! No photographer or viewable cameras are acceptable at the front of the sanctuary or altar. All photographers should sign the Wedding Photography Policy and return it to the office secretary no later than one month prior to the wedding.

**9. Sound, Light and Video** - Sound amplification and lighting will be provided. Please contact the Sound, Light & Video Committee to verify your date and needs. A video recording of your wedding can be contracted through this committee for an additional fee.

**10. Child Care** – If you wish to have childcare provided, please contact the Director of Early Childhood Ministries at least 2 weeks prior to event.

**11. Wedding Rehearsal** - The officiating pastor and a member of the wedding ministry team are available to direct the wedding rehearsal. The rehearsal should begin no later than 6:00 P.M. and one hour should be allowed for this rehearsal.

**12. Rehearsal Dinner/Receptions** - Both the Wesley Hall and the Multi-Purpose Room are available for rehearsal dinners and/or receptions. Wesley Hall will seat 72 people and the multi-purpose room will seat 250 people. If you are having a rehearsal dinner or a reception at the church, the Director of Food Services must be consulted.

- Table and/or seating arrangements should be made through the office secretary at least two months before the wedding date. A custodial/staff person will be present

before, during, and after the reception. If more than 150 people are attending the reception, two custodial/staff persons must be present.

- The United Methodist Women (UMW) have tablecloths to fit the church's tables. There are also punch bowls and other items available for use. If you would like to use these items, you should contact the Hospitality Committee of the UMW to make all arrangements.

**13. Catering Services** – If using the church's catering services, this will need to be negotiated by the parties involved with the church's Director of Food Services. Contracting the Director of Food Services or an outside caterer is done directly by the wedding party. An outside caterer must be approved by the Director of Food Services and a refundable damage deposit will be required. All parties will have to pay a kitchen usage fee.

- The caterer will be responsible for general clean-up of the kitchen. Caterers are welcome to use stoves, ovens, refrigerators, dishwashers, utensils, silverware or plates, cups and saucers belonging to the church, provided that everything is left clean and in its original storage place. **Outside caterers MUST contact the church's Director of Food Services before use of the kitchen is permitted.**
- If the caterer is arranging seating, please have the caterer contact the office secretary at least two months prior to the wedding.

**14. Building Policies - Please remember the following:**

- The church is not responsible for items lost, stolen or damaged.
- Smoking is not allowed.
- No alcoholic beverages or controlled substances are allowed to be used or brought onto church grounds. No one under the influence of drugs or alcohol will be allowed to participate in the wedding.
- Only birdseed or bubbles may be used by the wedding party and guests as the couple exit the church and should only be used outdoors.
- It is the wedding party's responsibility to remove all personal items immediately following the ceremony and/or reception.
- The wedding party will be responsible for the general cleaning of any of the rooms used. A custodial/staff person will provide final cleaning.

**15. Costs**- The earnest money of \$400.00 is due when your wedding is scheduled. All remaining fees are due two weeks prior to the wedding. If the kitchen is to be used, the applicable damage deposit must be made to reserve the kitchen.

**16. Fountain City United Methodist Church Personnel Directory** – Please contact church personnel for your wedding needs as soon as possible to ensure that your needs will be met. A directory of names and contact numbers is included in this packet.

*Fountain City United Methodist Church*  
*Wedding Fees Paid to FCUMC*

**Fees: Earnest money of \$400.00 is due when wedding is scheduled. All remaining fees are due two weeks prior to the wedding.**

	<u>Member</u>	<u>Non-Member</u>	<u>Non-Member</u>
		<b>Parent or Grandparent is a member of FCUMC</b>	
FCUMC Pastor	No Charge	\$150	\$150
Sanctuary Wedding Fee	\$300	\$350	\$600
Chapel Wedding Fee	\$100	\$125	\$250
Multi-Purpose Room & Kitchen			
Rehearsal Dinner	\$50	\$150	\$300
Reception	\$50	\$150	\$300
Wesley Hall & Kitchen			
Rehearsal Dinner	\$50	\$100	\$200
Reception	\$50	\$100	\$200
Kitchen			
Refundable Damage Deposit	\$200	\$250	\$500
Usage Fee	\$100	\$200	\$400
*Custodial/Staff			
Rehearsal/Wedding	\$ 100	\$100	\$100
Rehearsal Dinner	\$ 50	\$ 50	\$ 50
Reception	\$ 50	\$ 50	\$ 50
**FCUMC Nursery Attendants (2)	\$ 60	\$ 60	\$ 60

\*This fee is per custodial/staff person. If more than 150 people are attending the reception, two custodial/staff persons must be present.

\*\*A minimum of 2 teachers is required for childcare. Please contact the Director of Early Childhood Ministry to discuss your specific needs and how many teachers may be required. For example, \$30.00/hour includes 2 nursery attendants for every 10 children; two hour minimum. Each additional attendant is \$15.00/hour.

*Fountain City United Methodist Church*  
*Wedding Personnel Directory*

Office: (865) 689-5175  
Fax: (865) 689-4693  
Email: fcumc@fountaincityumc.org

Ministers

Senior Pastor: Jim Whedbee, ext. 120  
Associate Pastor: Melissa Smith, ext. 116  
Associate Pastor: Daniel Ogle, ext. 110

Office

Helen Jordan, ext. 102

Music

Director of Music Ministries: Leslie Graves, ext. 108  
Organist: Stephanie Wayland 609-2351  
Pianist: Kim Meade 688-9551

Sound, Light and Video

Craig Holtzclaw (865) 689-3082

Director of Food Services

Doug Shipman, ext. 114  
H: (865) 689-6716  
C: (865) 386-8778

Director of Early Childhood Ministry

Becca Pendergrass, ext. 115

Hospitality Committee of United Methodist Women

Kathy Harrington (865) 687-4098  
Susan Schumpert (865) 687-4000

## **Wedding Party Checklist**

Fountain City United Methodist Church  
212 Hotel Road • Knoxville, TN 37918  
(865) 689-5175 Office • (865) 689-4693 Fax

### **Reservation**

Yellow Reservation Form and \$400 earnest money turned in to the church office to confirm wedding date on the church calendar.

If Kitchen is to be used, applicable damage deposit (\$200, \$250, \$500) turned in to the church office to confirm the reservation.

### **Wedding**

Yellow Wedding Information Form has been filled out and turned in to the church office, as early as possible, but no later than two months prior to the wedding.

Officiate has been approved if not FCUMC clergy

Pre-Wedding Pastoral Care sessions have been scheduled if FCUMC pastor is officiating  
Contact Jim Whedbee, Melissa Smith, or Daniel Ogle.

Director of Music Ministries consultation has been scheduled

Childcare (if needed) contact made to the Director of Early Childhood Ministries

Sound, Light & Video Committee has been contacted

Photographer has signed and returned the Yellow Wedding Photography Policy Form

Videographer has signed and returned the Yellow Wedding Videography Policy Form

Florist has signed and returned the Yellow Wedding Policy for Floral Decorations Form

Balance of wedding fees has been paid – Due: 2 weeks prior to the wedding

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### **Rehearsal Dinner / Reception**

Director of Food Services consultation has been scheduled – if needed

Table/seating arrangements have been made through the church office (at least two months prior to the wedding date)

Hospitality Committee of UMW has been contacted – if needed

# Wedding Reservation Form

**THIS FORM MUST BE COMPLETED, SIGNED AND RETURNED TO THE CHURCH OFFICE ALONG WITH THE \$400 EARNEST MONEY BEFORE YOUR WEDDING DATE WILL BE RESERVED ON THE CHURCH CALENDAR.**

Date and time of Wedding \_\_\_\_\_

Officiate \_\_\_\_\_

Bride's Full Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

Mobile # \_\_\_\_\_ Email \_\_\_\_\_

Please check one:

\_\_\_\_\_ Fountain City United Methodist church member

\_\_\_\_\_ Non-member, Parent or Grandparent a member of FCUMC

\_\_\_\_\_ Non-member

Groom's Full Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work Phone # \_\_\_\_\_

Mobile # \_\_\_\_\_ Email \_\_\_\_\_

Please check one:

\_\_\_\_\_ Fountain City United Methodist church member

\_\_\_\_\_ Non-member, Parent or Grandparent a member of FCUMC

\_\_\_\_\_ Non-member

**PLEASE READ AND SIGN:** We acknowledge that we have read and understand the Fountain City United Methodist Church Wedding Policy completely, and we promise that we and our wedding party will abide by its terms.

Bride: \_\_\_\_\_ Date: \_\_\_\_\_

Groom: \_\_\_\_\_ Date: \_\_\_\_\_

# Fountain City United Methodist Church Wedding Information Sheet

Fill out and return to the office secretary as soon as possible.  
The remaining unpaid fees are due two weeks prior to the wedding.

Bride's Full Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Current Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Groom's Full Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Current Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Address after Wedding: \_\_\_\_\_

Bride or Groom's relation to FCUMC: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Time: \_\_\_\_\_ Sanctuary or Chapel

Rehearsal Date: \_\_\_\_\_ Time: \_\_\_\_\_

Officiating Pastor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Pastor: (if not FCUMC pastor) \_\_\_\_\_

Do you plan on using a wedding director? (circle) Yes / No

Wedding Director's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Organist: \_\_\_\_\_ Other Musician(s)/Vocalist(s): \_\_\_\_\_

Florist: \_\_\_\_\_ Phone: \_\_\_\_\_

Photographer: \_\_\_\_\_ Phone: \_\_\_\_\_

Do you plan on video recording? (circle) Yes / No

Videographer: \_\_\_\_\_ Phone: \_\_\_\_\_

Do you plan to leave flowers at the church? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what information should be included in the bulletin? (Given by, In Honor Of, In Memory Of, etc.)

Would you like to have a wedding invitation or announcement printed in the church bulletin or newsletter?

Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please provide an invitation or attach an announcement as you wish it to appear. Date to publish Invitation: \_\_\_\_\_ Date to publish Announcement: \_\_\_\_\_

Are you having your rehearsal dinner at the church? (circle) Yes / No If yes, what time? \_\_\_\_\_

What time do you want the church open for decorating for rehearsal dinner? \_\_\_\_\_

What time do you want the church open for decorating for the wedding? \_\_\_\_\_

What time will the wedding party arrive on the day of the wedding? \_\_\_\_\_

Are you having your reception at the church? (circle) Yes / No If yes, what time? \_\_\_\_\_

What time do you want the church open for decorating for reception? \_\_\_\_\_

Will you use: Multi-Purpose Room \_\_\_\_\_ (seats 250) Wesley Hall \_\_\_\_\_ (seats 72) Kitchen \_\_\_\_\_

For what number will your caterer prepare? \_\_\_\_\_

(Please draw diagram of set-up for rehearsal dinner/reception on back of this sheet OR a final diagram needs to be given to the church office 3 weeks prior to the wedding. Include number of tables and chairs you will need. Oval tables are 6ft. X 5ft., and will seat 8 people; oblong tables are 8 ft. long and will seat 9 people.)

Name of Caterer: \_\_\_\_\_ Phone: \_\_\_\_\_

*Fountain City United Methodist Church  
Policy for Floral Decorations*

Florists should adhere to these specific guidelines:

***Decorations should be simple and carefully placed so as not to hide the pulpit, lectern, or altar. As in all church decorating, everything should direct attention to the altar.***

***No decorations other than an appropriate floral arrangement can be used on the altar. The arrangement should be simply and tastefully done. No artificial flowers or greenery should be used on the altar.***

***Altar candles are not to be decorated in any manner and should be burning during the ceremony.***

***If additional candles are used, care must be taken to protect flooring and furnishings from candle wax. Greenery may be used on the windowsills of the sanctuary. If candles are used in the windowsills, they must be enclosed in glass globes and a glass or metal tray must be under the candle to protect the windowsill.***

***All candles must be lighted and extinguished with the brass lighters/snuffers provided by the church.***

***No furnishings may be moved from the chancel area or used as stands for floral arrangements, candle stands, etc.***

***Neither thumb tacks nor tape may be used on any furnishings.***

***All decorations, candle stands, etc., must be removed immediately following the wedding. Under no circumstances will Fountain City UMC be held responsible for any equipment, decorations, stands, or the items that are left in the church. Please leave the facilities as you found them.***

**PLEASE SIGN AND RETURN TO THE CHURCH AT LEAST ONE MONTH BEFORE THE WEDDING.**

Fountain City United Methodist Church  
212 Hotel Ave.  
Knoxville, TN 37918

I have read the policies above and understand them. I understand that if I, or a member of my staff, do not abide by these policies, I may be prohibited from providing floral services for other weddings at Fountain City United Methodist Church.

Signed: \_\_\_\_\_

Studio: \_\_\_\_\_

Phone #: \_\_\_\_\_

Date: \_\_\_\_\_

For the Wedding of: \_\_\_\_\_

Date of Wedding: \_\_\_\_\_

*Fountain City United Methodist Church  
Wedding Photography Policy*

***Sign and Return - In order for you to take photographs of a wedding at Fountain City United Methodist Church, you must sign a copy of this policy and return it to the church office one month prior to the wedding.***

***Groomsmen - The Groomsmen and Ushers need to be free to usher at least 30 minutes before the wedding begins. Make your photography plans accordingly.***

***Outside Pictures - Plan to be finished with outside photography at least 15 minutes before the wedding begins.***

***Inside Pictures and Flash Photography – No photographer or viewable cameras are acceptable at the front of the sanctuary or altar during the ceremony. You may not take any flash pictures during the ceremony. The ceremony begins when the bride and groom’s families are seated and ends when the recessional begins.***

***Time After Ceremony - Please be considerate of wedding guests and limit photography sessions after the ceremony to 30 minutes.***

***Additional Information - If you need more information on the policies of Fountain City United Methodist Church or have any questions, please contact the church office at 689-5175.***

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I have read the policies above and understand them. I understand that if I, or a member of my staff, do not abide by these policies, I may be prohibited from photographing other weddings at Fountain City United Methodist Church.

Signed: \_\_\_\_\_

Studio: \_\_\_\_\_

Phone #: \_\_\_\_\_

Date: \_\_\_\_\_

For the Wedding of: \_\_\_\_\_

Date of Wedding: \_\_\_\_\_

Please mail to: Fountain City United Methodist Church  
212 Hotel Road  
Knoxville, TN 37918

*Fountain City United Methodist Church  
Wedding Videography Policy*

***Sign and Return - In order for you to take videos of a wedding at Fountain City United Methodist Church, you must sign a copy of this policy and return it to the church office one month prior to the wedding.***

***Groomsmen - The Groomsmen and Ushers need to be free to usher at least 30 minutes before the wedding begins. Make your plans accordingly.***

***Outside Pictures - Plan to be finished with outside videoing at least 15 minutes before the wedding begins.***

***Camera Placement – No attended or viewable cameras are acceptable in the sanctuary during the ceremony. Please check with the Sound, Light and Video Committee for further details of acceptable placement of cameras. The ceremony begins when the bride and groom’s families are seated and ends when the recessional begins.***

***Additional Information - If you need more information on the policies of Fountain City United Methodist Church or have any questions, please contact the church office at 689-5175.***

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I have read the policies above and understand them. I understand that if I, or a member of my staff, do not abide by these policies, I may be prohibited from photographing other weddings at Fountain City United Methodist Church.

Signed: \_\_\_\_\_

Studio: \_\_\_\_\_

Phone #: \_\_\_\_\_

Date: \_\_\_\_\_

For the Wedding of: \_\_\_\_\_

Date of Wedding: \_\_\_\_\_

Please mail to: Fountain City United Methodist Church  
212 Hotel Road  
Knoxville, TN 37918