



Shady Grove United Methodist Church

4825 Pouncey Tract Road
Glen Allen, Virginia 23059

Phone: (804)360-2600
www.shadygroveumc.net

A wedding is one of the most joyous and holy moments in life. The covenant of marriage between two people and God is rightfully marked by a meaningful service of worship. As two Christian people join their lives together to establish a Christian home, the Church rejoices with them and is eager to help make the occasion of the wedding sacred, beautiful, and memorable. It is not necessary for a wedding to be elaborate to be beautiful. The true beauty of the service is found in the couple's commitment to one another and to God.

The basis for Christian marriage is community and love of Christ. We invite active participation in the worship and ministry of the church. We encourage couples married at Shady Grove UMC to attend worship services on a regular basis and become involved in the life and ministry of the Church. If you are not currently a member of Shady Grove UMC we invite you to explore the possibilities of making Shady Grove UMC your church home.

In the happy excitement of planning a wedding, many questions as to details arise. The following procedures are given to help assist in the planning. Please contact the church office if you have any additional questions.

Wedding Staff

Pastor: David L. Adkins, Sr.

Minister of Music and Arts: Sylvia Cooper

Wedding Coordinators: Phyllis Adkins and Angie Bright

Sanctuary Custodians: Rose Farmer and Margaret Shaw

Wedding Guidelines

**Below is listed the information and guidelines for weddings held at
Shady Grove United Methodist Church**

Reservations and Officiating Information:

- ◆ The Sanctuary/Chapel should be reserved prior to the date and time the wedding is announced. This may be done by calling the church office, (804)360-2600 between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday.
- ◆ It is understood that church members will have priority in setting their dates and times. We encourage church members to contact us as soon as they know their date. You must pay a nonrefundable deposit of \$100 made payable to Shady Grove UMC to reserve the church. Once the deposit is made the date is reserved.
- ◆ It is desired that no weddings be scheduled during Holy Week or on Sundays. Because of the difficulties securing adequate help we discourage scheduling weddings or wedding rehearsals on the following days: New Year's Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day.
- ◆ After the wedding has been placed on the church calendar, the wedding coordinator will arrange a meeting with the couples in order to help them plan the details of the rehearsal and wedding. The wedding coordinator is required acting as a representative of the church and overseeing the use of the buildings. The Coordinator's fee is listed on the fee schedule.
- ◆ In addition to our wedding coordinator, the couple may use a mistress of ceremonies. The wedding coordinator and the mistress of ceremonies go over the details together and the mistress of ceremonies may direct the rehearsal and the wedding.
- ◆ Our minister officiates weddings held at the church, and shall approve in advance other ministers who may assist in the wedding ceremony. Couples should meet with the minister at least once prior to the wedding.
- ◆ The order of the service shall generally follow the approved ritual of the United Methodist Church. If a bulletin is to be used it should be approved by the minister.
- ◆ The Minister of Music and Arts of Shady Grove UMC will provide appropriate music for all weddings in consultation with the wedding couple and will work with other musicians who may assist with the ceremony. A soloist can be recommended should the need arise. Please call to reserve the date with the Minister of Music and Arts once you have reserved your Date with the church.

Decorations:

Our Sanctuary is a place of beauty and overly elaborate decorations are unnecessary. The following guidelines are given to preserve a worshipful atmosphere and to safeguard the furnishings:

- ◆ All decorations shall be removed immediately following the service, unless alternative arrangements have been made with the wedding coordinator.
- ◆ Decorations should not interfere with participants in the wedding or the clear view of the wedding guests. Flowers, palms, candelabra, etc. should be placed carefully as not to hide the altar. As in all church decorating, everything should be arranged so as to direct attention to the altar. Artificial arrangements should not be placed on the altar.
- ◆ The furniture and floor must be fully protected at all times from moisture and candle wax. Potted palms or plants must be placed in containers to prevent damage.
- ◆ No tacks, nails, tape or glue may be used to fasten any decorations to the furniture or buildings. Pew markers must be attached with ribbons only.
- ◆ An aisle runner is not allowed. Our Sanctuary is carpeted and additional tracking may cause tripping. Nothing can be placed at the edges of the aisle.
- ◆ Petals for the aisle must be artificial. The sanctuary custodians are **required for** clean up after the wedding. Custodial fees are listed on the fee schedule.

Other Information you should know:

- ◆ The bride, groom and their attendants are welcome to use the Education Building for dressing before the ceremony. Please make arrangements with the wedding coordinator for this.
- ◆ Smoking and alcoholic beverages are not permitted on church property.
- ◆ Throwing bird seed is allowed outside of the buildings. Rice may not be used.
- ◆ Photographs and videos may be taken prior to and following the wedding ceremony. No flash photography by professionals or guests is allowed after the mothers are seated. Any photography and videography during the ceremony itself should be done as not to disrupt the service.
- ◆ All fees and licenses are due in the church office two weeks prior to the wedding date. Please make checks payable to the individuals providing the services for your wedding.
- ◆ The wedding party assumes all responsibility for the use and/or replacement of church property.
- ◆ Shady Grove cannot be held liable for items lost, stolen, or damaged.



Wedding Fees

Member Fees:

◆ Sanctuary (300 guests) or Chapel (100 guests)	No set charge for members
◆ Minister's Fee	No set fee for members
◆ Minister of Music and Arts	\$250.00*
Additional Music Rehearsal for soloists (vocal and/or instrumental)	\$ 35.00/½ hr \$50.00/hr
◆ Wedding Coordinator	\$175.00
◆ Sound Technician	\$50.00**
◆ Custodial	\$100.00 (Chapel) or \$150.00 (Sanctuary)

Non-Member Fees:

◆ Sanctuary (300 guests)	\$500.00
◆ Chapel (100 guests)	\$300.00
◆ Minister's Fee	\$275.00
◆ Minister of Music and Arts	\$250.00*
Additional Music Rehearsal for soloists (vocal and/or instrumental)	\$ 35.00/½ hr \$ 50.00/hr
◆ Wedding Coordinator	\$175.00
◆ Sound Technician	\$50.00**
◆ Custodial	\$100.00 (Chapel) or \$150.00 (Sanctuary)

Please make checks payable to the individuals providing the services for your wedding. Checks are due into the office two weeks prior to the wedding.

* Music is provided for the rehearsal and wedding day. Rehearsal fees for soloists to be determined by Minister of Music and included in the TOTAL one month prior to wedding. Minister of Music and Arts receives \$100.00 whether playing or not. If Minister of Music is playing, this is not an additional fee.

** Sound System is provided in the Sanctuary only for playing music. If microphones are needed or if you require a Sound Technician at the rehearsal additional fees may apply.



Shady Grove United Methodist Church Wedding Responsibilities Form

Date: _____

Check payable to Minister of Music/Musician and is due 2 weeks prior to wedding rehearsal:

Names of Bride and Groom: _____

Phone Number: Home _____ Work _____ Cell _____

E-Mail _____

Address of Bride _____

Officiating Minister of Music: _____

Wedding Date/Time: _____

Rehearsal Date/Time: _____

- Officiating Minister of Music/Organist \$250.00
(Includes consulting & preparation)
- Additional Music Rehearsal for soloists (vocal and/or instrumental)
 - \$35.00/1/2 hr
 - \$50.00/hr
- A fee of \$100.00 for non-church members is required for the consultation services of the Minister of Music & Arts if another musician is used for the wedding, including other Shady Grove Church Music & Arts staff. This fee becomes part of the musician's fee if the Minister of Music & Arts is playing for the wedding.
- ◆ A fee of \$100.00 for church members is required for the consultation services of the Minister of Music and Arts if an outside musician is used for the wedding. (*There is no fee for church members for consultation services if music and arts church staff are used*).

TOTAL: \$250 (base fee)

Soloist #1: _____ (1/2 Hour)

Soloist #1: _____ (Hour)

Soloist #2: _____ (1/2 Hour)

Soloist #2: _____ (Hour)

(Rehearsal fees for soloists to be determined by Minister of Music/Organist and included in

TOTAL one month prior to wedding.)

TOTAL FEE: _____

Sylvia N. Cooper

Minister of Music and Arts Ministries

Shady Grove United Methodist Church

4825 Pouncey Tract Road Glen Allen, VA 23059

scooper@shadygroveumc.net (804) 360-2600, ext. 40; www.shadygroveumc.net



Wedding Reservation Form

Name of Bride _____ Home Phone _____

Address _____

E-Mail _____ Work Phone _____

Name of Groom _____ Phone _____

Address _____

E-Mail _____ Work Phone _____

Is the Bride a member of Shady Grove United Methodist Church–Short Pump? _____

Is the Groom a member of Shady Grove United Methodist Church-Short Pump? _____

Is a Parent, Guardian, or Grandparent of the Bride or Groom a member of Shady Grove United Methodist Church-Short Pump? _____

Sanctuary or Chapel? _____

Rehearsal Date _____ Rehearsal Time _____

Wedding Date _____ Wedding Time _____

Officiating Pastor: Rev. David Adkins or _____

Officiating Minister of Music: Sylvia Cooper or _____

I/We have read and hereby accept the policies and procedures of Shady Grove United Methodist Church and enclose a nonrefundable deposit of \$100. I understand that my reservation becomes effective with the payment of the deposit.

Signed _____ Name _____

Address _____

Phone _____ Cell Phone _____