

GALLOWAY MEMORIAL UNITED METHODIST CHURCH



WEDDING GUIDELINES AND POLICIES NON GALLOWAY MEMBERS

Revised – October 10, 2018

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Galloway Memorial United Methodist Church Contacts

The Galloway telephone number is 601-353-9691.

The Galloway FAX number is 601-352-5333

For on-line information go to www.gallowayumc.org

Pastors: The Reverend Cary Stockett, *Senior Pastor* 601-326-3455
 The Reverend Emily Sanford, *Associate Pastor* 601-326-3448

To schedule a wedding: Contact Senior Ministers' Assistant, Kathy Evans 601-326-3455
KEvans@gallowayumc.org

Church Office		601-353-9691
Senior Ministers' Assistant	Kathy Evans	601-326-3455 KEvans@gallowayumc.org
Worship Arts Ministry		
Director	Reagan Lord	601-326-3451 Rlord@gallowayumc.org
Organist	Dr. Robert Knupp	601-488-4639 Knupp@mc.edu
Wedding Coordinator	Maybelle Beasley	601-977-4989 manager@missbab.com
Technical Director	Jenny Slack	601-326-3458 jslack@gallowayumc.org

Physical Address: Galloway Memorial United Methodist Church
 305 North Congress St.
 Jackson, MS 39201-1602

Mailing Address: Galloway Memorial United Methodist Church
 P.O. Box 1092
 Jackson, MS 39215-1092

Section II: General Information

After a wedding has been placed on the Galloway calendar and approved, the bride will be contacted by Galloway's wedding coordinator, Maybelle Beasley. She will assist the bride in gathering pertinent information to help understand all church policies and to direct the rehearsal and wedding. The following matters will be discussed at the first meeting of the wedding coordinator and the bride:

- | | |
|--|-----------------------------------|
| 1. Location of the wedding (sanctuary or chapel) | 6. Nursery scheduled (if needed) |
| 2. Deposit and other fees | 7. Rehearsal |
| 3. Counseling with the pastors | 8. Music and sound |
| 4. Facility guidelines and regulations | 9. Flowers and decorations |
| 5. Role of the wedding coordinator | 10. Photographer and videographer |
| | 11. Reception |

CHECKLIST FOR WEDDINGS AT GALLOWAY

The following checklist is designed to assist you in completing the details of your wedding arrangements.

- ___ The date and time has been approved, the \$300 deposit and the completed and signed POLICY AGREEMENT has been received by Galloway. Your date will then be confirmed on the Church calendar.
- ___ Meet with the Galloway wedding coordinator to review the policies and fees and to ask questions. Also, if a Nursery will be needed, please advise the coordinator at this time.
- ___ Return the Sanctuary Decorating Agreement/Chapel Decorating Agreement signed by the bride and bridegroom to Galloway.
- ___ Schedule premarital counseling through the senior ministers' assistant (if one of Galloway's ministers is officiating)
- ___ Distribute vendor guidelines and agreements to appropriate vendors. Be sure to keep a copy for your records.
 - a. ___ photographer
 - b. ___ florist
 - c. ___ videographer
 - d. ___ caterer
- ___ Select music and song selections with the help of Galloway minister of Worship Arts.
- ___ Verify that all vendor agreements have been returned to the Galloway wedding coordinator.
- ___ Pay balance of wedding fees no later than two weeks prior to the ceremony.
- ___ A separate check payable to Galloway UMC for \$300 damage deposit. This check will not be deposited and will be returned to you within 2 weeks after the wedding if no damage occurs.
- ___ Meet with the Galloway wedding coordinator to confirm the specifics of the wedding party, details of the rehearsal, and wedding day activities. Turn in completed wedding worksheet.
- ___ Supply the marriage license to the minister performing the ceremony by the Monday prior to the wedding ceremony.

A Wedding in the Sanctuary

The Sanctuary seats approximately 835 people, including balcony seating.

Sanctuary weddings may be scheduled between 10 a.m. and 7 p.m. Every effort is made not to schedule two weddings on the same day in the same location. If more than one wedding is scheduled, there must be five hours between ceremonies.

Holiday and December weddings are reserved for church members only. Holiday or Holiday Weekend weddings include New Year Eve, New Years Day, Season of Lent, Easter Weekend, Friday and Saturday Pre Memorial Day, Friday or Saturday Pre Labor Day, Thanksgiving Day and weekend, and the entire month of December.

The sanctuary is wheelchair accessible through the courtyard entrance and through the Yazoo Street entrance by Smith Park. Guests will take the elevator to the second floor.

The Galloway tradition allows photos for the wedding party prior to the wedding with the understanding that the sanctuary will be closed 45 minutes prior to the wedding to prepare for the ceremony. The organist begins the prelude 30 minutes prior to the wedding; at that time, the sanctuary doors are opened and guests may be seated.

A Wedding in the Chapel

The Chapel will seat approximately 70 – 80 people. It is a lovely, intimate setting for a small wedding and needs very little decoration.

A piano is located to the right of the altar area and an organ is located in the balcony. The chapel chimes add a special touch to the wedding setting. The chimes can be used to toll the hour as the wedding begins.

Chapel weddings may be scheduled between 10 a.m. and 7 p.m. Every effort is made not to schedule two weddings on the same day. If more than one wedding is scheduled on the same day, there must be five hours between weddings.

Holiday and December weddings are reserved for church members only. Holiday or Holiday Weekend weddings include New Year Eve, New Years Day, Season of Lent, Easter Weekend, Friday and Saturday Pre Memorial Day, Friday or Saturday Pre Labor Day, Thanksgiving Day and weekend, and the entire month of December.

The Chapel is wheelchair accessible through the Congress Street entrance and through the courtyard entrance.

Non-Member Wedding Fees for Galloway Memorial UMC

All fees must be paid two weeks in advance of the rehearsal. Your fees will be reduced by the amount of your deposit. Non-members must pay the deposit when booking the wedding date. You may give your wedding fees to the wedding coordinator or mail to the church office:

Galloway UMC
Attn: Wedding Fees
PO Box 1092
Jackson, MS 39215

Non-Member:

Wedding Charges for a Sanctuary Wedding: \$1,950
Wedding Charges for a Chapel Wedding: \$1,450

**Charges cover expenses for the wedding unless extra time and/or services are requested.
Wedding coordinator, organist, security, custodial service and sound technician.**

Standard Services/Times:

Organist	Sanctuary: 1 hour rehearsal Chapel: 1 hour rehearsal
Security	wedding & rehearsal - 7 hours
Custodial	wedding & rehearsal - 12 hours

Additional Services/Times:

Nursery	2 workers (2 hour minimum for \$60). Must be scheduled at least 2 weeks prior to the wedding.
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The highest priority for the use of the Galloway chapel and sanctuary is to provide space for the worship of the Triune God. One major expression of our communal worship is gathering for the witnessing and blessing of Christian marriages.

- ❖ Non Members may use the chapel or sanctuary for wedding ceremonies with the following financial obligations under the following circumstances described below:
 - Wedding ceremonies provide a rehearsal, movement of furniture, sound engineer/technician, and use of the organ require the presence of the Galloway Wedding Coordinator. Included in the services of the wedding coordinator are preplanning for the ceremony, presence at the rehearsal and the wedding, and serving as wedding director. Galloway wedding coordinator is required even if the bride has a coordinator.
 - Wedding ceremonies also require a Custodial and Security. Services will be provided for both the rehearsal and the wedding.
 - If use of the chapel or sanctuary organ is requested, the Galloway organist or his designee is required. The organist includes a one-hour rehearsal and the wedding.
 - If a sound engineer/technician is requested, Galloway's media director or her/his designee is required. Additional setup will necessitate additional cost.
 - If a nursery is needed let the coordinator know and she will request this for you. A 2 week notice must be given. Two sitters are required and the minimum fee is \$60.00 which includes a 2 hour minimum. If additional hours are needed the fee is an additional \$15.00 per hour per sitter.
 - All wedding ceremonies require a \$300.00 damage deposit. This should be a separate check made payable to Galloway and is due *two weeks prior* to the ceremony. If no damage to the facility occurs, the check will be returned within 2 weeks after the wedding.

Counseling

Galloway wants to help couples prepare for their married life together. Three sessions of pre-marital counseling are included as part of the wedding preparations when one of Galloway's pastors is officiating. Every couple is expected to arrange a time for these sessions with one of Galloway's pastors. Contact the senior pastor's administrative assistant for this scheduling.

Facility Guidelines and Regulations

Dressing Rooms

The church parlor has been designed to accommodate the needs of the bride and her wedding party. The bridegroom and his wedding party will dress in Room 217. If there are more than 6 Groomsmen, the Youth Suite may be used. This will need to be booked at the same time as the wedding.

The receipt of deliveries to the dressing areas is the responsibility of the wedding party.

The wedding parties are responsible for removing all personal belongings from the dressing areas immediately after the wedding. No personal items should be left unattended at any time.

Restrictions

1. There will be no **alcoholic beverages or drugs** permitted on the property. Any wedding participant appearing to be under the influence may be asked to leave.
2. Smoking is not permitted in any part of the church buildings or on church property.
3. The **church is not liable** for any articles lost, stolen, or damaged.
4. The bride and her family, by selecting Galloway Church, thereby consent to being held responsible for any damages done to church property by the wedding party, florist, guests, or photographers. Any damages will be deducted from the pre-paid damage deposit.

Security

Outdoor security is automatically provided by the church during all weddings.

Refreshments

Serving pre-wedding refreshments should be discussed with the wedding coordinator. Refreshments for the wedding party may be set up in the dressing room areas. A serving table can be provided if requested through the wedding coordinator. A table cloth is NOT provided. The bridal party is responsible for clean-up of the refreshment areas.

Rehearsal

Rehearsal time is limited to one hour from the scheduled beginning time. All members of the immediate wedding party (honor attendants, bridesmaids, groomsmen, ushers, children, soloists, and accompanists) should attend the rehearsal. It is suggested that children who are members of the wedding party be at least five years of age. Parents and grandparents of the bride and bridegroom are encouraged to attend.

Music

A church wedding is a worship service in every sense. Careful thought should be given to the selection of all music, whether vocal or instrumental. Only sacred music is appropriate. No secular music may be sung or played in this service of worship. **Taped music is not allowed.** **ALL music must be approved by the Director of Music and Worship Arts ministries of Galloway at least 30 days prior to the wedding.** If needed, the Worship Arts Ministry staff will assist in the recommendation of appropriate music.

A competent, professional organist is vital to a meaningful wedding service. The bride is responsible for contacting the Galloway organist immediately after meeting with the wedding coordinator. If Galloway's organist is unable to play for the service, he will provide a substitute. If a different organist is requested, Galloway's organist must approve the choice and will be responsible for coordinating rehearsals and access to the organ. Choir robes are available for soloists or other musicians upon request.

Voice/Instrument Amplification

1. Requests for sound/microphones/etc. must be made in writing at least two weeks before the wedding. This information should be given to the wedding coordinator. It is vital to know how many singers, readers, ministers, and instruments other than the piano/organ will require microphones. Any additional setup will necessitate additional cost.
2. Only the church sound system will be used in the sanctuary.

Guide to the Galloway Wedding Youtube website

https://www.youtube.com/playlist?list=PL_tLqi1SX5u99EXKK0BaL5qMY2QqCJ2WG

These selections are recommended for the seating of grandmothers and mothers, the processional for the groomsmen, bridesmaids, and bride, as well as the recessional. Other selections can be requested, but these are the most common and frequently used at Galloway.

*-denotes pieces that may include an optional trumpet part (you must individually contract)

1)	Canon in D	Johann Pachelbel
2)	Psalm 19*	Benedetto Marcello
3)	Rondeau*	Joseph Mouret
4)	Wedding March*	Felix Mendelssohn
5)	Allegro Maestoso*	George F. Handel
6)	Rigaudon*	Andre Campra
7)	Arioso in A	Johann Sebastian Bach
8)	Trumpet Voluntary*	Jeremiah Clarke
9)	Allegro from "Water Music"*	George F. Handel
10)	Jesu, Joy of Man's Desiring	Johann Sebastian Bach
11)	Bridal Chorus from <i>Lohengrin</i> *	Richard Wagner
12)	Trumpet Tune*	Henry Purcell
13)	Toccata from <i>Symphonie V</i>	Charles Marie Widor
14)	Gymnopedie I	Erik Satie
15)	Adagio	George F. Handel
16)	Ave Maria	J.S. Bach/Charles Gounod
17)	Panis Angelicus	César Franck
18)	Autumn	Antonio Vivaldi
19)	Sheep May Safely Graze	Johann Sebastian Bach
20)	Largo from <i>Xerxes</i>	George F. Handel
21)	Now Thank We All Our God	Sigfried Karg-Elert
22)	Air on a G String	Johann Sebastian Bach

Sanctuary Decorating Guidelines

Decorations must be in keeping with the beauty of the room and the sacredness of the occasion and must be installed by skilled persons who will assume responsibility with appropriate care.

- **ALTAR:** The communion table serves as the altar and will be vested in white paraments. All decorations should direct attention to the altar, nothing should interfere with the view of the altar, and nothing should be placed upon it that is not appropriate to worship. Galloway's brass cross and candlesticks will be on/next to the altar.

Either the standard altar candles or Galloway's standing brass candelabra are required to be on/next to the altar. No other candle holders other than Galloway's are able to be placed on the altar.

A low arrangement of flowers may be placed on the altar, not to be higher than the arms of the cross.

Decorators must contact the wedding coordinator at least one month prior to the wedding and provide a diagram with placement of flowers, candles, greenery, etc.

- **FLOWERS:** You may choose from one or all of the following options: one large freestanding urn pedestal centerpiece may be placed in the choir loft (up to three choir chairs may be removed for this purpose; the remaining chairs within the choir will remain); two freestanding urn pedestal arrangements may be placed on each side of the altar table; a floral arrangement may be used on the altar with Galloway's altar candles (this arrangement must be no higher than the arms of the cross); appropriate greenery (potted ferns, palms) may be used within the chancel area only; greenery may not be placed in the choir loft area).
- Attendants' bouquets and boutonnieres are to be placed in the area located behind the sanctuary (outside the door nearest the piano).
- Floral decorations are NOT allowed on the choir rail, handrails, acoustical choir shell, organ, piano or their screens. Any approved décor must not hinder the movement of acolytes or ministers within the chancel area. If movement is prohibited, Galloway's wedding coordinator and staff have the authority to move items to an appropriate area.
- No plants, candles, tape, sticky, tacks, pins or nails are to be placed on any chancel furniture, kneeling rails or pews. Potted plants must have proper waterproof containers or waterproof cloths under them. Bows with sprays of greenery or flowers may be used for pew markers on every third or fourth pew. Sprays must be secured by ribbon or floral marker and should not contain any material that could scratch or damage the ends of the pews. No tape, tacks, sticky or nails allowed.
- Baskets for flower girls must have silk petals. No real flower petals are allowed.
- All floral decorations must be removed immediately following the wedding and the reception. After the wedding and or reception, the decorator/florist is responsible for cleaning all decorated areas. Wedding decorations may **not** be stored at the church for later pickup.
- Flowers may be left for Sunday worship and placed in the sanctuary or in the gathering area. Advance notice is necessary so that placement of wedding flowers is on the altar flower calendar. The flowers must be left in a disposable container. The wedding coordinator will advise the church if flowers are to remain.
- A draped garland or greenery is allowed on the exterior hand rails descending the front steps (this must be spaced and sparse enough that it does not hinder those needing to use the rails for assistance in climbing the steps). Nothing can be hung on the outside of the sanctuary doors.
- Florists may have access to the sanctuary six hours prior to the wedding. The sanctuary and/or chapel will be available for decorating on Friday from noon – 5 p.m. prior to a Saturday wedding if no other event is scheduled in the sanctuary/chapel.

- **CANDLES:** In addition to the required use of the church altar candles, free-standing floor candelabra (not to exceed 12 lights on any one candelabra and not to exceed a 24 light maximum combined total for all candelabra) are allowed in the sanctuary. Candelabra and candle holders must be approved by the wedding coordinator, and the florist must provide adequate fire retardant material (plexiglass recommended) under the candelabra to protect flooring from candle wax. Floor candelabra may only be used in the chancel area on wood flooring – no candelabra may be placed on the carpet.
- The Galloway Unity Candle is available for use in addition to the candelabra. The bride must provide the candles. Placement for the unity candle must be on the upper chancel level and may not be on carpet.
- Candles are not allowed in the windows of the sanctuary or as part of pew markers. The only exception being if a church owned pew torch is used (see below).
- Beginning in May 2016, pew torches are available for use as pew markers and may only be used on pews containing permanent pew brackets; placement for these is only where permanent brackets exist; brackets may not be moved. The church has oil burning candles for pew torches and the glass shield which must be used. If a bride chooses to include these torches in her wedding décor; they must be filled, placed, and put away by the florist engaged for the event. If any other decoration is attached to the torch, the same guidelines for church furniture apply – no tape, tacks, sticky or nails allowed.
- **FURNITURE:** No furniture may be moved without the approval of the wedding coordinator; all furniture must be moved by Galloway staff.
- The ONLY furniture that may be removed within the sanctuary is the pulpit, altar and chairs and/or pews within the chancel area (the choir loft is not considered a part of the chancel area). The altar table must remain in the chancel area but can be moved from its standard placement and placed against the choir loft providing space for the bridal kneeling bench. The baptismal font and communion rails may not be moved.
- If a quartet is used for special music during the ceremony, up to six chairs may be removed from the choir loft for their placement; the balance of the choir chairs must remain in the loft.
- Any decorations present in the sanctuary or chapel that celebrate the church year (Christmas, Easter, etc.) will remain in place.

The Galloway wedding coordinator or a member of the Galloway Altar Guild must be present during decorating. Florists are advised to call the wedding coordinator to schedule a decorating time. The decorating time will depend on the availability of the wedding coordinator/Altar Guild representative.

(Decorating Guidelines updated after renovations)

Chapel Decorating Guidelines

1. Decorations must be in keeping with the beauty of the room and the sacredness of the occasion and must be installed by skilled persons who will assume responsibility with appropriate care. The altar cross and candle sticks may not be removed under any circumstances
2. The altar will be vested in white hangings and nothing can be affixed to the hangings. The communion table serves as the altar. All church decorations should direct attention to the altar, nothing should interfere with the view of the altar, and nothing should be placed upon it that is not appropriate to worship.
3. Decorators must contact the wedding coordinator at least one month prior to the wedding and provide a diagram with placement of flowers, candles, greenery, etc.
4. Two stands with flowers may be placed outside the chancel area. Two flower arrangements no taller than 26 inches each may be placed on either side of the cross on the altar between the cross and candles.
5. Candelabra and candle holders must be approved by the wedding coordinator.
6. No plants, candles, tape, tacks, pins or nails are to be placed on any chancel furniture, kneeling rail, or pews. Potted plants must have proper waterproof containers or cloths under them. Bows with sprays of greenery or flowers may be used as pew markers on every third or fourth pew. These must be secured with ribbon or a floral marker. No tape, tacks, or nails may be used.
7. Decorations must not hinder the movement of acolytes or ministers within the chancel.
8. Baskets for flower girls must have silk petals. No real flower petals.
9. Any decorations present in the chapel for the purpose of celebrating the church year (Christmas, Easter, etc.) will remain in place.
10. Nothing can be hung on the outside Chapel doors.

Sanctuary/Chapel Photography Guidelines

A church wedding is a worship service in every sense. Having the marriage ceremony at the church altar reflects the covenant relationship between the couple and God. The following policies help maintain the worshipful nature of the ceremony:

1. The wedding photographer must contact the wedding coordinator at least one week before the wedding to review the church policy.
2. Photographers may stand on either of the two TV camera stations in the sanctuary. When not interfering with seating, photographers may stand at the center of the balcony.
3. **Flash photographs are not allowed during the ceremony. Brides are responsible for seeing that professional photographers, friends and family follow these guidelines during the ceremony.**
4. The ceremony begins when the mothers are seated. One flash picture (only by the official wedding photographer) may be taken of the bride before she starts down the aisle.
5. Pictures using timed exposure without flash are permitted from the balcony during the ceremony. Be aware that camera noise is distracting to the congregation.
6. Flash pictures may be taken from the back of the room during the recessional.
7. All sanctuary photography must be completed 45 minutes prior to the hour of the wedding.

Guidelines for Videographer

1. The videographer must contact the wedding coordinator one week before the wedding to review church policies. He/she should be at the rehearsal.
2. A maximum of three cameras may be used in the sanctuary. One may be placed in each of the TV camera locations. A remote camera may be installed in the choir area.
3. In the chapel, two cameras may be used. One may be placed in the back of the chapel. A remote camera may be installed in the back of the chancel area.
4. The church's equipment is not available for recording weddings by outside videographers.
5. The bride should coordinate with the florist and videographer to ensure the covering of the entire remote tripod and camera assembly with greenery.
6. Videographers are not allowed to walk around with a camera during the wedding ceremony.

Section III: Agreements

POLICY AGREEMENT For NON Galloway Members *(Please retain one copy for your records)*

We have received a written copy of the policies concerning weddings held at Galloway Memorial United Methodist Church, and we agree to follow the policies as stated herein and will ensure that members of the wedding party understand and follow the policies also.

Attached is my deposit fee of \$300.00. This will be deducted from the wedding fee of \$1,950 for a Sanctuary wedding. For a wedding in the Chapel it will be deducted from the \$1,450 fee.

By our signatures, we understand that failure to comply with the stated policies could be considered “disregard of policy” and we also understand that we are liable for any damages that may occur during our use of the church facilities. A separate check in the amount of \$300 is due 2 weeks prior to the wedding for damage deposit. If no damage to the facility is reported to the facility, this check will be returned within 2 weeks after the wedding.

It is also understood that failure to notify the wedding coordinator of any cancellation of plans at least 30 days prior to the wedding will mean forfeiture of the deposit.

Wedding Date _____

Bride (print name)

Groom (print name)

Bride signature

Groom Signature

Phone

Phone

Email Address

Email Address

Additional Contact Information

Sanctuary Decorating Agreement

This Agreement MUST be signed and returned to assure everyone is in Agreement with ALL Guidelines.

1. Decorations must be in keeping with the beauty of the room and the sacredness of the occasion and must be installed by skilled persons who will assume responsibility with appropriate care.
2. The communion table serves as the altar and will be vested in white paraments. All decorations should direct attention to the altar, nothing should interfere with the view of the altar, and nothing should be placed upon it that is not appropriate to worship.
3. Decorators must contact the wedding coordinator at least one month prior to the wedding and provide a diagram with placement of flowers, candles, greenery, etc.
4. One large centerpiece placed in the choir loft with appropriate greenery (potted ferns, etc.) in the chancel area is recommended. Some brides choose to have two smaller arrangements on each side of the altar table. A floral arrangement may be used on the altar with Galloway's altar candles, but the arrangement must be no higher than the arms of the cross.
5. Decorations are NOT allowed on the choir rail, organ, piano or their screens and must not hinder the movement of acolytes or ministers within the chancel area.
6. No plants, candles, tape, tacks, pins or nails are to be placed on any chancel furniture, kneeling rails or pews. Potted plants must have proper waterproof containers or waterproof cloths under them. Bows with sprays of greenery or flowers may be used for pew markers on every third or fourth pew. Sprays must be secured by ribbon or floral marker and should not contain any material that could scratch or damage the ends of the pews. No tape, tacks or nails allowed.
7. Attendants' bouquets and boutonnieres are to be placed in the area located behind the sanctuary (outside the door nearest the piano).
8. No furniture may be moved without the approval of the wedding coordinator; all furniture must be moved by Galloway staff.
9. All chancel furniture except the altar table may be removed. The altar table can be placed against the choir loft providing space for the bridal kneeling bench. The baptismal font may not be moved.
10. No more than two candelabra are allowed in the sanctuary. Candelabra or candle holders must be approved by the wedding coordinator, and the florist must provide adequate fire retardant material under the candelabra to protect carpet/floor from candle wax.
11. Any decorations present in the sanctuary or chapel that celebrate the church year (Christmas, Easter, etc.) will remain in place.
12. Baskets for flower girls must have silk petals. No real flower petals are allowed.
13. Outside decorating is allowed on the hand rails. Nothing can be hung on the outside of the sanctuary doors.
14. Florists may have access to the sanctuary six hours prior to the wedding. The sanctuary and/or chapel will be available for decorating on Friday from noon – 5 p.m. prior to a Saturday wedding if no other event is scheduled in the sanctuary/chapel.
15. The Galloway wedding coordinator or a member of the Galloway Altar Guild must be present during decorating. Florists are advised to call the wedding coordinator to schedule a decorating time. The decorating time will depend on the availability of the wedding coordinator/Altar Guild representative.
16. All floral decorations must be removed immediately following the wedding and the reception. After the wedding and or reception, the decorator/florist is responsible for cleaning all decorated areas.
17. Wedding decorations may not be stored at the church for later pickup.
18. Flowers may be left for Sunday worship and placed in the sanctuary or in the gathering area. Advance notice is necessary so that placement of wedding flowers is on the altar flower calendar. The flowers must be left in a disposable container. The wedding coordinator will advise the church if flowers are to remain.

Bride

Bridegroom

Florist/Decorator

Date

Chapel Decorating Agreement

This Agreement **MUST be signed and returned** to assure everyone is in Agreement with ALL Guidelines.

1. Decorations must be in keeping with the beauty of the room and the sacredness of the occasion and must be installed by skilled persons who will assume responsibility with appropriate care. The altar cross and candle sticks may not be removed under any circumstances
2. The altar will be vested in white hangings and nothing can be affixed to the hangings. The communion table serves as the altar. All church decorations should direct attention to the altar, nothing should interfere with the view of the altar, and nothing should be placed upon it that is not appropriate to worship.
3. Decorators must contact the wedding coordinator at least one month prior to the wedding and provide a diagram with placement of flowers, candles, greenery, etc.
4. Two stands with flowers may be placed outside the chancel area. Two flower arrangements no taller than 26 inches each may be placed on either side of the cross on the altar between the cross and candles.
5. Candelabra and candle holders must be approved by the wedding coordinator.
6. No plants, candles, tape, tacks, pins or nails are to be placed on any chancel furniture, kneeling rail, or pews. Potted plants must have proper waterproof containers or cloths under them. Bows with sprays of greenery or flowers may be used as pew markers on every third or fourth pew. These must be secured with ribbon or a floral marker. No tape, tacks, or nails may be used.
7. Decorations must not hinder the movement of acolytes or ministers within the chancel.
8. Baskets for flower girls must have silk petals. No real flower petals.
9. Any decorations present in the chapel for the purpose of celebrating the church year (Christmas, Easter, etc.,) will remain in place.
10. Nothing can be hung on the outside Chapel doors.

Bride

Bridegroom

Florist/Decorator

Date

Name of Florist

Sanctuary/Chapel Photography Agreement

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1. The wedding photographer must contact the wedding coordinator at least one week before the wedding to review the church policy.
2. Photographers may stand on either of the two TV camera stations in the sanctuary. When not interfering with seating, photographers may stand at the center of the balcony.
3. **Flash photographs are not allowed during the ceremony. Brides are responsible for seeing that professional photographers, friends and family follow these guidelines during the ceremony.**
4. The ceremony begins when the mothers are seated. One flash picture (only by the official wedding photographer) may be taken of the bride before she starts down the aisle.
5. Pictures using timed exposure without flash are permitted from the balcony during the ceremony. Be aware that camera noise is distracting to the congregation.
6. Flash pictures may be taken from the back of the room during the recessional.
7. All sanctuary photography must be completed 45 minutes prior to the hour of the wedding.

Bride

Bridegroom

Photographer

Date

Videographer Agreement

This Agreement **MUST be signed and returned** to assure everyone is in Agreement with ALL Guidelines.

1. The videographer must contact the wedding coordinator one week before the wedding to review church policies. He/she should be at the rehearsal.
2. A maximum of three cameras may be used in the sanctuary. One may be placed in each of the TV camera locations. A remote camera may be installed in the choir area.
3. In the chapel, two cameras may be used. One may be placed in the back of the chapel. A remote camera may be installed in the back of the chancel area.
4. The church's equipment is not available for recording weddings by outside videographers.
5. The bride should coordinate with the florist and videographer to ensure the covering of the entire remote tripod and camera assembly with greenery.
6. Videographers are not allowed to walk around with a camera during the wedding ceremony.

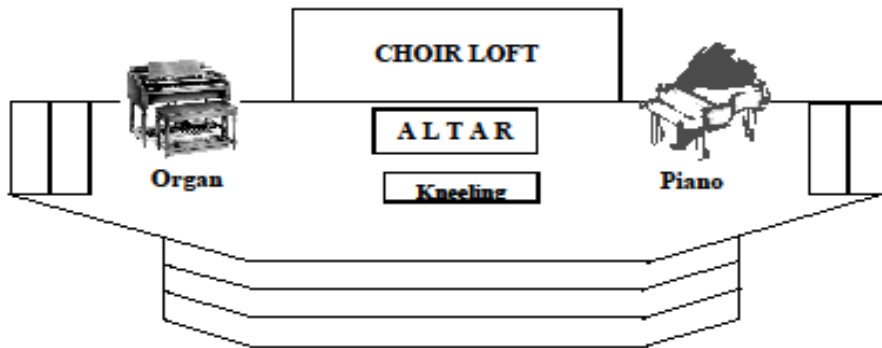
Bride

Bridegroom

Videographer

Date

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ADDITIONAL REQUESTS:

1. Candelabra? YES _____ NO _____
 (indicate placement on diagram with #1)

2. Unity Candle? YES _____ NO _____
 (indicate placement on diagram with #2)

3. Lapel mike for minister? YES _____ NO _____

4. Other microphone needs
 (please list) _____

(indicate placement on diagram with #4)

5. Kneeling Bench YES _____ NO _____

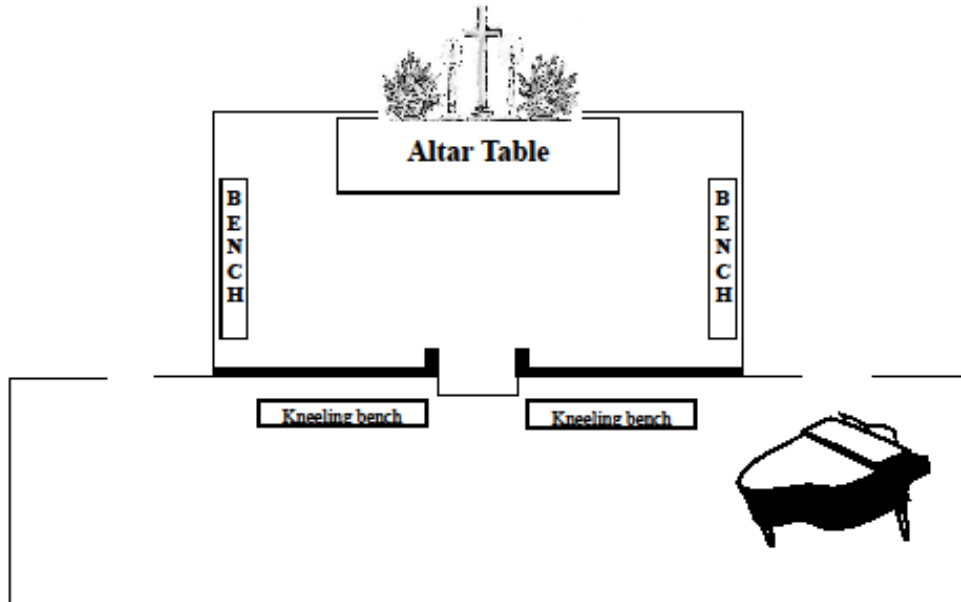
6. Placement of Altar Table
 Next to Choir Loft _____ Floor _____
 (indicate placement on diagram with #6)

SANCTUARY DIAGRAM

WEDDING: _____

DATE: _____

TIME: _____



ADDITIONAL REQUESTS:

1. Candelabra? YES _____ NO _____
(must be approved by Galloway's wedding coordinator)
2. Unity Candle? YES _____ NO _____
(must be approved by Galloway's wedding coordinator)
3. Lapel mike for minister? YES _____ NO _____
4. Other microphone needs
(please list) _____

(indicate placement on diagram with #4)
5. Kneeling Bench YES _____ NO _____

CHAPEL DIAGRAM