



Wedding Guidelines

For Members Getting Married At Vine Street Christian Church

So you are anticipating a wedding at Vine Street Christian Church. Congratulations! We hope that it will be a memorable experience for you.

Vine Street Christian Church believes that weddings are worship services and not just civil or social occasions. Because it is a worship service, a wedding is performed to the glory of God and not simply to the satisfaction of the participants. Your solemn vows are made in the presence of God and of a gathered community.

We are delighted to share in your wedding plans. Our facilities are at your service as well as our staff and personnel. We offer you this package of information so that mutual expectations will be clearly understood.

If you have any questions, please contact our wedding coordinator or the church office and we will be happy to assist you.

IMPORTANT CHURCH STAFF INFORMATION

Lois Smith, Wedding Coordinator
6012 Hickory Valley Rd.
Nashville, TN 37205
352-3738

Thomas Kleinert, Senior Minister
269-5614

Julia Callaway, Director of Music Ministries
269-5614

WEDDINGS AT VINE STREET

Because your wedding is considered a worship service at Vine Street Christian Church, we want to share with you some specific information to help clarify your understanding of church policies regarding the service and the facilities available.

The Minister: The first step in wedding preparation is to take time to discuss your plans with the Vine Street Minister.

The Date: In order to eliminate a scheduling conflict, the sanctuary or chapel may be reserved up to one year in advance. The Vine Street Wedding Coordinator will work with you to tentatively set a date, which will be reviewed and approved within a week by the church staff. Following this, the Wedding Coordinator will send you a Contract, Wedding Booklet and Wedding Information sheet. Your date will be confirmed as soon as the Wedding Coordinator receives your completed contract and deposit. The Wedding Information sheet should be returned as soon as your plans are finalized.

Weddings will be scheduled on Saturdays, beginning no later than 7 P.M. Weddings will not be scheduled on Sundays, holidays, holiday weekends or during the month of December.

The Rehearsal: If desired, time will be made available to you the day before the wedding for a rehearsal. The rehearsal must be scheduled through the Vine Street Wedding Coordinator. The rehearsal time may not exceed 1½ hours. It is *imperative* that the rehearsal begins at the designated time.

Wedding Program: A printed wedding program for the guests is required for all weddings held in the sanctuary. This program should identify all of the participants in the wedding party. Music selections and an order of service should be included in the wedding program. *Your program must note that guests may not take flash pictures or videos during the ceremony.* A copy of the program must be approved by the Vine Street Director of Music Ministries (DMM) a minimum of three weeks prior to the wedding. The DMM can assist you with your program.

Music: The wedding ceremony at Vine Street is considered to be a service of worship. Therefore, all music must be appropriate to Christian worship. The music is not to be considered as entertainment, but should serve to glorify God. Pre-recorded music is not permitted. Instrumental and vocal music selections which are clearly secular in their celebration of love are not considered appropriate for the wedding service.



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You are required to use the services of the Vine Street DMM for your wedding music. The DMM will consult with you regarding the music and the wedding, and be present for the rehearsal and the wedding. **If the DMM has a scheduling conflict, she will provide an experienced substitute** for the wedding. You must consult with the DMM before contracting with other musicians, and prior to plans being finalized for your wedding at the church.

The following list represents the music generally used for wedding services at Vine Street. A more complete list is available from the DMM as well as suggestions of soloists or other instrumentalists.

ORGAN PRELUDE:

Bach, J.S.	If Thou Be Near/ Jesu, Joy of Man's Desiring/ Pastorale in F. Major/ Sheep May Safely Graze
Brahms, J.	Behold a Rose Now Blooming
Franck, C.	Prelude (Prelude, Fugue, and Variation/ O Lord Most Holy (Panis Angelicus)
Handel, G. F.	Water Music Suite/ Concertos
Marcello, Benedetto	Psalm XIX
Mendelssohn, F.	Organ Sonata Movements
Pachelbel, J.	Canon in D. Major
Roman, Johan	Music from Wedding Suite
Peeters, Flor	Aria
Stanley, John	Trumpet and Flute Tunes
Vierne, Louis	Lied/ Berceuse
Wright, Searle	Brother Jame's Air
Wesley, S.S.	Air and Gavotte
Vivaldi, A.	Largo/ Adagio/ Andante

HYMNS OR HYMN SETTINGS:

O Perfect Love/ Praise to the Lord, the Almighty/ Joyful, Joyful, We Adore Thee/ Now Thank We All Our God/ Fairest Lord Jesus/ Blest Be the Tie That Binds/ Morning Has Broken/ Be Thou My Vision

VOCAL SOLO:

Most sacred vocal literature is suitable for use in the wedding service. Wedding prayer songs, settings of the "Lord's Prayer", and hymns also may be used.

PROCESSIONAL AND/OR RECESSIONAL:

Beethoven, L.	Hymn of Joy
Clarke, J.	Trumpet Voluntary
Handel, G.F.	Allegro (Water Music)
Purcell, Henry	Trumpet Tune
Stanely, J.	Trumpet Tune
Campra, Andre	Rigaudon
Mouret	Trumpet Rondeau
Widor, C.M.	Toccata

Decorations: The sanctuary and chapel have been designed to be very beautiful places for worship. The florist that you have selected must contact the Vine Street Wedding Coordinator to ensure that the decorations planned are in keeping with the policies of the church, and to arrange a date and time for the placement and removal of all decorations. You and your florist need to be aware of the following decoration policies:

- 1) The sanctuary and chapel may not be decorated until the day of the wedding. Florist-supplied items may not be delivered and placed until the day of the wedding, and must be removed promptly following the wedding service unless special arrangements are made with the Vine Street Wedding Coordinator. Please notify the Wedding Coordinator if you would like to leave floral arrangements in



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the chancel and narthex (foyer) area for the Vine Street congregation to enjoy at the Sunday services. In this case, the florist must make arrangements to pick up the containers the following week.

- 2) Floral displays shall be limited to *three* for sanctuary weddings and *one* for chapel weddings. The use of complementary greenery will be allowed in moderation, subject to approval by the Vine Street Wedding Coordinator. All decorative displays must be placed *behind the chancel rail* in a manner that does not obstruct congregational view of the communion table. An exception to the number of floral displays is the use of small floral markers to designate reserved pews. These must be attached with a ribbon *ties only*. No mechanical holding devices (clamps, tacks, nails, screws, pins, staples or tape) may be used. If decorations such as plants or floral displays need to be elevated, stands must be provided by the florist, which can be placed and removed without damage to the property. In placing flowers, plants or other decorative materials, waterproof protection must be used as necessary to protect the carpet.
- 3) Furnishings may not be moved out of place in the sanctuary or chapel. This includes the communion table, hymnals, cushions, piano, pews or other objects used in the regular furnishings or equipment of the facility.
- 4) No decorative items may be placed on the communion table, pulpit, lectern, organ or chancel rail. The cross must remain on the communion table in the chapel and sanctuary at all times, regardless of the denomination of the wedding party or of the religious service being held.
- 5) The chapel and sanctuary are usually decorated for special seasons of the year. The decorations may be added to, but they may not be moved.
- 6) Not more than 40 metal-encased, dripless candles may be used in **designated areas only**. Suitable protective shields of plastic **must** be placed under each candle standard to prevent wax damage to the carpet and cushions. **All** candles to be lighted just before mothers are seated. Candles should be extinguished immediately after the service. Due to Fire Department Code regulations, no lighted candles may be placed in windowsills or along any aisles.
- 7) The use of an aisle runner is not allowed. Flower or silk petals, or potpourri may not be scattered down the aisle.
- 8) The church does not provide a kneeling bench, unity candles, candle lighters or luminaries for wedding use.

Lighting and Sound Equipment: No additional lighting or spotlights may be used. Speakers and amplifiers may not be added to the existing equipment. Microphones are available for minister's use if desired and requested through the Vine Street Wedding Coordinator. Any requirements outside of this agreement may result in additional facility use fees.

Photography and Video: The fee to use Vine Street Christian Church for your wedding allows you access to the church and grounds three hours before your wedding and one hour after your wedding. You are expected to complete the taking of your photographs within this time frame. Pre-ceremony photographs may be taken in the church, the Fitzpatrick House or around the church grounds. Photographs may not be taken in the sanctuary during the wedding ceremony with the exception of non-flash pictures taken from the balcony. (The ceremony officially begins when the mothers are being seated.) Flash photographs may only be taken at the following times: *in the Narthex* before the bride and her escort begin walking down the aisle, and *from the Narthex* during the recessional.

Video photography is permitted using only the light available in the sanctuary. Cameras may be used in the balcony or a stationary camera may be placed at the right rear entrance to the choir loft in the chancel area.

General Policies:

- Alcoholic beverages are not allowed on the church premises (including the grounds and parking lots).
- Smoking is prohibited in all church buildings.



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- Food and beverages are prohibited in the sanctuary, narthex and chapel.

Damages and Liability: The person who signs the contract with Vine Street Christian Church shall be responsible for any and all damages incurred to property and furnishings during the times assigned to the wedding party for the rehearsal and ceremony. This person is responsible for insuring that wedding directors, florists and any other persons assisting with the wedding are aware of these policies. Any damage incurred shall be repaired to the satisfaction of the Business Administrator of Vine Street Christian Church.

Vine Street Christian Church assumes no responsibility for materials, equipment, clothing, money, jewelry or other items left on the church premises.

(Facility Use Fee: payable a minimum of two weeks before the wedding)

Sanctuary Wedding (Capacity 500)	\$300.00	Facility Use - Payable to Vine Street Christian Church
	\$300.00	Music - Payable to Julia Callaway
Chapel Wedding (Capacity 75)	\$200.00	Facility Use - Payable to Vine Street Christian Church
	\$150.00	Music - Payable to Julia Callaway

These fees include the use of the sanctuary or chapel: 1½-hour rehearsal, three hours prior to the wedding and one hour following, custodial services and the Vine Street wedding staff.

The Music fee includes the services of the DMM, which include one consultation, the rehearsal and the wedding. If there is a need for the DMM to rehearse separately with other musicians, there may be an additional fee set by the DMM at the time of the consultation.

Other Fees:

Clergy \$300.00
Receptions \$200.00

The Senior Minister has authority to waive any or all of the fees for members due to circumstances (e.g. when the services of wedding coordinators are not needed, when a wedding party hires a cleaning service, or when the wedding party is of very limited size)

The Vine Street Wedding Coordinator will provide the following services for you.

- Coordinate and confirm date and time
- Accept contract, deposit and fee
- Provide information on Vine Street wedding policies
- Review policies with florist, decorators, director, photographer, videographer
- Provide information to the Custodian
- Provide access to the building
- Provide assistance with the facility during the rehearsal and wedding

It is imperative that you provide her with the information required on the Wedding Information sheet that you have received with your Contract.

It is recommended that you hire your own Wedding Director to assist you in the planning of your wedding.