



# Wedding Guidelines for Non Members

For Guests Getting Married At Vine Street Christian Church

This document has been prepared to guide you in planning for your wedding at Vine Street Christian Church. Its content is based on the belief and conviction that a wedding is a worship service, performed to the glory of God.

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 information so that mutual expectations will be clearly understood.

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

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

Church Office  
269-5614  
mail@vinestreet.org

Julia Callaway, Director of Music Ministries  
269-5614  
julia@vinestreet.org

**The Minister:** The first step in wedding preparation is to take time to discuss your plans with the minister who will be performing the service. Each minister requires different procedures for wedding preparation, and it is important that you understand what those are. If a Vine Street minister is performing your wedding ceremony, you are required to participate in premarital counseling with that minister. Ministers of other congregations are welcome to perform weddings at Vine Street and we encourage you to participate in premarital counseling.

**The Date:** In order to eliminate a scheduling conflict, the sanctuary may be reserved up to one year in advance. The Vine Street Wedding Coordinator will work with you to tentatively set a date. Weddings will be scheduled only on Saturdays, beginning no later than 7 p.m. Weddings will not be scheduled on holidays, holiday weekends or during the month of December.

Your date will usually be reviewed and approved within a week by the church staff. Following this, the Wedding Coordinator will send you a Contract and Wedding Booklet.

Your date will be confirmed as soon as the Wedding Coordinator receives your completed contract with a deposit of \$400. The deposit expresses your commitment to use this facility and our assurance that the date has been reserved for your wedding. It will be refunded one week following your wedding provided that no damage was incurred from use and no overtime pay for staff was needed. Please note that your wedding deposit will *not* be refunded after your contract is approved, if you cancel your reservation.

**The Rehearsal:** If desired, time will be made available to you for a rehearsal. The rehearsal must be scheduled through the Vine Street Wedding Coordinator. The rehearsal time may not exceed 1 ½ hours.

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

You are required to use the services of Vine Street's Director of Music Ministries (DMM) for your wedding. 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, a replacement will be



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provided for the wedding.

You must consult with the DMM before contracting with other musicians, and prior to plans being finalized for your wedding at Vine Street Christian Church.

A list of music generally used for wedding services at Vine Street as well as suggestions of soloists or other instrumentalists are available from the DMM.

If you have plans for a non-traditional wedding and/or music, you will need to consult the DMM prior to entering into a contractual agreement with Vine Street.

**Decorations:** Your florist, or whoever is responsible for decorations 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.

The sanctuary 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.

Floral displays shall be limited to three arrangements. 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 or bows to designate reserved pews. These must be attached with 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. In placing flowers, plants or other decorative materials, waterproof protection must be used as necessary to protect the carpet.

Furnishings may not be moved out of place. This includes the communion table, hymnals, cushions, piano, pews or other objects used in the regular furnishings or equipment of the facility.

No decorative items may be placed on the pulpit, lectern, organ or chancel rail. Small floral arrangements and Unity Candles may be placed on the communion table, either behind, or to the left and right of the cross; the cross must remain visible at all times, regardless of the denomination of the wedding party or of the religious service being held.

Existing sanctuary decorations may be added to, but they may not be moved.

Candles, including Unity Candles may be used in the area behind the chancel rail only, and must be encased in either glass or metal. Protective plastic or carpet must be placed under all candelabras and other candle stands to prevent wax damage to the carpet and cushions. Due to Fire Department Code regulations, no lighted candles may be placed in windowsills or along any aisles.

**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 by contacting the DMM. Additional microphones require the service of one of the church's sound technicians and an additional charge may be applied.

**Wedding Program:** A printed wedding program provides a memento for guests and guidance for participants, including the person operating the sound system. A notice requesting no flash pictures during the ceremony should be included. The DMM will provide sample programs during the conference to plan the music.



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**Photography and Video:** The fee to use Vine Street Christian Church for your wedding allows you access to the church and grounds for five hours on the day of 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 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 and ends with the recessional.) Flash photographs may only be taken outside the sanctuary before the bride and her escort begin walking down the aisle.

Video photography is permitted using only the light available in the sanctuary. Cameras may be used in the balcony, and 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). The wedding party is responsible for enforcing this policy.

Smoking is prohibited in all church buildings.

Food and beverages are prohibited in the sanctuary.

**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. He or she 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 Chair of the Property Committee 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.

**FEES:** Please mail the deposit, contract, and all fees to:

Lois J. Smith, Wedding Coordinator  
6012 Hickory Valley Rd.  
Nashville, TN 37205

**Note:** Fees for weddings booked on holiday weekends will be adjusted to include additional pay for all staff.

## **Deposit:**

\$400.00 payable to Vine Street Christian Church and accompanied by completed contract.

The deposit will be refunded one week following your wedding provided that no damage was incurred from use and no overtime pay for staff was needed. Please note that your wedding deposit will not be refunded after your contract is approved, should you wish to cancel your reservation.

## **Facility Use Fee:**

\$ 1,100.00 payable to Vine Street Christian Church and mailed to the Wedding Coordinator a minimum of two weeks before the wedding.

This fee includes the use of the sanctuary and assigned dressing rooms for a 1½-hour rehearsal and for five hours on the day of the wedding, as well as custodial services and the Vine Street wedding staff. Any facility and/or sound equipment use outside of the guidelines in this document may result in additional facility use fees as determined by the DMM, Church Staff



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and/or Wedding Coordinator.

## **Director of Music Ministries Fee:**

\$ 300 payable to Julia C. Callaway and mailed to the Wedding Coordinator along with facility use fee.

You are required to use the services of the Vine Street Director of Music Ministries (DMM) for your wedding music. Included in the fee are one consultation, the rehearsal and the wedding. If there is a need for the DMM to rehearse separately with other musicians, there will be an additional fee set by the DMM at the time of the consultation.

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, DMM, photographer, videographer
- Provide information to the Custodian
- Provide access to the building
- Provide assistance during the rehearsal and wedding
- Refund wedding deposit

We recommend that you secure your own Wedding Director to assist you in the planning of your wedding and direct the rehearsal and wedding.

Please note that we will deduct \$20 from your deposit for every half hour that members of your wedding party are in the building beyond the times listed above.

## **Minister's Fee:**

\$ 300.00 payable with the facility use fee

This fee is applicable only if a Vine Street minister performs your ceremony. The fee includes premarital counseling, the rehearsal, and the wedding. (You are responsible for contacting the church office to set up the required counseling.)

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

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## **Addendum**

The Chapel holds a maximum of 75 people.

Costs and levels of service for weddings in the Chapel vary from those of the sanctuary. The following charges are base estimates only. Vine Street staff reserves the right to revise all fees based on the size/length of the wedding program and the number of guests. Use of sound equipment other than described in the Wedding Guidelines documentation is subject to approval by the Director of Music Ministries and may result in additional costs.

Chapel Use \$400.00

Director of Music Ministries \$200.00

Minister Fee (if applicable) \$300.00

Deposit of \$100.00

All other Wedding guidelines are applicable for Chapel use.