



# PULASKI HEIGHTS

United Methodist Church



W E D D I N G S

# WEDDINGS AT PULASKI HEIGHTS

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First and foremost,  
Congratulations!!!

The responsibility of the Church, both to God and to the couple being served, is to provide for the expression of the Christian celebration of marriage. Those seeking to be married in a United Methodist Church by a pastor are asking specifically for a

Christian marriage and are expressing their intention to be a part of the Christian community after their wedding service.

The purpose of these guidelines is to help you have a ceremony that is as meaningful and seamless as possible. In planning for your wedding, you will be working with church staff who are dedicated to making each wedding a significant and joyful act of Christian worship.

The church is committed to making this joyous occasion easy for you and your families. The staff is honored to share this time with you and hopes to make it memorable!

Emily Stotts

Director of Welcoming, Hospitality, & Weddings

# MEET OUR WEDDING DIRECTOR

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Emily Stotts is a full-time staff member as our Director of Welcoming, Hospitality, and Weddings. She also is a lifelong member of Pulaski Heights and was married in our Sanctuary.

As Wedding Director, Emily will assist the wedding party in planning all aspects of their special day;

- Tour available spaces
- Schedule the facilities to confirm the date
- Coordinate scheduling with church staff to plan the ceremony including music and scripture
- Design the programs and coordinate printing
- Direct wedding rehearsal
- Facilitate all activities at PHUMC the day of the wedding
- Direct wedding
- Oversee billing

If the family hires an outside wedding coordinator, we look forward to working with them regarding any additional details.

# OUR CHURCH

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Sanctuary	The Sanctuary seats a maximum of 550, which includes our balcony. The balcony is only accessible by stairs. Available instruments are: vocals, pipe organ, piano, and acoustic guitar. Videography is available.
Shamblin Chapel	The Shamblin Chapel seats a maximum of 60. Available instruments are: vocals, organ, and acoustic guitar. Videography is not available.
Wesley Hall	Wesley Hall is our Modern Worship venue. It seats a maximum of 200. A full band is available upon request. It may also be used as a reception site. Videography is available.
Gathering Hall	The Gathering Hall holds a maximum of 200 for a reception.
Argue Great Hall	The Argue Great Hall holds a maximum of 600 for a reception.
Parlor	The Parlor is a space for the wedding party to gather before the ceremony. Additional rooms with mirrors are nearby for any last minute dressing.

# SCHEDULING

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Weddings may be held in the Sanctuary or Shamblin Chapel with the exception of:

- Sundays
- On official church holidays or the weekend before or after the church holiday, primarily Easter and Christmas

Wedding Rehearsals are held the day before the wedding:

- Scheduled at 4:00 pm, 5:00 pm, or 6:00 pm
- The church will open 30 minutes beforehand
- It should last around an hour.
- All wedding participants are asked to be in attendance.

Weddings are scheduled:

- No earlier than 10:00 am
- No later than 7:00 pm

On the day of the wedding, a total of five hours will be scheduled:

- The church will open 3 hours before the wedding for any deliveries, decoration prep, and the wedding party to dress.
- The church will close 2 hours after the wedding begins with the exception of a reception.

Wedding receptions may be scheduled:

- Available spaces for receptions include the Gathering Hall and Argue Great Hall.
- If you would like adult beverages served, please request a copy of the *PHUMC Alcohol Event Policy*.
- Five hours may be scheduled for a reception, which must end by 10:00 pm

# OFFICIANTS & PREMARITAL SESSIONS

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One of the Pulaski Heights United Methodist Church's pastors will officiate all marriage services.

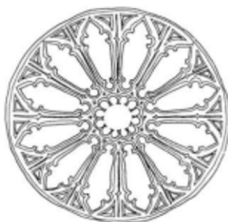
A pastor from another congregation may be requested to assist. Once their role is determined, the PHUMC pastor will invite them to participate.

Along with conducting the rehearsal and the ceremony, the clergy will guide the planning of the ceremony and premarital sessions.

During the couple's premarital sessions, some of the topics discussed will be:

- Style differences between couples
- Communication and conflict
- Intimacy
- Financial planning
- Faith
- Expecting the unexpected

It is at the clergy's discretion as to how many premarital sessions are scheduled with the couple.



# MUSIC

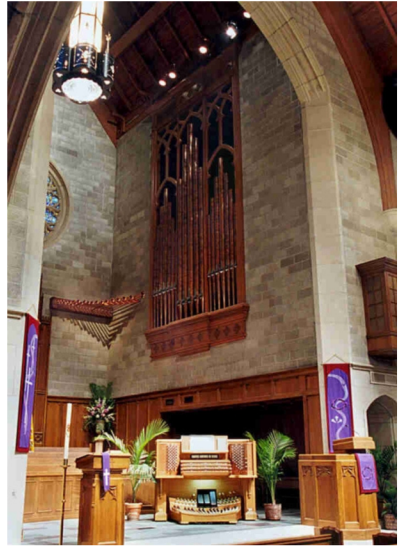
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The music that is sung and played during your wedding expresses the joy, praise, and thanksgiving that characterizes marriage in a Christian service. Because the choice of music is so important, the music director for your wedding will work with you regarding the music selection.

Our historic Sanctuary includes a 74-rank pipe organ and Steinway concert grand piano.

In addition, we also have vocalists and instrumentalists available by request. Arrangements may be made for additional external musicians and soloists. No taped or recorded music will be allowed.

With the music director, you will have a music selection consultation. They will also play at the wedding rehearsal.



# DECORATIONS

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## Paraments

- Paraments are our liturgical banners and will be changed to white for weddings.
- Paraments should not be removed from the Sanctuary.

## Center Aisle

- Due to possible staining, no live petals may be tossed on the aisles. Silk petals are permitted.
- Candles may not be used in a walk way.
- Decorations should only hang from the pew ends: no gluing, taping, or tacking to the wood.

## Flowers

- Flower placement options include the two chancel corners, two arched doorways, and on a pedestal behind the altar.
- Flowers should be placed at least one hour before the service begins.

## Altar

- The church's candlesticks will remain on the altar
- Candles may be placed on the altar with non-drip candles or protective coverings to prevent wax damage
- No additional decorations should be used

## Seasonal Decorations

- If the church has placed seasonal decorations, they must remain.
- Seasonal decorations include but are not limited to Easter flowers and Christmas decorations.

Plans should be made to remove all wedding décor immediately following the ceremony. If you would like the flowers in the chancel to remain for Sunday morning, that should be communicated during your planning.



# PHOTOGRAPHS & VIDEOS

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## Guidelines for Photography

- Photographs in the ceremony setting should be completed 45 minutes prior to the ceremony for seating to begin.
- Once the processional has been completed, the photographer must leave the floor.
- Photographs may be taken from the balcony for the remainder of the service.

## Guidelines for Videography

- When a recording is being done by an outside person:
  - Camera placement should be completed 45 minutes prior to the ceremony for seating to begin.
  - Cameras should be placed to avoid being seen or noticeable by the congregation.
  - Cameras should not be moved once the ceremony has begun.
  - No additional lighting should be present.
  - Cameras may be placed in the balcony.
- When a recording is being done by PHUMC:
  - This option is only available in the Sanctuary.
  - Pulaski Heights Broadcast Ministry can provide a recording and live stream of your wedding.
  - Live streaming is viewed via a YouTube link.
  - The staff will use the equipment that is permanently installed. A wireless microphone will be worn by the pastor.
  - Six weeks notice should be given to the Broadcast Ministry to schedule a crew.



# WEDDING FEES

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Ceremony	PHUMC Member	\$1650
	Non-member (Sanctuary)	\$2150
	Non-member (Shamblin Chapel)	\$1850
	Non-member (Wesley Hall)	\$1950

*Fees include Wedding Director, Clergy, Music Director, Custodian, and Facilities.*

Informal Ceremony	PHUMC Member	\$200
	Non-member (Sanctuary)	\$350
	Non-member (Shamblin Chapel)	\$275
	Non-member (Wesley Hall)	\$300

*An informal wedding has no music, requires no rehearsal, and is held during normal office hours. Fees include Clergy and Facilities.*

Reception	PHUMC Member	\$650
	Non-member	\$1150

*Fees include Wedding Director, Custodian, and Facilities.*

Videography	PHUMC Member	\$800
	Non-member	\$1000

*Fees include a donation to the Broadcast Ministries, Videographer, and a digital recording of the ceremony.*

Additional	Soloist/Instrumentalist	TBD
	Bulletin printing	TBD
	Rehearsal Dinner	TBD

Facilities are provided by the congregation as a gift to members getting married at PHUMC. A wedding is considered a “member wedding” when the couple or immediate family have been members of PHUMC for at least one year.

An itemized invoice will be provided. Fees should be paid at least 2 weeks prior to the wedding.

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