

Tulip Street United Methodist Church

Wedding for Non-Members



Guidelines for the Bride and Groom

Official Church Policy, Rules and Regulations

General Church Information

Fee Schedule

Tulip Street

United Methodist Church

522 Russell Street

Nashville, TN 37206

615-207-6980

Website www.tulipstreet.org

Email weddingdirector@tulipstreet.org

Dear Friends,

We are happy you have chosen Tulip Street United Methodist Church for your wedding. We look forward to helping you plan a special day the two of you will always remember.

This booklet should help answer many of your questions. In addition, it will hopefully serve as a guide and checklist to help you remember all of the details that help a wedding go smoothly. Our Wedding Director will be happy to meet with you to answer additional questions and help you plan the wedding. We have put much thought and prayer into our wedding policies and procedures, so that your wedding will be both meaningful and spiritual.

As pastor, I look forward to meeting with you in the near future. At that time, we will discuss the concepts of marriage in our Christian setting.

May God bless you as you make plans for your very important day, and congratulations!

May God give you peace,

The Rev. Matthew Baldwin
Pastor

WEDDING RESERVATION
(Please turn into the church office)

I have read the "Tulip Street United Methodist Church Wedding Policy." I agree to abide by all of the church policies, rules and regulations reviewed in the booklet, and I hereby request to reserve the use of the church on the terms set below:

Name of person making reservation _____

Address _____

Phone H _____ C _____ EMail _____

Member of this Church _____ Non-Member of this Church _____

Name of church where requesting party is a member: _____

I hereby request the use of the following: Sanctuary _____ Chapel _____

I understand that the wedding date will not be confirmed until I:

- Meet with the pastor of Tulip Street UMC
- Meet with the Wedding Director
- Pay the non-refundable \$250 save the date fee and pay the reminding fees due no later than 90 days prior to my wedding -- I will sign a Wedding Fee sheet that will be provided by the Wedding Director
- Return the complete Wedding Information, Wedding Reservation, Wedding Fee Sheet to the Wedding Director

I further understand that the booking or "SAVE the DATE" fee is non-refundable.

Signature _____ Date _____
Bride and/or Groom

FOR OFFICE USE ONLY

Booking Fee (Non-Member) _____

Date Received _____ Check No. _____

Payments: _____ Date Rec'vd _____ Check No.

Payments: _____ Date Rec'vd _____ Check No.

Payments: _____ Date Rec'vd _____ Check No.

Refund: Note conditions for refund - see policy -- No refunds after 90 days prior to the wedding - So on day 89 prior to the wedding - No refunds.

Address for Refund _____

Amt. of Refund _____

Copy to: _____ Google Calendar _____ Wedding Guild Director

_____ Pastor _____ Organist _____ Child Care Attendant _____ Treasurer

Church Staff

Pastor	Rev. Matthew Baldwin
Organist	Sandy Tipping
Wedding Director	Joan Greene

Please direct your questions and requests to our:
[WEDDING DIRECTOR– JOAN GREENE –615-207-6980](#) or
weddingdirector@tulipstreet.org

Custodian	Aaron Whitman
Liturgist	Jeff Smith
Chair of Trustees	Austin Ragan
Childcare Attendant	TBD

Sunday Schedule:

Sunday School	9:30am
Fellowship	10:30am
Worship	11:00am

Church Phone:

615-255-6248 – or - 615-512-3020

Web Address:

www.tulipstreet.org

Wedding Director email:

weddingdirector@tulipstreet.org

Our address where documents and payments can be mailed:

Attn: Wedding Director/Joan Greene
Tulip Street United Methodist Church
522 Russell Street
Nashville, TN 37206

SCHEDULING YOUR WEDDING

I. Introduction

Even the simplest wedding requires forethought and preparation. There will be a number of people involved, so it is important that you set a date and reserve the facilities as soon as possible. The prospective bride and groom are at liberty to request the services of the pastor of the church to officiate the ceremony. If the services of another pastor are desired, the request must be referred to the pastor of Tulip Street for approval. The pastor of Tulip Street will issue an invitation to the guest pastor if approved. The prospective bride and groom are required to have pre-marital counseling prior to the wedding ceremony. You will need to send proof of your sessions to the Wedding Director at least 30 days prior to your wedding. **All couples must contact the Tulip Street pastor prior to confirmation of the wedding date. Your wedding is not set on the calendar until:**

- 1. You have met with the pastor of the church**
- 2. You have met with the wedding Coordinator**
- 3. Paid the non-refundable \$250 save the date fee and paid the reminding fees due no later than 90 days prior to your wedding**
- 4. Returned the complete Wedding Information, Wedding Reservation, Wedding Fee Sheet to the Wedding Director**

II. Setting Up A Consultation

Before anything else is set, you need to set up a consultation with the pastor of Tulip Street. You may do this by contacting the Wedding Director first. They will give you a tour of the church, give you a copy of the Wedding Policy and help you arrange your meeting with the Pastor of Tulip Street UMC. When you meet with the pastor, she/he will discuss with you your upcoming marriage.

III. Choosing A Date

When selecting the date for your wedding, it is important to remember major religious and secular holiday times. Tulip Street does not schedule any weddings for Sunday's during Holy Week (week before Easter) and Easter Weekend. In addition to these holiday times, weddings also may not be scheduled in conflict with any other service or event, which involves our church membership. Dates and times are reserved on a first-come basis. **NOTE: WEDDINGS HELD ON HOLIDAYS ARE SUBJECT TO ADDITIONAL FEES - CONSULT THE WEDDING DIRECTOR FOR MORE INFORMATION.** Also, weddings held during holiday such as Christmas, etc. may not remove the decoration in the sanctuary, but will need to plan around it.

IV. Choosing A Time

Weddings Ceremonies that begin from 1 - 5PM: Fee is \$1,500

Weddings Ceremonies that begin from 6 - 6:30PM: Fee is \$1,500 plus \$200

Weddings Ceremonies that begin 7PM: Fee is \$1,500 plus \$300

7 PM is the latest that we schedule wedding ceremonies.

YOU WILL HAVE 5 HOURS IN TOTAL FOR YOUR PRE-CEREMONY PHOTOS, ETC.; CEREMONY; AND PHOTOS AND CLEAN-UP AFTER THE CEREMONY

FACILITIES AND EQUIPMENT

I. The physical facilities of Tulip Street UMC available for your use include:

- Our historic Sanctuary – comfortable for seating no more than 300 guests
- Jones Parlor dressing room for the bride and her bridesmaids (full-length mirrors provided)
- Byrd Murray dressing room for the groom and his groomsmen (full-length mirror provided)
- Nursery for small children is available at an additional fee. Contact the Wedding Director for more information. The fee will be paid directly to the Wedding Director and is due at least 30 days before the wedding. The nursery is available only through the services of Child Care Attendant employed by the church.

II. The following items are also available for your wedding ceremony:

- White Paraments
- Chalice & Paten for Communion

Per fire codes, aisle candles MAY NOT be used.

You will need to consult with the Wedding Director for availability and proper use of these items.

DECORATION AND CLEAN UP

NOTE: All decorating is scheduled at the discretion of the Tulip Street Wedding Director. As a wedding ceremony is conducted as a service of worship, Chancel furnishing and implements may not be moved.

I. Chancel Decoration

The size of the floral arrangements must be in proportion to the Chancel area and may not be placed on the altar. **ONLY** candles that are incased on all sides will be allowed or flameless/battery operated candles. When seasonal decorations are in place, they may not be moved. Liturgical banners may be moved upon request. If the wedding party wishes to leave the floral decoration for the Sunday Worship Service our congregation enjoys sharing in your celebration in that way. Discuss your plans with the Wedding Director for approval. Floral arrangements must be completed prior to placement in the Sanctuary.

II. Clean Up Requirements

The church custodian will clean prior to rehearsal. The Sanctuary must be cleared of all decorations and participants within one and one-half hours of the conclusion of the ceremony. This time is part of the 5 hours allotted for weddings. (Again, you are welcomed to leave the alter flowers for the Sunday service. The flowers will be distributed at the Sunday service and the container, if you want to pick it up will be available. Please arrange with the Wedding Director for picking up the container.

III. Decoration Policies

- **Nails, tacks, or gummed tape may not be used on church furnishings or walls**
- **Rice, confetti, bird seed, silly string, NOR any other similar item may be used**
- **Rose petals and Bubbles are permitted -- on the lawn of the church**

- **Per fire codes, aisle candles may not be used.**
- **We allow - 1 to 2 flower girl baskets of petals -- NO excessive rose petals of other flower petal or leaves in the sanctuary or church steps.**
- **Remember you are responsible to clean up any decorations on the aisles and setting area of the sanctuary.**

Tulip Street UMC reserves the right to deny any decorating request it deems inappropriate for the church or the service.

IV. No cell phones -- no flash photography during the ceremony. Please alert your guests.

MUSIC

I. Introduction

Music is an important and beautiful addition to any wedding service. Because we consider weddings as an act of worship, all music used should be appropriate for a worship service. Traditionally, music is incorporated in the following ways: as *prelude* while guests are being seated; as *processional*; as *recessional*; as *postlude* as guests are escorted out of the Sanctuary. In addition, a congregational hymn allows your guests to actively share in your ceremony.

II. Guidelines For Choosing Music

Since the wedding is a form of worship, your musical selections should fall within at least one of the following guidelines: they should be based on Scripture, they should be a paraphrase of Scripture, and/or they should contain high poetic religious references.

Our organist will assist you in choosing music that is both appropriate to the ceremony and meaningful to you. Music from secular and/or Broadway sources is typically inappropriate. You will need to schedule an appointment with the organist. ***All music and the use of additional musicians must be approved and turned into the organist at least one month prior to the ceremony.***

PHOTOGRAPHY

Photography at your wedding insures that you will capture the special memories of the day.

I. Guidelines

Pictures may be taken anywhere in the church or on the grounds preceding and following the ceremony. Photographers may not stand on pews or any other furniture. Because the wedding is a sacred worship service, no distractions will be permitted. No pictures (either with or without flash) may be taken in the sanctuary during the ceremony except under the following conditions:

1. Your photographer may take one picture of the bride and her escort(s) from the back of the sanctuary as they prepare to walk down the aisle.
2. Pictures may be taken without the flash from the balcony while the wedding party is at the altar.

3. Flash photographs may be taken at the back of the sanctuary as the wedding party is recessing up the aisle after the service.
4. Remind your photographer, videographer, etc that they are expected to wear appropriate attire from the time that guests are arriving through your ceremony. In other words, this is your special day and you have spent much time preparing - so no photographer in torn jeans and bright color shirts. They should look the part and blend into the crowd.

Pictures should be completed 30 to 45 minutes prior to the ceremony. A minimum number of pictures should be taken after the ceremony. Photography after the service should last no more than thirty minutes. The photographer must reposition any furniture that is moved in the dressing rooms after the pictures have been taken. Videotaping is allowed at the discretion of the Wedding Director.

REHEARSAL

The rehearsal is typically scheduled for the day prior to the day of the wedding. All wedding rehearsals at Tulip Street start at 5:00 PM the evening before your wedding unless otherwise signed off on by the organist and wedding director. **It is important to start your rehearsal on time, since the pastor, organist, wedding director, custodian and others are all involved. It is up to you, the bride and groom, to insist that members of the wedding party be on time for your rehearsal. In addition, your marriage license must be given to the officiating pastor no later than the night of the wedding rehearsal.**

GENERAL CHURCH POLICIES

1. Smoking indoors OR on church grounds is not permitted.
2. No alcoholic beverages allowed anywhere on the property.
3. The church cannot be held responsible for any personal property left in any church facility.
4. Keys will not be given out.

NON-MEMBER FEE

NON-MEMBERS

- Weddings Ceremonies that begin from 1 - 5PM: Fee is \$1,500
- Weddings Ceremonies that begin from 6 - 6:30PM: Fee is \$1,500 plus \$200
- Weddings Ceremonies that begin at 7PM: Fee is \$1,500 plus \$300
7 PM is the latest that we schedule wedding ceremonies.
- If you have over 12 attendants and/or over 300 guest -- there is an additional \$250 fee

YOU WILL HAVE 5 HOURS IN TOTAL

This includes the time for dressing and prep, pre-ceremony photos, decorating the church, ceremony, post-wedding photography and clean-up.

The fee includes the following services:

- Sanctuary/Facility Usage (Paid when the wedding date is set)
- Wedding Director Services
- Organist Services
- Custodial Services
- Administrative Services

Other fees:

- Honorarium for the pastor (Typically \$250-300. Please make check payable to the pastor.)
- An additional fee of \$150 per hour will be charged for any wedding that requires over the allotted 5 hours
- Nursery/Childcare -- See the policy and discuss your needs with Wedding Director
- Rehearsal time for soloists - The organist will be at your rehearsal at 5:00 to begin rehearsal on time. If you require practice for your soloist, there is a \$100 fee and the practice will begin at 4:30.
- Meetings with the Wedding Director - The Standard Wedding Fee includes meeting with the Wedding Director two times at the church to discuss and plan for your ceremony, as well as, rehearsal and the day of your wedding. Our wedding director will be glad to direct your wedding and get your party down the aisle. If additional weddings are required to meet with Wedding Planners, florist, etc - beyond those listed then there is a fee of \$75 per meeting to be paid directly to the Wedding Director.

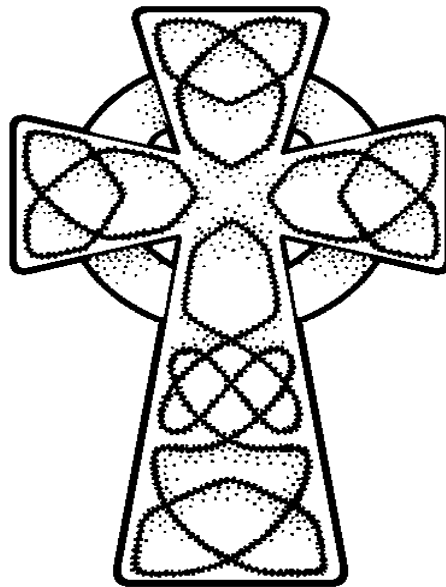
- Pick-up after the wedding on the following Monday or Tuesday. The fee is \$50. Note: If you leave your flowers for the Sunday service, the pick-up fee is waived and arrangements can be made with the Wedding Director. This is at the discretion of the Wedding Director.

Fees are subject to change without notice, so please discuss any special requests with the Wedding Director.

Schedule of Payment

The Non-Refundable booking or SAVE the DATE fee is due when the wedding date is set. (\$250) The additional fees must be paid to the church at least 90 days before the ceremony in one check payable to Tulip Street United Methodist Church. Please let the wedding director know when to expect your payment. Send it to:

Attn: Wedding Director/Joan Greene
Tulip Street UMC
522 Russell Street
Nashville, TN 37206



MUSIC FOR YOUR WEDDING SERVICE TULIP STREET UNITED METHODIST CHURCH

The following pieces are suggestions for the various parts of your wedding service. These are a guideline, not an all-inclusive list. We hope you will find music that is both beautiful and meaningful for your special day. Sandy Tipping, our organist, will be happy to consult with you on making your music decisions.

PRELUDE & SEATING PIECES**TITLE**

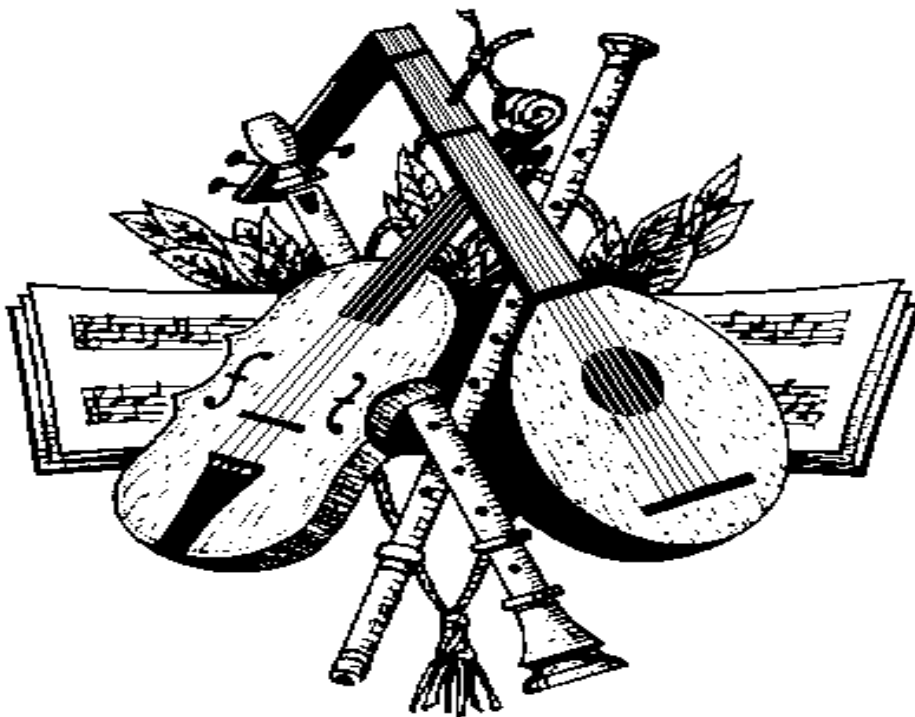
Tower Bells
Praise, My Soul the King of Heaven
Now Thank We All Our God
 Adagio
 Air
Jesu, Joy of Man's Desiring
Let Us Ever Walk With Jesus
Christ is Made the Sure Foundation
Thanks Be to God
The Peace may Be Exchanged
 Simple Gifts
Of the Father's Love Begotten
As the Bridegroom, to His Chosen

COMPOSER

Michael Burkhardt
 Michael Burkhardt
 Felix Mendelssohn
 George F. Handel
 Johann Sebastian Bach
 Paul Manz
 David Johnson

 Dan Locklair

 Wilbur Held
 Sue Mitchell Wallace

**PROCESSIONAL & RECESSIONAL PIECES****TITLE**

Voluntary in C, Trumpet Tune
Trumpet Voluntary
Trumpet Tune in D Major
 Te Deum
Trumpet Allemande
Bridal Chorus

COMPOSER

Henry Purcell
 Jeremiah Clark
 David Johnson
 Marc-Antoine Charpentier
 Anthony Holborne
 Richard Wagner

Wedding March, Allegro Maestoso
Voluntary on OLD 100th tune
God of Grace
Allegro, Hornpipe, Sinfonia
Recessional
Carillon De Westminster
Now Thank We All Our God
Psalm 19
Rondeau, March Trimphale
Rigaudon
Praise, My Soul, the King of Heaven
Jesu, Joy of Man's Desiring
Theme from St. Anthony Chorale
Canon in D
Ave Maria
Greensleeves
Largo
Sheep May Safely Graze
Ode to Joy
For All the Saints
The Lord's Prayer

Felix Mendelssohn
 Henry Purcell
 Paul Manz
 George F. Handel
 Frank Asper
 Louis Vierne
 Johann Sebastian Bach
 Benedetto Marcello
 Joseph Mouret
 Andre Campra
 Michael Burkhardt
 Johann Sebastian Bach
 George F. Handel
 Pachelbel
 Franz Schubert
 Traditional
 George F. Handel
 Johann Sebastian Bach
 Ludwig Van Beethoven
 Sine Nomine

HYMNS FOR THE SERVICE

HYMN TITLE

Gift of Love
Joyful, Joyful We Adore Thee
Where Charity and Love Prevail
Blest Be the Tie That Binds
Love Divine, All Loves Excelling
Praise to the Lord, the Almighty
What Wondrous Love is This
Canticle of Love
All Creatures of Our God and King
We Gather Together
Savior, Like A Shepherd Lead Us

HYMN NUMBER

408
 89
 549
 566
 384
 139
 292
 646
 62
 131
 381

SELECTED MUSIC FOR:

Bride & Groom _____

Rehearsal Date/Time _____

Wedding Date/Time _____

Prelude

Title

Composer

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Seating of Grandparents/Parents

Other (if any)

Processional

Other (if any)

Unity Candle -- Remember the Unity Candle must be incased in glass

Communion/other (if any)

Recessional

Postlude

MUSICIANS

Organist _____ Phone _____

Trumpet _____ Phone _____

Strings _____ Phone _____

Other _____ Phone _____

Vocalist(s) _____ Phone _____

MUSIC APPROVAL

Organist Signature

Date

All music selections and plans must be discussed with and approved by the organist no later than one month before the ceremony. All music requests are subject to the organist's discretion.

A Note to the Bride and Groom

Congratulations on your decision to get married at Tulip Street. You have selected one of the oldest and most historic churches in Nashville, and we are often told - one of the most beautiful sanctuaries. Tulip Street United Methodist Church has been serving God and the people of Nashville for over 150 years. If there is anything we can do to make this process easier, please don't hesitate to call us.

You might want to know:

- That our congregation prays for you and your marriage each Sunday.
- That the proceeds from your wedding fees are making a difference in this church and community. Tulip Street United Methodist Church takes the needs of our community to heart. Here are just some ways that we reach out to help our neighbors.
 - Did you know that many children depend on the food that they get at school for their daily nutrition and that when a holiday comes, they go hungry? Each year Tulip Street UMC fills backpacks for children in need at Warner Elementary. As the children leave for Christmas Vacation, the staff is able to give a child a backpack filled with food to help carry them through the holiday break.
 - We support the missions of Miriam's Promise, Project Transformation and others.
 - Each year we help provide Halloween costumes for children in our community who want to join in the fun.
 - This building is home to groups from Miriam's Promise Adoption Service, to Street Theater which offers summer projects for Nashville youth, Project Transformation - a reading and enrichment program for under privileged children and even a Scottish dancing group.

So, know that your fees are appreciated by this community and this church.

We hope that you will consider Tulip Street a place of joy and comfort, and will call on us in the years to come. We are here every Sunday and would love to have you worship with us.

One of the best ways to get a feel for the sanctuary, the sound of the magnificent organ, and to meet with our minister is to join us one Sunday. Our worship service begins at 11:00 AM. Please let me know that you will be attending, so I can greet you, and arranged for you to have a few minutes with the minister after the service.

May God Bless your marriage,

For the folks at Tulip Street UMC

Joan Greene
 Wedding Director
 615-207-6980
weddingdirector@tulipstreet.org



NOTE: The following documents are very important and the bride and groom are responsible for getting the information to the following:

- Photographer
- Florist
- Guest minister(s)
- Marriage Counselor

Remember the forms that follow are due back to the church at least 30 days before your ceremony is set. You can email or mail to the Wedding Director.

Dear Photographer,

We are pleased that you have been chosen to photograph a wedding at Tulip Street United Methodist Church. In order to assist you our church has adopted the following procedures and guidelines.

- Pictures may be taken anywhere in the church or on the grounds preceding and following the ceremony.
- Photographers may not stand on the pews or any furniture.
- No pictures (either with or without flash) may be taken in the sanctuary during the ceremony except under the following conditions:
 1. Pictures of the bridal party and the bride and her escort may be taken from the back of the sanctuary as they prepare to walk down the aisle.
 2. Pictures may be taken without flash from the balcony while the wedding party is at the altar.
 3. Flash photography may be taken from the back of the church as the bridal party recesses up the aisle.
- Pictures should be completed 30-45 minutes prior to the ceremony. This is at the discretion of the Wedding Director -- if you have questions, please ask.
- A minimum number of pictures should be taken after the ceremony. Photography after the service should last no longer than thirty minutes.
- The photographer must reposition any furniture that is moved after pictures have been completed. (No furniture may be moved in the sanctuary)
- Videotaping is allowed only with a stationary unit in either the balcony or to the right or left of the chancel area. Additional location requests are the discretion of the Tulip Street Wedding Director.
- Proper attire must be worn once guests have arrived and during the ceremony. No jeans or bright colored shirts. The media staff should blend in.

Thank you for your cooperation in abiding by the above guidelines and policies. We look forward to working with you. We reserve the right to ask you to leave if you do not abide by the policies of the church. The wedding director represents the church interest before, during, and after the ceremony. If you have any questions or concerns, please call me.

Sincerely,

Joan Greene
Wedding Director
weddingdirector@tulipstreet.org
615-207-6980

Photographer Signature
Please email to Wedding
Director
*Send a copy of your business
card with contact information*

Dear Florist,

We are pleased that you have been chosen to arrange the flowers for a wedding at Tulip Street United Methodist Church. In order to assist you, our church has adopted the following guidelines/policies and procedures.

- All decorating is scheduled at the discretion of the Tulip Street Wedding Director.
- As the wedding ceremony is conducted as a service of worship, Chancel furnishings and implements may not be removed.
- The size of the floral arrangements must be in proportion to the Chancel area.
- Only fresh living floral arrangements may be placed on the altar table.
- Floral arrangements must be complete prior to placement in sanctuary.
- ONLY CANDLES that are encased in glass or battery operated candles will be allowed - if you have questions, please contact the Wedding Director.
- Nail, tacks or gummed tape may not be used on church furnishings or walls.
- Aisle candles may not be used.
- The seating area sanctuary must be cleared of all decorations within one and one-half hours following the conclusion of the ceremony. Alter flowers maybe left for the following Sunday service.

Thank you for your cooperation in abiding by the above guidelines and policies. We look forward to working with you. If you have any questions or concerns, please feel free to call me at 615-207-6980 after 10:00am.

Sincerely,

Joan Greene
Wedding Director
weddingdirector@tulipstreet.org
615-207-6980

Florist Signature
Please email to Wedding
Director
*Attach a copy of your business
card with contact information.*

POLICY REQUIREMENTS FOR PROSPECTIVE MARRIAGE COUPLES AT TULIP STREET UNITED METHODIST CHURCH

At Tulip Street United Methodist Church, we believe that marriage is a commitment between God and two people therefore we prepare for and conduct weddings at our church as services of worship.

It is an alarming fact that greater than 50% of all new marriages will end in divorce. To this end, we undertake weddings as a ministry of this church and have developed guidelines and policies to lead you toward a joyful wedding, and a meaningful and lasting-life together.

It is the responsibility of a Pastor, *To perform the ecclesial act of marriage... To perform the marriage ceremony after due counsel with the parties involved and in accordance with the laws of the state and the rules of The United Methodist Church. The decision to perform the ceremony shall be the right and responsibility of the pastor* (The Book of Discipline of The United Methodist Church, 2004. p239 prh340.1.c.1).

As an ordinance of the Church, we understand marriage to be sacred in nature and a worshipful act before God. Therefore, any couple wishing to unite in marriage at Tulip Street United Methodist Church must first meet with the residing pastor.

Second, complete a series of pre-marital counseling sessions conducted by either a professional counselor or a qualified pastor. Pre-marital counseling received from a source other than Tulip Street is subject to approval by the Tulip Street Pastor (a form is included in this packet to review pre-marital counseling curriculum).

A couple choosing to have a guest pastor perform the ceremony of marriage at Tulip Street must make this request of the Tulip Street Pastor. The residing pastor will then extend an invitation to the “guest pastor” (a form is included in this packet to facilitate the invitation). This also applies to a pastor whom you may wish to assist with the ceremony.

The prospective couple must produce the Marriage License for the officiating pastor at the rehearsal.

The pastor of Tulip Street UMC is responsible for all services and ceremonies of worship at the church. Therefore, final approval of all wedding ceremonies and officiates rests with the Tulip Street Pastor.

The policies, rules, and regulations of *The Tulip Street United Methodist Church Policy and Personnel Handbook* apply and supersede any subsequent policy, rule, and/or regulation.

**REQUEST FOR A GUEST AND/OR ASSISTANT
WEDDING OFFICIANT
TULIP STREET UNITED METHODIST CHURCH**

Name of Bride & Groom _____

Date of Wedding _____ Time of Wedding _____

Date of Rehearsal _____ Time of Rehearsal _____

Is the intent for this guest pastor to act as the sole officiate or as an assistant to the
Primary officiate? _____

REQUESTED GUEST PASTOR INFORMATION

Name of Guest Pastor Requested _____

Address _____

Email _____ Phone _____

Name of Church (if currently serving) _____

Address _____

_____ Phone _____

Ordained _____ Licensed _____ Denomination _____

If Licensed, most recent date for License and status of License _____

Name of Licensing body _____

Address _____

Phone _____

Signature Guest Pastor Date _____

**PRE-MARITAL COUNSELING
FOR PROSPECTIVE WEDDING COUPLE
TULIP STREET UNITED METHODIST CHURCH**

Name of Bride & Groom _____

Name of person conducting sessions _____

Address _____

Phone _____ Title and/or Licensure _____

Email _____

Number and Length of Sessions _____

Curriculum Utilized (if no published curriculum is being used, or if session leader has developed her/his own curriculum, please provide a brief overview)

Signature of person leading sessions

Date

Attach – Business Card

Dear Pastor,

Greetings to you in the name of our Lord Jesus Christ. [Name of Bride and Groom] have requested you as the guest pastor to officiate their ceremony at our church.

At Tulip Street United Methodist Church, we are honored to be able to serve God in one of the most beautiful worship spaces in Nashville. Consequently, we have an abundance of requests by prospective couples (the majority of whom are unknown to us) desiring to unite in marriage at our church. We believe that marriage is a bond between God and two people, and an ordinance of our Lord Jesus Christ therefore we prepare for and conduct weddings as services of worship.

It is an alarming fact that greater than 50% of all new marriages will end in divorce. To this end, we undertake weddings as a ministry of this church and have developed guidelines and policies to lead prospective wedding couples toward a joyful ceremony, and a meaningful and lasting-life together. We require that all wedding ceremonies be officiated by ordained or officially qualified licensed clergy in good standing.

We are asking that you would take a moment to complete and return the enclosed form as we seek to encourage this couple toward their pending union before God.

Thank you in advance for your service.

God's Peace to you,

The Rev. Matthew Baldwin
Pastor

Dear Pastor or Counselor,

_____ have indicated that you will be providing pre-marital counseling prior to their prospective wedding.

At Tulip Street United Methodist Church, we are honored to be able to serve God in one of the most beautiful worship spaces in Nashville. Consequently, we have an abundance of requests by prospective couples (the majority of whom are unknown to us) desiring to unite in marriage at our church. We believe that marriage is a covenant between God and two people, and an ordinance of our Lord Jesus Christ therefore we prepare for and conduct weddings as services of worship.

It is an alarming fact that greater than 50% of all new marriages will end in divorce. To this end, we undertake weddings as a ministry of this church and have developed guidelines and policies to lead prospective wedding couples toward a joyful ceremony, and a meaningful and lasting-life together. One of the requirements is that all prospective wedding couples must complete a course in pre-marital counseling.

We are asking that you would take a moment to complete and return the enclosed form as we seek to encourage this couple toward their pending union before God.

Thank you in advance for your service.

May God give you peace,

The Rev. Matthew Baldwin
Pastor