

University United Methodist Church



Wedding Policies & Guidelines

Approved by the University United Methodist Church
Council September 20, 2015

Wedding Policies and Guidelines

We are pleased you are looking to have a Christian service at University United Methodist Church. We are here to help you make this special time in your life a loving and rewarding memory. We do, however, have certain requests and set rules for using God's facility. These policies are also in place to help us protect church property and to assure the theological integrity of our heritage as a United Methodist faith community.

While it is our desire to help all people move closer in relationship to Jesus Christ, University UMC is not in "the wedding business". The persons who represent our congregation (as wedding coordinator, sound tech, etc.) do so with limited financial compensation. We do not take the number of member or non-member weddings into account when planning our annual budget or income. Therefore the additional expenses of hosting a wedding, such as increased utilities, additional cleaning required prior to and after the ceremony, and wear and tear on the facility are taken into account in the following fees and information.

Please take the time to read very carefully the Wedding Policy designed to protect you and this facility. After reviewing these policies and guidelines, if you would like to schedule an appointment to discuss your plans and reserve a date for your wedding, please email your request to weddings@uumcfw.com or call the church office at 817-926-4626. The Wedding Coordinator will contact you to schedule an appointment.

For the purpose of this policy book "member" of University UMC means the bride or groom, or one of their parents or guardians, must be an active member in good standing for at least one year prior to scheduling the wedding.

SCHEDULING OF WEDDINGS

The scheduling of a wedding is arranged through our church Wedding Coordinator in conjunction with our church Business Administrator. Tentative dates may be checked by telephone. However, final arrangements must be completed and finalized by the bride or groom by submitting a signed contract, and a non-refundable deposit. Only after these requirements have been met will the wedding be placed on the church calendar. Availability of the facility is also subject to the Wedding Coordinator and Officiant's availability.

Weddings may be scheduled up to one year in advance.

All weddings must begin between the hours of 10:00 a.m. and 7:00 p.m. The facility must be returned to original condition no later than 9:00 p.m.

We do not schedule weddings during specific holiday weekends or church event weekends. Specifically: New Year's Eve and Day, Memorial Day Weekend, Labor Day Weekend, the weekend before Thanksgiving until the weekend after, the weekend before Christmas until the weekend after, Palm Sunday, Easter, and the 4th of July weekend.

Due to parking constraints, we do not schedule weddings on TCU Football home games.

FACILITY

The sanctuary seats approximately 400 people.

The Fellowship Hall and Solarium are available for reception use. A limited number of tables and chairs are available for use in these areas. The Fellowship Hall seats approximately 150 people, and the Solarium seats approximately 50 people.

Smoking is not allowed in the sanctuary or in any part of the church; this includes e-cigarettes.

Use of illegal drugs and alcoholic beverages are not permitted on church property. Anyone who is thought to be under the influence of drugs or alcohol will be asked to leave the church property.

The only animals allowed in the sanctuary and other rooms of the church are registered service animals for special needs, i.e., Seeing Eye dogs.

FEES

	Members	Non-Members
Non-Refundable Deposit <i>(this is in addition to the fees listed below)</i>	\$200	\$200
*Ceremony in Sanctuary	\$600	\$1500
Fellowship Hall	\$50/hr	\$100/hr
Solarium	\$50/hr	\$100/hr

**Ceremony in Sanctuary includes the Ceremony, Rehearsal, Wedding Coordinator, Organist/Pianist Janitorial, and Audio-Visual Tech., and for non-members, the Pastoral Honorarium. The Pastoral Honorarium for members is a separate option left up to the discretion of the bride and groom.*

Non-refundable deposit must be paid before the date will be put on the church calendar. The remaining balance of all fees is due 60 days prior to the wedding date.

THE CEREMONY

A wedding ceremony is an act of worship that marks the beginning of a lifelong covenant of grace for the bride and groom. University UMC views a church wedding as a joyful, sacred worship service. It is the desire of the church to provide a wedding in harmony with Christian principles.

More than simply a physical union, Christian marriage is the uniting of two spirits, two children of God and two families. It is a partnership in which each person respects the rights and privileges of the other, a skilled oneness which comes with practice and patience. Marriage is one of the most important decisions you will make and no human ties are more sacred or tender than those you will make with God and each other.

The church itself is dedicated to the glory of God and used for the administration of Christian sacraments, public worship, private prayer, weddings, funerals, and other activities of the church and its organizations. Please be reverent to the facility and mindful of its purpose.

CLERGY

For weddings, an ordained clergy member must officiate. It is not mandatory they be United Methodist Clergy; however, permission must be granted by the Senior Pastor of University UMC if another clergy is invited to officiate. It is also required that the desired clergy call the Senior Pastor, at least 60 days before the wedding ceremony, at 817-926-4626 so your desired clergy may be properly invited to hold this wedding at University UMC.

REHEARSALS

Rehearsals will be conducted exclusively by the University UMC Wedding Coordinator, in cooperation with the officiating minister. Outside wedding planners and other vendors may not interfere with the UUMC Wedding Coordinator in the conducting of the rehearsal or ceremony.

The purpose of the rehearsal is to provide each member of the wedding party confidence in their responsibility to the bride and groom. Members of the wedding party are reminded that throughout the entire rehearsal they are in a holy place dedicated to the worship of God. Wedding parties and guests are expected to dress and act accordingly. Rehearsals must begin promptly and proceed in a dignified manner. Punctuality is imperative for a thorough rehearsal. If a wedding party is over 15 minutes late to a rehearsal, it may result in the cancellation of the rehearsal.

Rehearsals are scheduled on the day preceding the ceremony between 5:00 pm and 7:00 pm unless the Wedding Coordinator and presiding officiant have approved alternate arrangements. The facility will be open 30 minutes prior to the rehearsal. The rehearsal will be approximately one hour in length allowing the wedding party to rehearse the ceremony at least twice.

WEDDING DÉCOR

Decorations in the church sanctuary should reflect the tasteful decorum of a worship service. When arranging decorations, please take into consideration that all chancel furniture and Christian symbols are to remain in the usual location and in plain sight. With approval from the Wedding Coordinator, the altar may be moved back toward the choir loft. It cannot be removed.

Instruments and band equipment may not be moved under any circumstances. With prior arrangements, black cloths may be placed over the equipment.

Votive candles are requested for use in candelabras as opposed to spring-loaded tapers. "Dripless" tapers may not be used. All candles must be in a glass hurricane or votive. Protective floor coverings must be used under candelabras and candles, which must be provided by the wedding party. Candles are not permitted outside of the chancel area with exception of candles in the windows.

Fresh flower petals are not permitted on the floor in the sanctuary. Silk or other synthetic flower petals may be thrown.

No decorations may be hung from the wall of the sanctuary.

No center row runners are to be used unless approved by the Wedding Coordinator.

Pew bows must be attached with elastic, ribbon, tulle, rubber bands or bow clips.

No tacks, nails, glue, tape, staples, or adhesive strips may be used to decorate.

Florists

The florist is responsible for making arrangements, at least one week prior to the wedding, with the Wedding Coordinator for a delivery time. UUMC will be open two hours prior to the wedding.

The florist must remove all equipment and/or decorations as soon as possible after the ceremony. The sanctuary will remain open one hour after wedding.

Altar flowers may be left for Sunday morning service with advanced approval from the Wedding Coordinator.

Weddings During Lent And Advent

The sanctuary is decorated beginning with the first Sunday of Advent. Christmas greenery and poinsettias are used. Once these decorations are in place, they are not to be removed until after the first Sunday in January. Additional floral arrangements are not needed.

Likewise, the sanctuary is decorated on the first Sunday of Lent through Easter Sunday. Once decorations are in place, they are not to be removed.

The bride and groom will be held responsible for any damage done to the building and/or furniture and are responsible for cleaning wax from floor and furniture should an accident occur.

PHOTOGRAPHY/VIDEOGRAPHY

University UMC recognizes the value of wedding photographs as lasting remembrances and will be cooperative to uphold the order, dignity and sacredness of the occasion. The wedding ceremony is a worship service. Photographers, both amateur and professional, must observe the following guidelines:

- Photographers are free to take pictures before or after the service on the church grounds.
- Once the music has begun, no flash pictures are allowed.
- Weddings may be videotaped as long as the operator remains stationary and in a discreet location without additional light.
- Photographers are prohibited from standing or placing equipment on the pews or furniture of the church.
- Single and group pictures may be taken up to 2 hours prior to, or immediately following, the ceremony.

Special instructions for all photographers and/or video camera operators:

Although you are not an actual wedding guest, you are conspicuous, and a definite part of the occasion. Therefore, during the wedding ceremony, you are able to add to the graciousness of the wedding if you will follow within reason the suggestions below.

- Please position your camera in the least conspicuous place possible.
- Have equipment placed before the ceremony begins.
- Remain seated or out of sight during solo or special music, because motion is distracting to the soloist.
- No chewing gum.

Reception

If a wedding reception is desired at the church, it may be held in the Fellowship Hall or Solarium.

If no caterer is used, the bride/groom will be responsible for coordinating the reception.

The Church Wedding Coordinator must approve all arrangements and use of equipment.

The reception may not last longer than two hours after the wedding ceremony so that the janitorial crew can clean the area for Sunday morning.

The furniture in the reception area may be rearranged within the room but not removed. It is the responsibility of the WEDDING PARTY to set up and take down the tables and chairs as needed for the reception. The reception area must be returned to original condition following the reception.

The Fellowship Hall and/or Solarium will be open two hours before the wedding unless other arrangements have been made with the Wedding Coordinator.

CATERERS

The name of the caterer must be given to the Wedding Coordinator along with a contact name and phone number.

Caterers may not use any glassware, utensils or other serving wear belonging to the church.

Caterers must remove all personal equipment and leave the kitchen clean. This includes taking the trash to the dumpster.

If the church kitchen is used, it is the responsibility of the WEDDING PARTY to make sure all items are clean and in proper order.

DJs must use their own sound equipment.

The serving or consumption of alcoholic beverages on the premises is prohibited.

Wedding Staff

WEDDING COORDINATOR

Our Wedding Coordinator is available for pre-wedding consultation in regard to the details of the rehearsal and of the wedding ceremony.

The Wedding Coordinator must be present at the rehearsal, wedding and reception if on the premises to ensure the wedding party, the florists, caterers, photographers, musicians, and guests, follow church policies.

Only our Wedding Coordinator will conduct the rehearsal; the coordinator will also assist the minister and the wedding party in the process of the ceremony. Due to the nature of planning a worship-filled wedding ceremony, we do not plan *wedding ceremonies* with outside wedding coordinators, family members or friends as a substitute for the bride or groom. If an outside wedding consultant is to assist the bride and her attendants, that person will be responsible to the

church Wedding Coordinator and will not assume any responsibility for the direction of the wedding rehearsal or ceremony.

It is the bride and groom's responsibility to maintain contact with the University UMC Wedding Coordinator to ensure the ceremony is presented at its best.

MUSIC

Selection of music for your wedding is very important. The Christian wedding is a service of worship, and the music selected should be appropriate to Christian worship in University United Methodist Church.

Organist/Pianist

University UMC makes every effort to maintain a qualified music staff. The UUMC organist/pianist has first refusal of all weddings. In the event that he/she is not available on the date selected for your wedding, the Director of Traditional Music will arrange for a qualified organist/pianist. Music requests should be made far enough in advance with the organist/pianist so as to assure adequate time to secure music. It is advisable that you meet with the organist/pianist four to six weeks in advance to discuss music selection. Any requested music that the organist/pianist and/or Wedding Coordinator feels inappropriate for a Christian worship service will be discussed with the UUMC minister for approval.

Soloist

If you elect to have a soloist, we urge you to be sure he/she is well qualified so as to enhance the worship service of your wedding. A soloist or ensemble will set their fee directly with the bride and groom.

As this is a worship service, the organist/pianist and soloist will be expected to be appropriately dressed.

The use of recorded music will not be rejected; however, it is strongly urged that such not be used.

AUDIO-VISUAL TECHNICIAN

An Audio-Visual Technician will be available for any wedding ceremony in the sanctuary that requires the use of audio-visual equipment beyond the basic sound system. It is highly recommended that live music be used for the ceremony. Audio-Visual Technicians must be present for receptions that require the use of audio-visual equipment.

MARRIAGE LICENSE

A marriage license must be obtained from the County Clerk's Office at least three full days prior to the wedding and delivered to the minister at least one day prior to the wedding.

DAY OF THE WEDDING

The church will be open two hours prior to the time of the wedding. This will only be changed with the approval of the Wedding Coordinator, and arrangements must be made at least 6 weeks prior to the

wedding. It is suggested that all members of the wedding party arrive no later than 1-1/2 hours prior to the wedding. The Wedding Coordinator will oversee the use of the facilities.

All decorations, equipment and delivery cartons shall be removed immediately after the ceremony. The sanctuary, dressing rooms, and any other rooms used shall be returned to original condition. Please assign someone in advance to this task.

Rice, confetti, and bird seed are not permitted inside or outside the church. Bubbles may only be used outside the building.

Liability

The bride and groom must sign a form releasing UUMC, the Wedding Coordinator, and other staff members of liability in the event a problem occurs during the rehearsal, wedding, or reception.

University UMC is not responsible for items lost, stolen or damaged.