

# Wedding Policy

The marriage ceremony in the church is a Christian worship service and all the elements of the service have significance. Since the marriage ceremony is a worship service of the church, the pastor will be in charge of the service. All details should be worked out between the Pastor, bride, groom, church staff, and wedding consultant.

For the benefit of the persons who wish to use the FUMC for weddings, there are certain observances that have been found desirable. It is the desire of the staff of FUMC to make every wedding as memorable, worshipful, and beautiful as possible. In order to maintain the high standards necessary to insure this kind of wedding, the following policies have been instituted.

It is understood that church members will have priority in setting their dates and times. Non-member weddings may be tentatively scheduled at any time; however, they will not be confirmed more than 90 days before the date desired.

It is desired that no weddings be scheduled during Holy Week or on Sundays. Because of difficulties securing adequate help we discourage scheduling weddings, wedding rehearsals, and receptions on the following days: New Year's Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

1. The date of the wedding should be arranged as soon as possible. The church secretary shall coordinate the date and time of the wedding with the Pastor. No evening weddings should be scheduled later than 8:00 p.m. The rehearsal is normally scheduled on the day prior to the wedding.
2. **The Pastor:** The pastor of FUMC, except when other arrangements are made with the FUMC pastor, shall be in charge of all ceremonies. The pastor representing this church is always in complete charge. Wedding services, bridal consultants, and similar persons must confer with the church's wedding coordinator who, in turn will obtain pastoral approval regarding all plans for the ceremony. A pastor from another church is welcome to officiate in the wedding ceremony, provided permission is obtained from the pastor of FUMC.
3. Four counseling sessions with the pastor are required. More may be scheduled if desired.
4. The music may be selected by the couple as long as it conforms to the spirit of the Christian ceremony.

5. The florist, other decorators and service providers should contact the FUMC building coordinator to arrange for building access.
6. No tacks are to be used for any of the decorations.
7. If a flower girl is to be used, artificial flowers are required unless a carpet protector cloth is provided.
8. Candelabras should be sturdy so that they will not topple, and have plastic cloths under them.
9. Only candles with **wax savers or votive candles** may be used.
10. Decorations should be removed immediately following the wedding.
11. If any damage to carpet, furniture, etc., should occur, those responsible shall pay for the repairs.
12. Pictures will be left to the discretion of the couple, although no photos with flash will be taken once the ceremony begins. Video cameras may be placed on the 3<sup>rd</sup> floor balcony or 3<sup>rd</sup> floor overlook. Please advise wedding guests of this policy.
13. Rice may not be used. Birdseed or Wedding Bubbles may be used outside the building only.
14. The church properties must be left in the condition in which they were found.
15. **NO** smoking or alcoholic beverages are allowed on church property.
16. Prior to the wedding, the bride and bridesmaids may dress in the parlor south of the sanctuary. The gentlemen may use Benton Hall.

**Wedding Reservation Form**  
**First United Methodist Church, Van Alstyne, Texas**

Name of Bride \_\_\_\_\_ Home Phone \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_ Work Phone \_\_\_\_\_

Name of Groom \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

E-mail \_\_\_\_\_ Work Phone \_\_\_\_\_

Is the Bride a member of First United Methodist Church - VA? \_\_\_\_\_

Is the Groom a member of First United Methodist Church - VA? \_\_\_\_\_

Is a parent, guardian, or grandparent of the bride or groom a member of  
First United Methodist Church - VA? \_\_\_\_\_

If not a member, who is your church sponsor? \_\_\_\_\_  
(The sponsor must be present during rehearsal, wedding, and reception.)

Rehearsal Date \_\_\_\_\_ Time \_\_\_\_\_

Wedding Date \_\_\_\_\_ Time \_\_\_\_\_

Pastor performing the ceremony \_\_\_\_\_ Phone \_\_\_\_\_

Accompanist \_\_\_\_\_ Phone \_\_\_\_\_

Caterer \_\_\_\_\_ Phone \_\_\_\_\_

Florist \_\_\_\_\_ Phone \_\_\_\_\_

Photographer \_\_\_\_\_ Phone \_\_\_\_\_

Wedding Coordinator \_\_\_\_\_ Phone \_\_\_\_\_

Sound Technician \_\_\_\_\_ Phone \_\_\_\_\_

Other \_\_\_\_\_ Phone \_\_\_\_\_

Applicable Fees:

Wedding and Rehearsal	\$ _____
Reception (Benton Hall)	\$ _____
Reception (Fellowship Hall)	\$ _____
Pastor	\$ _____
Accompanist	\$ _____
TOTAL	\$ _____
MINUS NON-REFUNDABLE PARTIAL PAYMENT	\$ _____
BALANCE (Due 60 days before wedding)	\$ _____

Please be sure your caterer, florist, organist and photographer are aware of the rules set forth in the FUMC Wedding Policy that accompanies this Wedding Reservation Form and specific policies and procedures for use of facilities contained in Facilities Usage Form.

This form must be completed and returned to the church office with a \$100 non-refundable partial payment to officially hold your wedding date on the church calendar.

**We understand and agree to the Wedding Policy of First United Methodist Church.**

**Signature of Bride** \_\_\_\_\_

**Signature of Groom** \_\_\_\_\_

**Date** \_\_\_\_\_

**Pastoral Approval** \_\_\_\_\_ **Date** \_\_\_\_\_

## ***FUMC Member Fee Information***

Active members of FUMC\*\* are required to pay the following fees:

<b>Wedding and Rehearsal</b>	<b>\$440</b>
Sanctuary (\$150)	
Custodian (\$65)	
Sound Tech (\$50)	
Praise Band Equipment Removal (\$75)	
Wedding Coordinator (\$100)	
<b>Wedding, Rehearsal, Reception</b>	<b>\$490</b>
<b>Pastor***</b>	<b>\$0*</b>
<b>Rehearsal Dinner (Benton Hall)</b>	<b>\$50</b>
<b>Rehearsal Dinner (Sanford Center)</b>	<b>\$50</b>

\*Honorariums are accepted.

\*\*\*Includes 4 mandatory counseling sessions.

The following fees apply if the service is requested:

<b>Accompanist</b>	<b>\$ 150</b>
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\*\*Active members of FUMC for at least six (6) months.

There is a \$100 non-refundable partial payment due upon scheduling your wedding with the church secretary. The remaining balance is due 60 days before the rehearsal. There will be a \$25.00 check fee on all returned checks.

Reserving Benton Hall includes the use of the kitchen next to it. The capacity of Benton Hall is about 75 people (seating for 50).

Reserving the Fellowship Hall includes use of the kitchen next to it. The capacity of the Fellowship Hall is approximately 400 people.

## ***Non-Church Member Fee Information***

A non-member of FUMC may use the facility for a wedding only after receiving the consent of the pastor of FUMC - VA. The following fees will apply:

<b>Wedding and Rehearsal</b>	<b>\$740</b>
<b>Sanctuary (\$450)</b>	
<b>Custodian (\$65)</b>	
<b>Sound Tech (\$50)</b>	
<b>Praise Band Equipment</b>	
<b>Removal (\$75)</b>	
<b>Wedding Coordinator (\$100)</b>	
<b>Pastor ***</b>	<b>\$250*</b>
<b>Rehearsal Dinner (Benton Hall)</b>	<b>\$100</b>
<b>Rehearsal Dinner (Sanford Center)</b>	<b>\$150</b>
<b>Reception (Benton Hall)</b>	<b>\$150</b>
<b>Reception (Sanford Center)</b>	<b>\$200</b>

\*Holiday weddings the fee is doubled to \$500.

\*\*\*Includes 4 mandatory counseling sessions.

The following fees apply if the service is requested:

<b>Accompanist</b>	<b>\$150</b>
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There is a \$100 non-refundable partial payment due upon scheduling your wedding with the church secretary. The remaining balance is due 60 days before the rehearsal. There will be a \$25.00 check fee on all returned checks.

Reserving Benton Hall includes the use of the kitchen next to it. The capacity of Benton Hall is about 75 people (seating for 50).

Reserving the Fellowship Hall includes use of the kitchen next to it. The capacity of the Fellowship Hall is approximately 400 people.