

THE WEDDING SERVICE
at
FIRST UNITED METHODIST CHURCH
Garland, Texas

The Service of Marriage is one of the most sacred and beautiful worship experiences of the church. In this service the bride and groom, having previously entered a covenant relationship with God, assume new vows in the presence of their loved ones and friends. The service is one of dedication and commitment in which we seek the blessing of God through the establishment of a Christian home.

As you plan your wedding, you are urged to be aware of the spiritual and temporal implications of a sacred and worshipful wedding. The ministers and staff of First United Methodist Church are available to assist you in planning a wedding service which will be an inspiring worship experience.

Please be assured that these wedding policies are the final result of serious study and careful consideration of Christian marriage. These policies have been reviewed by the church's Worship Work Area, and have been adopted by the Administrative Board to be the official policies and procedures relating to weddings and to wedding receptions.

You are requested to study the following material carefully and, in planning your wedding, to cooperate fully in upholding the high standards of the church.

YOUR WEDDING AND THE CHURCH CALENDAR

You may obtain information about the availability of the church facility on a specific date or dates by calling the church office, 972-272-3471.

A reservation will be confirmed when a minister has agreed to officiate at the wedding ceremony and all fees have been paid in the church office. If a cancellation becomes necessary, fifty percent (50%) of the fees will be returned provided that the cancellation is at least fourteen (14) days before the date of the wedding.

To confirm your elected date you must also return the Wedding information sheet, **completed IN FULL**, to the church office.

A non-member wedding **CANNOT** be scheduled in excess of **NINETY (90) DAYS** prior to the date desired.

NO wedding or rehearsals, whether for members or non-members, will be scheduled on any **WEDNESDAY** or **SUNDAY**, or on the following holidays and seasonal observances:

Holy Week	Christmas Eve	New Year's Eve
July 4th	Christmas Day	New Year's Day
Labor Day	Thanksgiving Day	

MEMBER WEDDING

A wedding can receive the benefits of the members only fee schedule when at least one of the prospective marriage partners, or at least one of their parents has been a member of this congregation for a year or more at the time of scheduling.

PRE-WEDDING CONFERENCE

Each minister performs the wedding ceremony only after a conference with the bride and groom. It is desirable that this conference be held at least thirty (30) days prior to the wedding. All couples are urged to make an appointment with their minister far in advance.

WEDDING FACILITIES

Two areas in the church are available for weddings, subject only to prior schedules and limitations. They are the main sanctuary, with a seating capacity of 720, and the atrium area (available in 2006) will seat 100.

Air conditioning or heating will be provided for both the rehearsal and the wedding. Air conditioning will be turned on an **HOOR AND A HALF BEFORE THE SERVICE TIME**. The nature of our calling system (ice storage) will not permit the units to be turned on any earlier.

ESTABLISHED FEES

A schedule of fees for weddings at First United Methodist Church has been established. The fee schedule is structured to provide special consideration for the cost of the wedding when the bride or the groom, or their immediate family, are members of this church.

A custodian is on the premises Saturday mornings. Family, florist, caterer, etc., may be about wedding preparations during these hours (custodians will have buildings open). The specific custodial fee covers rehearsal and a period beginning three (3) hours prior to the wedding, and clean-up and closing following the wedding. Should services of the custodian be required more than three hours prior to the wedding an additional \$15.00 per hour will be charged.

In addition to the established fees for custodial services as indicated in the fee schedule, **A CHARGE OF \$10.00 FOR EVERY 15 MINUTES WILL BE ASSESSED FOR ALL WORK DONE AFTER 11:00 P.M. ON SATURDAYS**. This added charge will be deducted from the damage deposit.

**FOR THE FEE SCHEDULE FOR MEMBERS AND NON-MEMBERS PLEASE
CALL THE CHURCH OFFICE: 972-272-3471 - SPEAK TO GLENDA.**

MINISTER'S HONORARIUM

No prescribed fee is set for the services of a minister of this church when the wedding involves a member family. For member families, the gift to the minister is considered to be a personal expression of appreciation by the couple for services rendered. The gift should, however, be in keeping with the time involved in conducting the wedding service.

If a bride and groom should choose to have a minister from another church conduct the wedding, whether member or non-member, the fee or gift given to that minister falls in the category of a personal expression of appreciation for services rendered.

GUEST MINISTERS

Ministers from other United Methodist churches and from other denominations may officiate at wedding services held at First United Methodist Church. When a minister from a church other than First United Methodist Church is to officiate, the bride and groom **MUST HAVE ONE CONFERENCE WITH A MEMBER OF THE FIRST UNITED METHODIST MINISTERIAL STAFF** to discuss the wedding policies of the church.

The bride or groom should call one of the ministers of First United Methodist Church to arrange an appointment to go over these policies.

FUMC WEDDING DIRECTOR

The Wedding Director will serve as liaison between First United Methodist Church and the wedding party. **IT IS HER RESPONSIBILITY TO UPHOLD THE POLICIES OF THE CHURCH**, to facilitate the needs of the wedding party, and to assist the presiding minister. She will be present at the rehearsal and the wedding.

MUSIC

It is suggested the organist of FUMC play for all weddings. An organist approved by the FUMC Music Director may play for weddings. The couple should consult with the organist as soon as the wedding date has been confirmed. In the event of a schedule conflict, the organist will arrange for a qualified substitute. Organist fee includes rehearsal and wedding only, fees for additional services, i.e. reception or additional rehearsal with soloist will be negotiated with the organist.

The couple must submit copies of the music to be played/sung to the FUMC minister and the FUMC Director of Music Ministries at the time of the pre-wedding conference for approval. The minister shall read the texts before approving the music.

A guest soloist is welcome. The soloist will be provided a choir robe by the church, if desired. The Director of Music will be happy to secure a qualified soloist if the bride desires.

Use of sound system: As the music in any worship service is always to be of a sacred nature, the wedding service must keep this tradition. The use of the sacred tapes and compact disc through the church's sound system will only be permitted as pre-service music and only when deemed appropriate by the Director of Music Ministries and/or the Senior Pastor of the church. When permission is given for this use, the music must be used before the seating of the mothers as the worship service is considered to have begun at that time. Only in extreme circumstances will this rule be waved and will never take the place of the church organist. An FUMC Sound System Technician is required for all weddings. The technician will be present at the rehearsal and wedding and a fee will be charged for this service. An audio tape will be made of the wedding if requested.

SMOKING AND USE OF ALCOHOL

Smoking in First United Methodist Church, Garland, is **FORBIDDEN**. Alcoholic beverages or illegal drugs of any kind are forbidden anywhere on the premises. This includes the parking lots and dressing rooms. The officiating minister may refuse to perform a wedding at which a member of the wedding party is under the influence of alcohol or illegal drugs. It is the responsibility of the persons making arrangements for the wedding to see that all members of the wedding party are informed concerning these matters.

**IF THE ABOVE RULES ARE NOT FOLLOWED THE
DAMAGE DEPOSIT WILL NOT BE REFUNDED.**

FIRST UNITED METHODIST CHURCH WEDDING INFORMATION

WEDDING DATE _____ WEDDING TIME _____
REHEARSAL DATE _____ REHEARSAL TIME _____
LOCATION OF WEDDING _____ (Garden Room or Sanctuary)
LOCATION OF RECEPTION _____ (Garden Room or Schreiber Hall)
ORGANIST _____ MINISTER _____
FLORIST: _____ PHOTOGRAPHER _____
Address: _____ Address: _____
CATERER'S NAME (if reception in Schreiber Hall) _____

BRIDE: Name _____
Address _____ City/Zip _____
Home Phone _____ Work Phone _____ Cell _____
E-mail: _____

GROOM: Name _____
Address _____ City/Zip _____
Home Phone _____ Work Phone _____ Cell _____

ADDRESS AFTER WEDDING _____

PARENTS OR CHURCH MEMBER'S NAME: _____
Phone: _____ Cell: _____ E-mail: _____

The Sanctuary/Chapel fee, Schreiber Hall fee (if the reception is to be held at the church), and **the damage deposit must be paid at the time the wedding is scheduled**. Make checks payable to FUMC; **a separate check for the damage deposit only** and one for the other fees.

Fees for the organist, coordinator, custodian and sound system are to be paid **one month before the wedding**. One check including all fees may be made payable to FUMC (checks to individuals will be issued by the church).

Below to be completed by the office.

FEES: Due when scheduling wedding.

FEES: Due one month before wedding.

Damage Deposit: _____
Separate check, please! Check No. _____

Organist _____ Total Due: _____

Sanctuary _____ Check No. _____

Director _____ Date paid: _____

Garden Room _____

Custodian _____ Ck. #: _____

Schreiber Hall _____

Sound System Technician _____

Date Information Sheet Submitted: _____