

FAITH METHODIST CHURCH
WEDDING POLICY
Brochure

Faith MC

The Service of Christian Marriage is a worship experience. The minister officiating at the wedding does so as part of the authority granted to him/her by the church in ordination. Every effort is made to assist marrying couples in planning and implementing a service that is personal and intimate, yet consistent with generally accepted practices of worship.

Make the Reservation

You may obtain information about Faith Methodist Church's facilities for your wedding by calling the church office at 281.341.8200 and asking for Paula Ledger.

To secure a wedding date you must make an appointment with Paula Ledger where you will review wedding policies and guidelines, complete all required forms, and make a \$200.00 deposit. (The deposit will be credited to your wedding fees.)

Wedding rehearsals, weddings, and wedding receptions will **not** be scheduled on: New Year's Eve, New Year's Day, any day during Holy Week, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and the weekend following Christmas Eve, Christmas Day, or Sundays.

Evening weddings are scheduled up to 7:00 p.m. The rehearsal is scheduled on the day preceding the wedding. Rehearsals are scheduled starting at 6:00 p.m.

Fees

Wedding fees are set to cover the costs of using the church's facilities, custodial, sound technician and Faith MC Accompanist fees. One is not "renting" the facility but is requesting that the church assist in the carrying out of a marriage service.

All fees are to be paid thirty (30) days prior to the rehearsal date or the wedding will be removed from the church calendar.

Cancellation of reserved wedding date should be made through Paula Ledger. Thirty (30) days' notice is required for a full refund of all wedding fees. Less than thirty days notice will receive a refund equaling half the wedding fees. *(Please refer to the Wedding Registration Forms for further details)*

The Minister

One of the ministers on the staff of Faith Methodist Church will be in charge of the marriage service. Other ministers are welcomed to assist at the invitation of the officiating minister. **It is the bride and groom's responsibility to contact the officiating minister and schedule an appointment for premarital conference.** Premarital conference appointments should be made during regular church office hours.

Music and Sound System

Music for your wedding will be selected in consultation with the church accompanist. Contact her immediately after the conference with Paula Ledger. Faith Methodist Church accompanist's fee, includes a two (2) hour consultation with the bride/couple, a rehearsal and wedding service. Accompanist fee is paid directly to the pianist.

If a soloist or instrumentalist will be involved in your wedding, the accompanist will be glad to assist you with contact information. Additional fees will apply for their services. The bride and groom are responsible for obtaining the sheet music for the soloist and accompanist if the song has been approved but is unavailable to the selected musicians.

The Worship Center and Chapel are equipped with sound systems for use during wedding ceremonies. A church sound technician is the only person authorized to use the system.

If the soloist, instrumentalist, or sound technician is required for rehearsal prior to the day of the wedding, additional fees will be required. **It is the bride and groom's responsibility to contact the accompanist, soloist or instrumentalist.**

Wedding Guild Director

The Wedding Guild Director or a Guild Member is assigned to each wedding. The Wedding Guild Director or Member will be present at the wedding service and rehearsal to assist the officiating minister in carrying out the rehearsal and wedding service.

In the event, that a wedding coordinator is hired by the bride and groom, it must be understood that during all events held at Faith Methodist Church, the Wedding Guild Director/Guild Member and officiating minister are in charge.

Bulletin/Program

Special programs or bulletins should be ordered from an outside source as they are not provided by the church. However, the officiating minister must approve the Order of Worship before the order is placed. **Please deliver a copy of the wedding program to your officiating minister at your last counseling session for approval.**

The Rehearsal

The rehearsal is usually scheduled on the day preceding the wedding ceremony. The rehearsal is for the purpose of making sure that all participants know what they are to do. This makes for a more meaningful experience. **All members of the wedding party should be present and arrive on time.**

The marriage license should be delivered to the officiating minister along with minister's honorarium at the rehearsal.

Wedding Party

Members of the wedding party are expected to conduct themselves at all times in a manner befitting the atmosphere of a place of worship. Immediately prior to both rehearsal and wedding, members of the wedding party will refrain from using alcoholic beverages. No alcoholic beverages may be served or consumed on the church property at any time*. The use of tobacco products is not permitted in any of the buildings. **It is the obligation of the bride and groom to make certain that these rules are made know to the members of the wedding party.**

A bride's room and a groom's area are provided as a part of the scheduled wedding. These spaces may be used beginning no more than two (2) hours before the scheduled marriage service and one (1) hour following.

*Discovery of alcohol on the church property will result in cancellation of the wedding.

Regarding Personal Valuables

It is the responsibility of the bride and groom to arrange for their representative to be present to receive the delivery of dresses, tuxedos and/or floral arrangements. No member of the church staff or wedding guild will be responsible for accepting delivery of any wedding items or wedding gifts. The church will not be responsible for personal items used in a wedding or reception. Every reasonable effort will be made to ensure the safety of such property, but the ultimate responsibility rests with the bride and groom or their representative.

Photography

Accepting that the marriage service lends itself to documentation through photographs and video, it is imperative that the photographer understand that no flash photography is allowed during the service and that photographs taken during the service must be unobtrusive and from the back of the Worship Center or Chapel.

Videographers must place their equipment in the back or at the direction of the Wedding Guild Director, Guild Member, or pastor. Video equipment must be placed out of view of the congregation. *(Please refer to the Wedding Registration Forms for further details)*

Florists

The architecture of the worship center and chapel do not lend themselves to elaborate decorations, yet it is understood that couples wish to do some decorating. There are specific policies which outline the parameters of decorations that are not intended to inhibit choices made by the bride and groom, but to protect the physical property and worship integrity of the church. *(Please refer to the Wedding Registration Forms for further details)*

Our Hope for You

It is the hope and prayer of Faith Methodist Church, members, and staff that your experience of the Service of Christian Marriage will be a deeply personal and meaningful experience, and that it will serve as the basis of a strong and fulfilling marriage.

Wedding Fees

The fee includes costs associated with the use of the church's facilities including the minister*, wedding guild assistance, pianist, custodians, and sound technician.

<u>Wedding</u>	<u>Non-Member Cost</u>	<u>Member Cost</u>
	\$1500.00	\$ 750.00*
<i>Nursery-optional</i>	\$ 80.00	\$ 80.00

(Nursery - required 2 workers; 2 hour minimum; each additional hour \$40.00)

* **Honorarium** for officiating minister is not included in member cost. It is suggested to be \$300.00.

Reception/Rehearsal Dinner Fees

<u>Item</u>	<u>Non-Member Cost</u>	<u>Member Cost</u>
<i>Family Life Center</i>	\$ 600.00**	\$ 400.00**
or <i>Multipurpose room & other areas</i>	\$ 50.00(per hour)	None
Custodian Fee-minimum	\$ 250.00	\$ 250.00

**4 hour minimum; \$100.00 for each additional hour

For purpose of calculating member vs. non-member fees, either the bride or groom, or one of their parents, must have been a member of Faith Methodist Church for a minimum of six (6) months prior to the wedding date.

Other Guidelines

In accordance with church policies:

There is to be no smoking or use of any tobacco product in any part of the buildings.

No red punch or dark juice is permitted.

The throwing of rice or confetti is not permitted at all. Throwing of birdseed is permitted outside the building only.

WEDDING INFORMATION
FAITH METHODIST CHURCH
Documents

The congregation and staff of Faith Methodist Church extend our warmest congratulations and best wishes for your wedding. The Service of Christian Marriage is a worship experience. The minister officiating at the wedding does so as part of the authority granted to him/her by the church in ordination. Every effort is made to assist marrying couples in planning and implementing a service that is personal and intimate, yet consistent with generally accepted practices of worship.

In this folder is information to assist you in planning your wedding and outline Faith M.C. policies that will keep the spirit of Christian marriage and Christian worship. The ministers and staff of Faith M.C. wish to extend our assistance to you during your preparation so that your wedding will be a memorable and joyous experience.

If you have any questions, please do not hesitate to contact Paula Ledger at (281) 341-8200.

Scheduling Your Wedding

Scheduling for a wedding date and time are made with Paula Ledger at (281) 341-8200. To secure a wedding date you must make an appointment with the Paula Ledger where you will review wedding policies and guidelines, complete all required forms, and make a \$200.00 deposit. (The deposit will be credited to your wedding fees.) Your wedding should be scheduled at least thirty (30) days prior to the wedding day.

Wedding fees are set to cover the costs of using the church's facilities, custodial, sound and Faith MC accompanist fees. One is not "renting" the facility but is requesting that the church assist in the carrying out of a marriage service.

Wedding rehearsals, weddings, and wedding receptions **will not be scheduled** on: New Year's Eve, New Year's Day, any day during Holy Week, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and the weekend following Christmas Eve, Christmas Day, or Sundays. Evening weddings are scheduled up to 7:00 p.m. The rehearsal is scheduled on the day preceding the wedding. Rehearsals are scheduled starting at 6:00 p.m.

Cancellation of reserved wedding date should be made through the Paula Ledger. Thirty (30) days notice is required for a full refund of all wedding fees. Less than thirty days notice will receive a refund equaling half the wedding fees.

In order for your wedding to be *officially scheduled* the following requirements must occur:

1. Confirmed facility availability Faith M.C. with Paula Ledger.
2. Approval of date and time from officiating minister.
3. Approval of date and time from accompanist/soloist/sound.
4. Copy of the wedding policy will be sent/given to the bride and groom.
5. All forms filled out and signed by both the bride and groom.
6. Required fee deposit made by agreed upon dates as stated in policy.

Note: A "Member" wedding requires that the bride, groom, or the parent (s) of either is a member of Faith Methodist Church six (6) months prior to the initial inquiry about wedding scheduling. A "Non-Member" is defined as not a member of Faith Methodist Church.

The Minister

One of the ministers on the staff of Faith Methodist Church will officiate at all weddings. **The responsibility of scheduling the wedding details and premarital conference is of the bride and groom.** This conference is required several months in advance of the wedding ceremony. Contact the church during regular business hours to schedule pre-marital conference.

A minister from another church is welcomed to assist in the ceremony; however, permission must be obtained from the officiating minister at Faith Methodist Church.

Pre-marital Counseling

Couples are required to attend pre-marital counseling. There is no charge for the counseling, please contact the officiating minister for additional information.

The Rehearsal

The rehearsal will begin promptly as scheduled and will take approximately one (1) hour. **The bride and groom are responsible to ensure all participants arrive on time for the rehearsal.**

The following ideas should help guide your rehearsal preparation:

- The Minister will be in charge of the rehearsal with the Wedding Guild Member to assist.
- **The rehearsal should take up to one (1) hour and will begin promptly at the scheduled time.**
- All members of the wedding party need to be in attendance at the rehearsal.
- Recommend both sets of parents should be present.
- The ushers should be present.
- **The marriage license should be delivered to the minister at the rehearsal.**

It's in the details:

1. Who will light the candles?
2. What decorations will be used and where will they be placed?
3. Will a unity candle be used? If yes, where will it be placed?
4. Who will seat the mothers? Grandmothers? Other family members?
5. How will family seating be reserved?
6. Who will be the Head Usher?
7. Order of procession? Order of Recessional?

Note: Recommended to plan for one (1) Usher for every 30-40 guest. Ushers are asked to inform those guests with cameras that pictures may not be taken in the Worship Center or Chapel during the wedding.

Music:

All music should glorify God and shall serve to voice a prayer for God's blessing on the marriage. Songs with texts not relating the bride and groom to God are appropriate outside of the wedding ceremony. There are appropriate secular selections for use in the ceremony; however, the officiating minister and accompanist will approve all wedding music selections.

The bride and/or groom may engage the services of vocalists or instrumentalist with the approval of the church accompanist and officiating minister. Arrangements regarding fees and payments of the vocalist or instrumentalist are the responsibility of the bride and/or groom. Faith M.C. is not responsible for payments to the musicians.

It is the responsibility of the bride and/or groom or musical artist hired to provide any requested special music to the accompanist at least three (3) weeks prior to the wedding. Accompanist is not responsible for transposing or purchasing music for other musicians. All wedding accompanists are obtained through or approved by Faith Methodist Church.

Additional Information

Personal Valuables:

The bride or the bride's representative is responsible for pre-arranging the delivery of dresses/tuxedos to the church no sooner than two (2) hours before the wedding ceremony. The church will not be responsible for receiving any deliveries on behalf of the bride or wedding party.

The church is not liable for any lost, stolen, damaged or left behind items. Every reasonable effort will be done to assist the wedding party to protect such property.

Dressing Rooms:

A dressing area for the bride and her attendants, the groom, and groomsmen to wait before the ceremony will be designated by the Caring coordinator. Only the assigned rooms are permitted to be used by the wedding party and guests.

Nursery:

The nursery, for infants and children up to 2 ½ years old, may be hired with prior arrangements made with the church office manager. Faith M.C. staff nursery workers must be scheduled two (2) weeks before the wedding and only Faith U.M.C. staff nursery are allowed. A nursery deposit of \$80.00 is required as part of the wedding deposit prepayment. This covers two (2) workers for two (2) hours of care minimum and if additional time is needed, it may be scheduled in advance at a cost of \$40.00 per hour.

Other Guidelines

No red punch or dark juice is permitted.

Rice or confetti will not be thrown anywhere in the church facilities, inside or out. **Only** birdseed may be used outside the building.

See "Instructions for Florist" and "Instructions for the Photographer/Videographer" forms for information and policies.

Wedding Fees

The fee includes costs associated with the use of the church's facilities including the minister*, wedding guild assistance, pianist, custodians, and sound technician.

<u>Wedding</u>	<u>Non-Member Cost</u>	<u>Member Cost</u>
	\$1500.00	\$ 750.00*
<i>Nursery-optional</i>	\$ 80.00	\$ 80.00

(Nursery - required 2 workers; 2 hour minimum; each additional hour \$40.00)

* *Honorarium* for officiating minister is not included in *member* cost. It is suggested to be \$300.00.

Reception/Rehearsal Dinner Fees

<u>Item</u>	<u>Non-Member Cost</u>	<u>Member Cost</u>
<i>Family Life Center</i> or <i>Multipurpose room & other areas</i>	\$ 600.00** \$ 50.00(per hour)	\$ 400.00** None
Custodian Fee-minimum	\$ 250.00	\$ 250.00

**4 hour minimum; \$100.00 for each additional hour

For purpose of calculating member vs. non-member fees, either the bride or groom, or one of their parents, must have been a member of Faith Methodist Church for a minimum of six (6) months prior to the wedding date.

Wedding Policies
Faith Methodist Church

Rehearsal/Wedding (please initial)

Date: _____

___ If the wedding is cancelled for any reason; all deposits will be returned with exception of a prorated amount.

___ If the fees are not paid in full 30 days prior to the rehearsal, the wedding will be considered cancelled and the deposit returned.

___ Additional charges for the accompanist will be charged if more than one planning/rehearsal meeting are needed or if the session is longer than one hour each.

___ Custodian fees may be adjusted based on the size of group, additional requests other than normal services, contract increases (determined prior to the event).

___ Removal of flowers and other decorations is not included in the Custodians responsibilities.

___ Removal of all flowers and decorations is the responsibility of the bride and/or groom or their representative.

___ Clean-up after the rehearsal is the responsibility of the bride, groom, family and/or friends.

Reception (please initial)

___ Custodian's services are limited to table and chair setup and tear down at the directions of the caring and outreach coordinator/office manager. Custodians are not responsible for assisting caterers in any other duties.

___ Clean-up after the reception is the responsibility of the bride, groom, family, friends and/or caterer.

___ If any church items are moved from their normal location, it will be the responsibility of the bride and groom to make sure everything is returned to the original location.

The bride is responsible for seeing that the Florist reads, signs and returns this page. The bride should keep a copy for herself.

Florist's Copy: to be returned to Paula Ledger by mail at Faith Methodist Church, 4600 FM 359 Rd., Richmond, TX 77406 or Fax (281) 239-7363.

Florist Instructions

No decoration shall hide from clear view of the worship symbols in the chancel. Candles should not be used in close proximity to flowers or greenery.

1. On Friday, the custodians will have chairs set up. All altar furniture will remain in the altar area as this is part of the Worship Center or Chapel. The room should be ready for decorating and rehearsal no later than Friday afternoon approximately 3:00 p.m. Contact Paula Ledger one (1) week before the wedding to confirm the time the facility will be available.
2. Fresh flower petals may **NOT** be strewn in the aisles. Artificial flower petals are allowed.
3. If candles are used outside the chancel area, they must be enclosed completely. If this type of candle is used, entry to the aisle must be from the outside. All candles on the aisles will be head high.
4. Lighted candles are not to be carried by participants.
5. There will be no alteration of the physical appearance of the altar (such as the construction of a trellis or the addition of other equipment) which would detract from the altar.
6. **No tacks, pins, nails, glue, or tape** shall be used to fasten any decorations to the furniture or the building. Only wrapped wire or ribbon that **will not mar the furniture** will be permitted. Nothing may be attached to the walls or ceiling.
7. The florist shall be responsible for furnishing **dripless** candles and is required to use **wax savers** to prevent candle drippings from falling on the floor or furniture. There must be ample polyethylene or similar fireproof material used under the candelabra to protect the carpets and furniture.
8. The florist shall call Paula Ledger at least one week in advance of the wedding to set a time for decorating the church. Decorations must be completed at least one hour before the ceremony.
9. The florist will be held responsible for any damage done to the building or furniture that may have resulted from the wedding decorations.
10. The florist is expected to remove all decorations and equipment immediately following the ceremony.

Agreed to and signed this _____ day of _____, 20_____

Florist signature

Bride's Name: _____ Date of Wedding: _____

The bride is responsible for seeing that the Photographer and/or Videographer reads, signs and returns this page. The bride should keep a copy for herself and return this page to Paula Ledger.)

Photographer and/or Videographer Copy: to be returned to Paula Ledger by mail at Faith Methodist Church, 4600 FM 359 Rd., Richmond, TX 77406 or Fax (281) 239-7363.

Photographer or Videographer Instructions

The wedding is a service of worship, photographers and videographers (amateur and professional) are asked to do NOTHING that would distract from the reverence and meaning of the service.

Photographer: The photographer may take pictures before or after the service in any part of the building. It is understood that the service begins when the family member (grandparents, parents, etc.) are seated and that **NO pictures of any kind are to be taken from within the Worship Center or Chapel after the service begins.** Pictures may be taken in the gathering area as the bridal party is preparing to enter the sanctuary. The photographer may take one time exposure during the service if he/she remains in the back of the sanctuary and is careful that no noise is involved in the procedure.

Pictures are permissible during the recessional. The photographer may stand behind the back row of chairs leading from the sanctuary for these pictures. The wedding party may reassemble in the sanctuary after the ceremony to pose for pictures of the ceremony or for any other pictures that they may desire.

The photographer or videographer shall not stand on the chairs or place camera equipment on the chairs or any furniture in the church. He/she will be held responsible for any damages done.

Videographer: Video cameras may be used. Please keep in mind that our sanctuary does not have a balcony, and use of these cameras would have to be restricted to the back and far sides of the sanctuary. Video cameras must be on tripods or other stationary means. Placement of video cameras must be approved by the minister or Caring and Outreach coordinator. Videographers/video equipment is/are **NOT** permitted to move around during the wedding ceremony.

Agreed to and signed this _____ day of _____, 20_____

Photographer/Videographer signature

Bride's Name: _____ Date of Wedding: _____

**FAITH UNITED METHODIST CHURCH
WEDDING INFORMATION**

- Member
- Non-Member

Date of Wedding: _____ *Time:* _____

Date of Rehearsal: _____ *Time:* _____

Officiating Minister: _____ *Phone:* _____

Assisting Minister: _____ *Phone:* _____

Pre-marital Conference with minister Date: _____ *Time:* _____

Bride: _____

Address: _____

Phone: _____ *Work:* _____ *Email:* _____

Bride's Parents: _____

Address: _____

Phone: _____ *Work:* _____ *Email:* _____

Groom: _____

Address: _____

Phone: _____ *Work:* _____ *Email:* _____

Groom's Parents: _____

Address: _____

Phone: _____ *Work:* _____ *Email:* _____

Accompanist: _____ *Phone:* _____

Soloist: _____ *Phone:* _____

Florist: _____ *Phone:* _____

Photographer: _____ *Phone:* _____

Reception at church: Yes No

Caterer: _____ *Phone:* _____

Address: _____

Page 1 of 2

Bride: _____

Wedding Date: _____

Wedding Fees

Member Wedding Fees \$ _____. ____

Non-Member Wedding Fees \$ _____. ____

Nursery available (at additional charge) \$ _____. ____

Rehearsal Dinner Fees

Use of Multipurpose Room or other areas \$ _____. ____

Custodial Fee \$ _____. ____

Reception Fees

Use of Multipurpose Room or other areas \$ _____. ____

Custodial Fee \$ _____. ____

Total Due \$ _____. ____

Fees Paid

Deposit Amount: _____ Date: _____ CK# _____

First half Amount: _____ Date: _____ CK# _____

Second half Amount: _____ Date: _____ CK# _____

I have read the Wedding Policy and rules of Faith Methodist Church and will abide by these rules.

Bride's Signature Date

Grooms' Signature Date

Rehearsal

Date: _____ Starting Time: _____ Ending Time: _____

Rehearsal Dinner at Church

Date: _____ Starting Time: _____ Ending Time: _____

Set-up and Decorating (confirmed with church office as soon as it is decided)

Date: _____ Starting Time: _____ Ending Time: _____

Time Bride arrives on the wedding date: _____

Room _____ will be used as bride’s dressing room

Room _____ will be used as the groom’s room

Reception Set Up at Church

Date: _____ Starting Time: _____ Ending Time: _____

Reception Time

Date: _____ Starting Time: _____ Ending Time: _____

SET UP INFORMATION

Altar Area

Chapel only: Center altar Rail removed, altar Kneelers all removed and altar furniture moved to back brick wall (cross, candelabras and Bible remain on altar)

Unity Candle ___ Yes ___ No Candelabra provided by: _____

The church has a brass unity candle that may be used if you desire; however, *the candles, two tapers and one pillar, will be provided by the bride or her florist.* Please refer to the florist instructions for additional information concerning the types of candles that are required. If other candelabras are used, the bride or her florist must provide them as well.

Candelabra to be picked up by: _____ When: _____

The bride or bride’s representative will gather up all items from the building immediately after the wedding unless special arrangements have been made ahead of time with the Caring and Outreach coordinator.

Name: _____ Phone: _____ Relationship: _____

How will rows be reserved?

