

**WEDDING POLICY**  
**DEER PARK UNITED METHODIST CHURCH**  
**1300 E. 13<sup>TH</sup> STREET DEER PARK, TX, 77536 281-930-1300**

Marriage is a personal covenant between a man and a woman, done in a public service of worship. A wedding is both a service of the church and a personal covenant ceremony. It deserves careful planning and preparation. This policy statement is a guide for the process, when using the facilities of Deer Park United Methodist Church.

**I. THE RESERVATION AND BASIC ARRANGEMENTS**

Dates and times are arranged in consultation with the Wedding Coordinator, in the first conversation regarding the week of the wedding. Weddings and rehearsals are not scheduled on the following: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the last Saturday in November, Christmas Day or Sundays and 3 day weekends. Weddings are not normally scheduled later than 8:00 p.m. Rehearsals **begin** at 6:30 p.m. **Weddings are not officially scheduled on the church calendar until \$100 deposit is paid, along with the form on the back of this policy and a minister's calendar is checked for availability. The balance is due 3 months prior to date.**

A pastor of Deer Park United Methodist Church is in charge of the wedding ceremony, although other denominational ministers are welcome to assist. **Other United Methodist ministers are also welcome, with the approval of the senior minister.** All will wear robes and white stoles.

**II. PREPARATIONS**

The minister conducting the ceremony must consult with the bride and groom **1 or more** times at the discretion of the minister for premarital counseling. If another Methodist minister is conducting the service premarital counseling must be done by that minister and a meeting with the minister from Deer Park United Methodist Church must also be done. It is the responsibility of the bride and groom to make the pre-marital counseling appointments with the minister conducting the service. The order of service will be on of the rituals of the United Methodist Church, and additions (such as Unity Candle) can be arranged in consultation with the minister. The Wedding Coordinator will be available to help throughout the planning process.

The organist of Deer Park United Methodist Church is available to accompany for all weddings, and should be contacted as early as possible. If a visiting organist is requested, approval must be given by the organist of Deer Park United Methodist Church. If other musicians are scheduled, the organist should be informed at the time the arrangements are made.

Florists should be given a copy of the simple guidelines, attached to this packet.

Photographer should be given a copy of the simple guidelines, attached to this packet.

Since a wedding is a service of worship in the church, all decor should be planned to preserve the Altar as the centerpiece of the room, using the white wedding altar cloth, with no altar accessories removed.

### III. THE REHEARSAL

Deer Park United Methodist Church is a non-smoking facility. Also, alcohol is **not** permitted on the property.

The minister will be in charge of the rehearsal. All members of the wedding party, parents, and ushers need to be present at the stated time. The bride should participate, and should be involved in placing members of the wedding party. The marriage license should be delivered to the minister at the rehearsal. It is helpful for the bride to have prepared a short list of information for the minister and the Wedding Coordinator.

### IV. PERSONAL PROPERTY CONSIDERATIONS

Dresses and personal items for wedding, receptions, or other events, remain the responsibility of those who bring them personally, or ask that they be delivered. In no case will the church be responsible for items prior to the wedding date, nor for personal items lost, stolen, or damaged, although reasonable care will be made to assist the wedding party in securing such property.

### V. RECEPTIONS

Caterers or friends who prepare for the reception need to complete their work within a **three-hour** time frame prior to the wedding. Additional time can be arranged with the Wedding Coordinator, **at an additional hourly fee.** Furnishings (outside the Sanctuary) may be rearranged to meet the needs of the reception, **and shall be returned by the caterer or friends** to the original place after the reception.

In scheduling a reception, the wedding party and Caterer agree that **no** alcohol is permitted, **no** smoking is allowed, and rice is prohibited. Birdseed, bubbles, bells etc. may be used, **but only in the parking lot and passed out only at the direction of the Wedding Coordinator. The Wedding Coordinator shall approve any other items not listed.**

Building shall be cleared 5 hours after the start of the wedding.

### VI. THE WEDDING COORDINATOR- Penny McBride 281-479-6947 or 281-639-4432 cell

The wedding coordinator is available to assist in every way possible, including:

1. Scheduling and discussing day and time.
2. Touring the facility and explaining the policy.
3. Discussing and collecting all fees.
4. Opening and closing the building and making the A/C or heat ready.
5. Making available needed church equipment. (i.e. Sound system, lights)
6. Assisting the minister at the rehearsal and wedding.
7. Providing direction to the Caterer, Florist, and Photographer.
8. Representing the church and its policies.
9. Provide a back up coordinator, if necessary

## VII. FEE SCHEDULE

As part of officially scheduling the wedding (including specific dates and times), the fees listed below are to be paid. (In case of a **cancellation**, building use fees are fully refundable no later than 3 weeks prior to the event.) Deposits are **refundable to the party who paid the deposit only if no damage was found.**

Fees are based on one and a half-hour of building use for rehearsal, four hours for wedding, and up to four hours for the reception and clean up. Additional time for building use and Coordinator may be reserved at \$55.00 per hour (\$35 for building/\$20 for coordinator). A "**member**" means the bride, groom, mother or father as members of Deer Park United Methodist Church at least one year prior to reserving the church for the wedding.

## VIII. BUILDING USE

	MEMBER	NON-MEMBER
Deposit	\$100.00	\$100.00
Sanctuary Wedding 450 capacity	donation	\$400.00
Memory Chapel 50 capacity	donation	\$135.00
<b>Reception</b>		
Concourse & Kitchen	donation	\$190.00
<b>Family Life Center</b>	\$200.00	\$400.00
<b>Organist</b>		
Sanctuary Wedding and Rehearsal	\$200.00	\$200.00
Sanctuary Wedding without Rehearsal	125.00	\$125.00
Chapel Wedding	100.00	\$100.00
<b>Wedding Coordinator</b>	\$225.00	\$225.00
<b>Minister's Honorarium</b>	members discretion	\$200.00
<b>Candleabra Fees</b>		
2 - 7 candle brass stands		\$30.00pr.
1 - 3 candle brass unity stand		\$20.00
Taper candles provided only		
Bride must provide large unity candle		
<b>Custodial fee (for reception only)</b>		
<b>Concourse and kitchen</b>	\$100.00	\$100.00
<b>Family Life Center</b>	\$150.00	\$150.00

**Clean up is defined as: Cleaning floors/vacuum and removing trash in the concourse/family life center, kitchen, and restrooms.**

IX. INSTRUCTIONS FOR FLORIST, PHOTOGRAPHERS, AND CATERER

**In contracting for their services, it is the bride’s responsibility to review basic policy with Florist, Photographers, and Caterers.** The fundamental guidelines are that nothing is to be done to detract from the reverence and meaning of the service, or to alter the condition of the building.

Instructions are included to guide the bride’s conversation with the florist and photographer she chooses. Professionals will find these regulations quite ordinary and comfortable. Volunteers and family members are expected to follow the same guidelines, including photography during the wedding ceremony.

**GUIDELINES FOR WEDDING PHOTOGRAPHY**

PHOTOGRAPHERS (professional and family-members) may take pictures with flash as late as the processional into the Sanctuary. During the ceremony, only photos using available light may be taken. These photos must be taken from the back of the sanctuary. The photographer is to be invisible and silent during the service itself. The photographer will have 45 minutes -1 hr to take after photos.

Video cameras may be used, but restricted to the rear of the sanctuary or to the extreme sides of the choir loft’s top row. Balcony is also available with permission of the Wedding Coordinator. The videographer is, also, to be invisible and silent during the service itself. Pictures may be posed following the ceremony. There will be no movement by the videographer.



**GUIDELINES FOR FLORISTS**

1. Altar worship symbols and furnishings will not be hidden or re-arranged. Arrangement cannot be taller than 18 “
2. The Bible will not be removed, and no decoration shall block the altar as the centerpiece of the Sanctuary.
3. No furnishing will be moved.
4. Neither fresh nor artificial flower petals may be strewn in the aisles.
5. Candles outside the chancel area will be fully enclosed, head high and self-supporting. One exception shall be the Unity Candle arrangement, which may be placed as far out as halfway between the Chancel Rail and the first pew.
6. All candles of whatever type used within the chancel area, whether drip less, installed in holders, or votives, will have carpet-protecting polyethylene or similar fireproof material used to protect carpet and furniture.
7. Lighted candles are not to be carried by participants.
8. All attachments for décor on pews must leave no mark on any furniture. This will mean that no tacks, pins, nails, glue or any kind of tape will be used to connect decorations to furniture or building. Wrapped wire, ribbon, or pew bow holders are allowed.
9. The florist shall call the wedding hostess at least one week in advance of the wedding to set a time for decorating the church. This time will be within the **3-hour** time reserved prior to the ceremony, and shall be completed at least one hour before the scheduled ceremony.
10. The florist will be held responsible for any damage, and is expected to remove all decoration and equipment within one hour following the ceremony.
11. Supplies used during the decorating process are not to be kept on pews, but in there own boxes on the floor. This will prevent damage to the pews and other furnishings.

## **GUIDELINES FOR THE CATERER**

The Caterer is required to provide everything necessary for the reception, and to leave facilities in the condition in which they were found. **CONFETTI IS NOT ALLOWED TO USE IN DECORATING.** Should the caterer wish to use any of the church's equipment, arrangements must be made with the Wedding Coordinator. Any equipment or supplies left at the church may, after 10 days, be discarded by the church, or become the property of the church. **Caterer must be cleared of the building 5 hours after the start of the wedding.**

**The Caterer acknowledges the church's policy prohibiting the use of alcoholic beverages in any form on premises, and the restriction of smoking, as applicable to all terms served, and applicable to all personnel working at the wedding.**