

Wedding Policy



**First United Methodist
Church of Hurst**

521 W. Pipeline Rd., Hurst, TX 76182
817-282-7384 • www.fumchurst.org

Wedding Policy

(effective August 23, 2017)

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Wedding Policy

Celebration of Christian Marriage

A marriage in the church is a worship experience and a Christian celebration of love and commitment that a couple makes to each other and to God. It is one of the most sacred rites that a minister may perform under the ordination and authority of God. The following policies are provided to inform you and guide you in the planning of your wedding at FUMC Hurst.

Please read this information carefully to understand clearly and fully the guidelines and policies which govern wedding ceremonies and receptions at the church. The ministers and staff of the church are eager to offer assistance and support to ensure that your wedding is a joyous and holy service of worship.

Facilities Available

The Sanctuary, which seats approximately 1,200, and Pirtle Chapel, which seats up to 70 are available for weddings. Receptions following the wedding ceremony may be in the Parlor, Foyer, or Fellowship Hall.

Scheduling of Weddings

The scheduling of a wedding is arranged through the Church Wedding Coordinator. She can confirm the availability of tentative dates, but the date cannot be officially placed on the church calendar until the wedding contract is signed by the bride, groom, or parent, and a non-refundable deposit is paid. The wedding coordinator is contacted through the church office at 817-282-7384.

Weddings are not scheduled on specific holidays or church event weekends. Specifically, these dates are:

Sundays

New Year's Eve

New Year's Day

Martin Luther King's Birthday Observance

The week preceding Easter (Holy Week)

Memorial Day

July 4

Labor Day

The weekend before Vacation Bible School

The weekend of Harvest Festival

The weekend of Thanksgiving

The weekend of Festival of Carols

December 24, 25, 26

**Holiday weekends are subject to staff availability.*

Weddings are scheduled no later than 6:00 p.m. If a church reception is scheduled to follow immediately after the wedding, the reception cannot exceed two hours in order for the custodians to prepare the facilities for worship services. Due to the Saturday evening Genesis worship service, a wedding reception held in Fellowship Hall must end prior to 2:00 p.m.

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The wedding party may arrive two and a half (2-1/2) hours before the scheduled time of the wedding. Arriving earlier than the designated time set by the church will result in an additional fee of \$50 per hour.

Members of FUMC Hurst will have priority of dates over non-members and may make reservations as far in advance as possible to avoid possible conflicts. After the wedding contract is filed with the wedding coordinator and a \$300 nonrefundable calendar fee (which is applied to the total fees) is received, the date will be placed on the church calendar.

Non-members may not make reservations earlier than four (4) months (120 days) in advance. Tentative dates may be confirmed by phone, but complete and final arrangements are made by personal contact with the wedding coordinator and the signing of the wedding contract. After the wedding contract is filed with the wedding coordinator and a \$500 nonrefundable calendar fee (which is applied to the total fees) is received, the date will be placed on the church calendar.

Definition of Member and Non-Member

For purposes of the wedding policy, a “member” of the FUMC Hurst is defined as the bride, groom, parent, or grandparent of the bride or groom who has been an official member for at least six (6) months prior to the booking of the wedding.

A “non-member” is a person who either does not attend FUMC Hurst or who has been an official member for less than six (6) months before the wedding is booked at member status fees.

Receptions

Receptions following the wedding ceremony may be in the Parlor, Foyer, or Fellowship Hall. A wedding reception held in Fellowship Hall must end prior to 2:00 p.m. All receptions are not to exceed two hours.

The church will provide tables and chairs. No other church equipment may be used. Furniture will be arranged by the church staff and should not be moved. If there is a special request for furniture arrangements, this should be discussed during consultation with the church wedding coordinator.

The caterer selected by the bride/groom must be approved by the wedding coordinator. The wedding coordinator will work with the caterer at the time of the reception to ensure that appropriate measures are taken to protect the church facilities from damaging spills and refuse. The bride/groom or their designees are responsible for ensuring that the reception hall is clean and orderly at the end of the reception.

Alcoholic beverages may not be served or consumed anywhere on church property. Smoking is not permitted anywhere on church property.

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No rice, bird seed, or confetti may be thrown inside the church. No rice or confetti may be thrown on the outside steps or walkways of the church.

Officiating Minister

Only a FUMC Hurst ordained minister may officiate weddings in this church. The FUMC Hurst officiating minister may invite an ordained guest minister to assist in the ceremony by contributing a prayer, scripture or brief words.

Members and non-members may request any of the clergy staff to perform their wedding and confirmation will be based on clergy availability.

At least one wedding conference with the bridal couple and the minister in charge is required. The conference will include the ideals of the Christian marriage and the responsibilities of the marriage vows. The couple is responsible for contacting the minister in charge to schedule this conference within two (2) weeks after date is set.

The United Methodist Church's Order for the Service of Marriage or the alternate text for Service of Marriage is to be used. Any other service or addition to these services must be approved by the minister in charge. The minister or his/her designee must also approve the selected scriptures and the wedding program, if applicable.

The minister may or may not be present at the rehearsal depending on the arrangements made with the bride and groom and the wedding coordinator.

Wedding Coordinator

FUMC Hurst provides the services of a wedding coordinator who assists the minister in the planning and directing of weddings and rehearsals. The wedding coordinator is required for all Sanctuary weddings, for all Chapel weddings with more than 20 guests and for all receptions. She will coordinate wedding details with the church, minister, and bride/groom. The coordinator will meet with the bride/groom to review the church wedding policy and provide additional pertinent information related to the wedding ceremony.

On the day of the wedding, the wedding coordinator will be available to support the florists, photographers, and decorators in setting up for the wedding. She will be available to oversee the reception set up if held in the church, but she is not responsible for planning details or clean up.

If an outside wedding consultant is to assist the bride and her attendants, that person will be responsible to the FUMC Hurst wedding coordinator and will not assume any responsibility for the direction of the wedding rehearsal or the ceremony. Working with the minister, our church wedding coordinator is in charge.

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Rehearsals

Rehearsals are conducted by the church wedding coordinator in cooperation with the officiating minister, if he or she is present. Rehearsals are usually held on the day preceding the ceremony. All members of the wedding party should be present. The rehearsal begins promptly at the scheduled time and typically lasts from 45 minutes to one hour. Rehearsals are usually unnecessary if the wedding attendants do not exceed one each for the bride and groom.

The couple should deliver the marriage license to the wedding coordinator at the rehearsal so that it may be properly examined and approved.

Music

Vocal and Instrumental

A wedding is a service of worship; and in keeping with the dignity of the service, appropriate music, both instrumental and vocal, should be performed in the context of the ceremony itself.

Our Committee on Worship urges that the music be used to magnify the Glory of God which allows and creates the love which exists between man and woman. Secular love songs are not appropriate in the spirit of this service of worship and praise.

A congregational hymn is appropriate in the wedding service of worship. There are many congregational hymns, responses, and litanies available for use during a wedding in the *United Methodist Hymnal*.

When a wedding takes place during a specific season of the year (Easter, Christmas, etc.), music that is appropriate for that season is also appropriate for the wedding.

Musical Accompanist

No one but the church organist or his/her designated substitute shall play for the wedding ceremony. If an organist/pianist other than the regular organist is desired, the guest organist/pianist must be approved in advance. This policy is in accordance with the guidelines for church musicians as recommended by the American Guild of Organist(s).

The bride/groom should meet with the organist at least six weeks before the wedding ceremony. At this time, a final decision will be made on music selections (including the vocal music). The organist does not usually participate in the rehearsal as all music selections have been made in advance.

Other musical accompaniment is permissible if approved in advance by the minister in charge.

Soloists

Music arrangements for soloist(s) should be made through the church organist or music director. **Solos must be approved and are permissible only if they are scriptural in nature.** Popular

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music of the secular genre or non-scriptural selections, as well as prerecorded music or accompaniment tracks, are not permitted. If a vocal selection is desired which is not on the suggested list, the organist shall receive a copy from the soloist at least six (6) weeks prior to the wedding ceremony.

The soloist should contact the organist at least three (3) weeks prior to the ceremony to arrange a rehearsal time. The soloist should be prepared and be familiar with the vocal selection.

Fees for musicians or soloists (other than the church organist) contracted by the wedding couple are paid directly by the couple and not through the church.

Sound Technician

A sound technician is required for all Sanctuary weddings. The bride/groom may agree to have their ceremony available on the FUMC Hurst Live Stream broadcast. If desired, the couple may provide a 16GB flash drive on which the sound technician will facilitate the video recording of the ceremony.

Photography

While FUMC Hurst recognizes the value of photographs as a lasting remembrance of a couple's special day, the church places great importance on maintaining the order, dignity, and sacredness of the occasion.

Photographs may be taken in the Sanctuary, Bride's/Groom's Rooms, or Foyer preceding the ceremony. Once the ceremony is about to begin (just prior to the seating of grandparents and/or parents), the photographer must be confined to one of the back five (5) rows of the church near the center aisle to photograph family members and the bridal party. After the entry of the bride, the photographer must proceed to the balcony and remain stationary in a discreet location. **All photographs are to be taken without flash and on mute during this time.**

Weddings may be videotaped provided that the camera and operator remain stationary in the balcony. A discreet camera may be placed in the chancel or choir area, but must be operated by remote.

At no time during the ceremony is a photographer or videographer allowed to position himself/herself within the first five (5) rows of the Sanctuary or in the chancel or choir area. The photographer or videographer must not be visible during the processional, the ceremony, and the recessional. The wedding coordinator will assist the photographer or videographer in setting up cameras and video equipment in approved locations. Failure to follow the directives and guidelines may result in forfeiture of participating in future weddings at FUMC Hurst.

The wedding party may return to the Sanctuary or Chapel immediately after the ceremony for photographs if desired. The church requests that all photographs in the Sanctuary or Chapel be completed before the church reception.

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Wedding guests and family members with cameras should be requested to wait until the guests are dismissed to take photographs, and then only after checking with the official photographer. During the ceremony, photos or videos recorded on smart phones or other personal equipment by wedding guests or family members are strongly discouraged by the church, yet may be allowed at the behest of the bride and groom.

Decorations

The following regulations govern the work of all florists or parties decorating for weddings/receptions. The bride and groom should have a clear understanding of the instructions prior to engaging a professional florist or planning any nonprofessional decorations for the Sanctuary, Chapel, or reception areas. The wedding coordinator will be available to discuss any questions you may have.

Decorations should be placed so the view of the Cross is not obscured in any way.

Only a kneeling rail (prie dieu) may be placed in front of the altar. Nothing is to be placed on the altar, baptismal font, pulpit, or the kneeling cushions.

The area from center aisle to the altar table should be kept clear with the exception of the prie dieu.

Communion railings and furnishings remain in their normal positions and may not be removed.

If there are floral arrangements to remain for the following Sunday worship services, the wedding coordinator should be notified at least four (4) weeks before the wedding. Recognition of floral offerings will be acknowledged in the Sunday morning Order of Worship.

Beginning on the first Sunday of Advent, Christmas greenery, poinsettias, etc. are used. Once these decorations are in place, they are not to be removed.

Only cut flowers, greenery, and LED votive candles may be placed on the chancel rails and/or other rails. The church offers 50 LED flickering candles in fluted votives to be placed on the chancel rails and/or other rails, if desired.

Pew bows or any type of floral arrangements should be attached in such a manner that they will not damage the structure of the finish. Nails, tacks, staples, pins, or anything that will mar the woodwork or walls should not be used. Tape, wrapped wire or ribbon that will not mar the ends of the pews may be used to fasten the bows.

Only silk petals are to be carried and dropped by the flower girl(s).

Florist or Decorator

The florist/decorator is charged with making contact with the wedding coordinator to arrange a time (other than the 2 ½ hours prior to the ceremony) to decorate the Sanctuary, Chapel, or

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Reception area. If requested, a florist/decorator may set up one hour before the rehearsal but not during or after the rehearsal. The wedding coordinator must be informed at least five days in advance if the hour before the rehearsal is to be used for decorating.

Decorating for church receptions is done on the day of the reception. All decorations must be removed immediately after the reception.

The florist/decorator shall remove all decorations, including dropped silk petals, and equipment (except floral arrangements remaining for the following Sunday service) immediately after the ceremony. This is not the responsibility of the wedding coordinator or custodian.

Florists/decorators are expected to observe the sanctity of the church and are responsible for leaving the church property in the condition in which they were found. Work materials should not be placed on the furnishings of the building or in the rooms being used.

In case of damage, the florist/decorator (or persons charged with decorating) should contact the Wedding Coordinator. If the damage goes unreported or uncorrected by the florist/decorator, that person or organization will be removed from the list of acceptable florists or decorators at the church.

Florists and decorators are to follow all the guidelines for decorations as previously outlined.

Other Regulations

The bride and groom are charged with the responsibility of informing family and wedding party members, florists/decorators, photographers/videographers, and caterers of the policies and guidelines for weddings/receptions held at the FUMC Hurst.

The care of equipment or property of the church used for the wedding or reception is the responsibility of the bride/groom. If any damage occurs, it must be reported to the Wedding Coordinator as soon as possible and the bride/groom may be financially liable for any damage.

The church will not be responsible for personal items brought to the church for use in the wedding or in the wedding reception; nor shall the church be liable for such items if lost, stolen, or damaged. Valuables, such as jewelry, money, cell phones, etc. should be carried by the owner or entrusted to a reliable person of the family's choice. The couple is charged with the responsibility of notifying family and wedding party members of this precaution.

The serving, consumption, or possession of alcoholic beverages on the premises of the church property is prohibited by church law. Smoking is not permitted on church property. No food or drink may be taken into the Sanctuary or Chapel.

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Fee Schedule *(effective August 23, 2017)*

Fees for member/non-member status apply at the time the wedding is booked. The bride, groom, parent, or grandparent of either must have been a member six (6) months or longer before the wedding is booked at member status fees. All fees are payable at the church office one (1) month in advance of the wedding date. All fees are to be included in one check made out to First United Methodist Church Hurst.

The total cost of the wedding includes the following (for wedding and rehearsal):

- Use of facilities
- FUMC Hurst Clergy (counseling session required)
- Wedding Coordinator (pre-planning, rehearsal, wedding day coordination, and reception, if applicable.)
- Organist/Pianist (pre-planning and ceremony)
- Sound Technician (ceremony)
- Custodian (preparation and clean up for rehearsal, wedding, and reception, if applicable)

Members (Six months minimum)

Sanctuary Wedding	\$1500
Pirtle Chapel Wedding	\$1200
Reception	\$ 500

Non-Members

Sanctuary Wedding	\$2500
Pirtle Chapel Wedding	\$2000
Reception	\$1500

Non-refundable deposit fee is required to hold the wedding date. This is due at the time of the signing of the wedding contract and is applicable towards the balance.

Members	\$300
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Non-Members	\$500
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