

*Wedding Policies*

*Of*

*First United Methodist Church Pearland*

*2314 North Grand Boulevard  
Pearland, Texas 77581  
281-485-1466  
churchoffice@fumcpearland.org*

*We believe that the wedding ceremony is a religious service. This service is one of the most sacred moments two people can experience in a lifetime. It is a time when two persons invoke God's blessings upon the making of their marriage covenant. We view it as the establishing of a Christian home in which Christ is the center.*

*The Ministers and Staff of First United Methodist Church Pearland are available to assist you in planning your wedding and will help in making it an inspiring and meaningful experience. The wedding policies found within are the result of serious study and careful consideration of Christian marriage.*

*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 First United Methodist Church Pearland's facilities for your wedding by calling the church office at 281-485-1466 and asking for the Wedding Coordinator. The wedding coordinator can help you with any questions you may have prior to reserving the church for your wedding.

To secure a wedding date you must make an appointment with the wedding coordinator where you will sign all required forms and make a non-refundable \$100.00 deposit. (This deposit will be credited toward the total amount due for the wedding service.) There will be only one wedding scheduled per weekend. (Weddings are booked on a first come/first serve basis.)

No weddings or rehearsals, whether for members or non-members, will be scheduled on any Sunday, or on any of the following holidays or seasonal observances: Holy week (includes Palm Sunday weekend), Memorial Day weekend, Independence Day or weekend, Labor Day weekend, Thanksgiving weekend, Christmas Eve or Christmas Day, New Year's Eve or New Year's Day, or during other major church events.

### *Fees*

**Member Fees** are \$700 and will apply to a couple when the bride and/or groom or their parents have been active members of FUMC Pearland for at least six months. ("Active" means having attended services at FUMC Pearland at least twice a month during the six months prior to scheduling a wedding date.) **Non-Member Fees** are \$1,000 and will apply to anyone not meeting the criteria for church membership.

Both member and non-member fees include a Deposit/Administrative fee (non-refundable), a Minister, a Wedding Coordinator, an Organist, a Sound Technician, a Custodian, Utilities, and use of the Sanctuary or Chapel. The fee also includes the use of FUMC Pearland's candelabras, unity candleholder and candles for the wedding ceremony.

Additional fees that may be incurred at the wedding party's option include soloists or instrumentalists.

**All fees are to be paid one month prior to the rehearsal date or the wedding will be removed from the church calendar.** Weddings cancelled within seven days of the rehearsal date may be refunded fifty percent of the total fees.

### *Wedding Facilities and Dressing Areas*

There are two areas of the church that are available for wedding ceremonies; the main Sanctuary (seating capacity of 550) and the Chapel (seating capacity of 75).

For weddings in the Sanctuary, a bride's room is provided to the left of the main entrance of the church. The men will dress in the Parlor located in the building to the left of the Sanctuary. (If the Parlor is unavailable at that time another room will be provided.)

For weddings in the Chapel, rooms will be made available for wedding parties to dress.

The church's responsibility is limited to providing a dressing room for the bride, bridesmaids, groom and groomsmen. The church will not be responsible for any personal items left behind such as wedding dresses, tuxedos, wraps, purses, silverware, glassware, photographs and other special decorations. These items should not be left overnight and should be brought the day of the wedding. All dressing areas must be cleared immediately after the wedding ceremony.

### *Smoking and use of Alcohol*

**Under NO circumstances is smoking permitted anywhere in or around the church buildings or grounds. The use of alcoholic beverages IS NOT permitted at anytime during the wedding events held in the church or on the church grounds.**

**PLEASE NOTE: NO REHEARSAL OR WEDDING WILL BE CONDUCTED WHEN ANY MEMBER OF THE WEDDING PARTY IS UNDER THE INFLUENCE OF ALCOHOL.**

### *Premarital Counseling*

The minister performing the wedding will meet with the bride and groom to go over the ceremony and/or any counseling that the minister feels is necessary. **The bride and groom are responsible for calling the minister for appointments.** In addition to meeting with the minister, we recommend the bride and groom schedule other premarital counseling. Please see the wedding coordinator for more information regarding the types of premarital counseling we offer or recommend.

### *Music and Sound System*

The Christian marriage is a service of worship before God. The music that accompanies the ceremony should direct attention to God, who sanctifies the Christian marriage. Special care should be taken to assure that it is suitable in quality and text. All music in worship should represent the best Christians have to offer God.

Music for your wedding will be selected in consultation with the church music director. Contact him immediately following the conference with the wedding coordinator by calling the church office at 281-485-1466. **It is the bride and groom's responsibility to contact the music director.**

The church organist plays for all weddings. The organist does not attend the wedding rehearsal. If the regular organist is unavailable, the music director will be responsible for obtaining a suitable substitute.

A number of fine soloists and instrumentalists involved in the FUMC Music Ministry are available for weddings. The music director will be glad to assist you in contacting a qualified soloist or instrumentalist. Additional fees will apply for their services. The Bride is responsible for obtaining the sheet music for the soloist and organist if the song has been approved but is unavailable to the selected musicians. CDs, taped music and video montages are generally considered unacceptable during worship and should be considered for use during the reception.

The Sanctuary is equipped with an excellent sound system for use during wedding ceremonies. A church sound technician is the only person authorized to use the system. The sound technician does not attend the wedding rehearsal. No sound system is available in the Chapel.

If the organist, soloist, or sound technician is required for rehearsal prior to the day of the wedding, additional fees will be required.

### *Decorations & Ceremony Information*

A beautiful Sanctuary of worship requires very simple decorations. We believe our Sanctuary and Chapel are beautiful and that they do not necessitate or lend themselves to elaborate decorations. We request the cooperation of the family, friends, and florist in making plans for decorations that support and uphold this belief.

General policy states that no chancel furnishings such as the Bible, altar candles, the pulpit or the lectern are to be moved and shall remain in clear view. Any questions should be resolved with the wedding coordinator.

At certain times and seasons of the liturgical year such as Advent Season, the Sanctuary is decorated with traditional decorations to enhance the atmosphere of Sunday worship. When these decorations are in place, they may not be removed or changed. Questions regarding these seasons and the extent of the decorations, as well as what additional floral pieces can be used, may be directed to the wedding coordinator.

Other things to consider when you are planning the decorations for the wedding:

- Only mechanical and/or driplless candles must be used. (The church supplies mechanical candles for our candelabras.) All candles must have plastic sheeting on the carpet below them.
- Wire, pins, glue, tacks, or any other sharp objects may not be used to attach decorations to the pews or any furnishings. The wedding coordinator will supply the tape that is to be used to attach all decorations.
- Glitter is not allowed.
- Flower girls may strew silk flower petals only.
- Rice may not be thrown on FUMC Pearland property. Birdseed or bubbles may be used outside only.
- All decorations not belonging to FUMC Pearland must be removed immediately following the wedding ceremony or upon completion of wedding photography. Furnishings must be placed exactly as found before the ceremony.
- Flower arrangements may be left at the altar or in the Narthex for Sunday worship. Please notify wedding coordinator one month prior to wedding if you would like to do this. Your gift will be noted in the Sunday bulletin.

## *Photography & Videography*

Flash photography is not allowed during the wedding ceremony. Photographers and videographers may not be on or around the altar area during the wedding ceremony. They must stay around the perimeter of the church during the ceremony and not be visually distracting. Videotaping may be done from the sanctuary choir loft or the front corner of the Sanctuary.

## *The Rehearsal*

The rehearsal is usually scheduled on the day preceding the wedding ceremony. The wedding rehearsal should begin promptly at the scheduled time, and 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.**

The following suggestions will guide you as you prepare for your rehearsal:

- The minister will be in charge of the rehearsal and your wedding coordinator will be present.
- The rehearsal should take approximately one hour and will begin promptly at the scheduled hour.
- It is helpful if all parents can be present for the rehearsal.

- The ushers should be present for the rehearsal.
- The marriage license should be delivered to the minister at the rehearsal.

Do not leave any personal items at the church after the rehearsal. As stated previously in this policy, **the church is not responsible for personal items left overnight.**

### Acknowledgement of Wedding Policy

I have read and/or the Wedding Coordinator has reviewed the Wedding Policy and fee schedule. I understand and will abide by these policies.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Today's Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date of Wedding

## *Wedding Reception Policies*

*Effective September 1, 2008*



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2314 North Grand Boulevard, Pearland, Texas 77581  
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### *Fees (minimum)*

MFC:	\$ 450
FLC:	\$ 900
Assembly Room:	\$ 600
Hospitality coordinator:	\$ 150
Linens:	\$ 5 each
Deposit:	\$ 500

Fee covers a period of 6 consecutive hours and includes set-up and clean-up time. If additional time is requested, the hourly rate per the facility fee schedule will be charged. Facility may be reserved for the entire day if available, at the maximum daily rate.

A deposit must be paid in full at the time a facility is booked. Deposits will be held until damage assessments can be made following an event. If no damage is found, deposit will be returned in full within 10 days. If damage or loss of equipment occurs, the appropriate amount of funds necessary to cover damage or loss will be withheld from the deposit. In the event loss

or damage costs exceed the amount of the deposit, the party or parties responsible for renting the facility will be required to compensate the church sufficient funds to cover the additional costs.

Full payment for facility rental is due no less than one month prior to the event. If no payment is received, the event will be cancelled and deposit will be returned.

A contact person must be given at the time of booking. This person will be responsible for making arrangements with the hospitality coordinator and doing a walk-thru of the facility before and after the reception to make note of the condition of the room and equipment.

Receptions, **including set-up and clean-up time**, must be scheduled between the hours of 8:30 A.M. and 10:00 P.M. Monday through Friday. Saturday receptions must end no later than 9:00 P.M. to allow time for set-up of facilities for Sunday morning.

No receptions will be scheduled on Sundays.

Rental of the MFC and the FLC includes use of the kitchens; no kitchen use is included in the rental of the Assembly Room.

## *Music and Sound System*

Sound and video equipment is available for use in the Assembly Room and the Family Life Center. A Sound Technician will be required for setting up and/or running the equipment during the reception and an additional hourly fee will be charged. Equipment available includes a microphone, CD player, DVD player and video projector. **Abuse or misuse of the equipment will result in loss of deposit and/or fees assessed to cover damage.** Computers and appropriate cables are not available – you must provide your own if needed.

No sound or video equipment other than a microphone is available in the MFC.

## *The Hospitality Coordinator*

The Hospitality Coordinator is **required** to be present during use of the Family Life Center kitchen. Her responsibility is to oversee and provide instruction on the proper use of the kitchen and assure adherence to FUMC kitchen policies.

Services provided by the Hospitality Coordinator are:

- Locking and unlocking of kitchen
- Assistance with use of equipment, utensils and decorations
- Preparation and clean-up of tea and coffee
- Care and washing of table linens and towels
- Clean-up of countertops and floors

What the Hospitality Coordinator does NOT do:

- Cook, prepare, or serve food
- Pick up trash
- Decorate tables
- Wash dishes

## *Set-up of Facilities*

All tables, chairs and linens will be set up prior to the time that the facility is reserved. The MFC and the Assembly room accommodate up to 100 people. The FLC accommodates up to 400 people including tables and chairs. Instructions for table and chair set-ups must be given no less than one week before the reception. Set-up requests may not be honored if information is not provided when needed or if last minute changes are made.

## *Smoking and use of Alcohol*

Under NO circumstances is smoking or alcohol permitted anywhere in or around the church buildings or grounds. Only non-alcoholic refreshments may be used.

## *General Reception Rules*

- Rice may not be thrown on FUMC Pearland property. Birdseed or bubbles may be used outside only.
- No decorations of any kind may be attached to walls, ceilings, woodwork or doors. Decorations may be used on tables only.
- Candles must be enclosed on all sides in proper holders to prevent fires and wax damage to surfaces.
- Trash and dishes must be cleared from tables and floors. Trash cans will be emptied by church custodian.
- All children and youth must be adequately and properly chaperoned or supervised by an adult. Children are not allowed to run through any other areas of the facility.

### **First United Methodist Church, Pearland Wedding Fees and Payment Schedule Effective September 1, 2008**

#### Member Weddings:

Wedding Coordinator	\$150
Minister	\$150
Organist	\$125
Sound Tech	\$ 50
Building Use	<u>\$225</u>
	\$700

#### Non-Member Weddings:

Wedding Coordinator	\$200
Minister	\$150
Organist	\$125
Sound Tech	\$ 50
Building Use	<u>\$475</u>
	\$1,000

Sound tech fees are for a 2 hour minimum on the day of the wedding. If extra time is required by the wedding party, a fee of \$25 per hour will be charged.