

## **DeKalb, First United Methodist Church Wedding Policy**

We are honored that you are considering First United Methodist Church (FUMC) as the location for your wedding ceremony. This policy is designed to help you prepare for your wedding.

### **What is Christian Marriage?**

A Christian marriage is between a man and a woman and includes Christ. It is the spiritual union of two children of God. The wedding ceremony includes making a covenant (a sacred promise) with each other and with God. Your wedding will be a worship service in which you come before God and congregation to give yourselves to each other.

### **First United Methodist Church and Your Wedding**

We are happy to make our facilities available to those who wish to have a wedding service that emphasizes the sacredness of Christian marriage. FUMC does not *rent* our facilities for weddings; however, there are fees associated with the use of our facilities, equipment, and personnel. These fees, along with rules for weddings are detailed in this policy.

### **Reserving the Church for Your Wedding**

Reservations must be made through the church office by contacting the FUMC Administrative Assistant at (903)667-2705. You must reserve for decorating, rehearsal, and reception as well as the wedding service. Your reservation will be approved by the Senior Pastor, and then will be placed on the church calendar. You will be mailed a copy of this wedding policy, and after reading it, please sign and return the confirmation form to the church office.

### **First Things: Minister, Counseling, and License**

The pastor/s on staff at FUMC are available for your wedding ceremony. If the bride and groom want other clergy to participate in the wedding, they must first inform the Senior Pastor of FUMC who will approve and extend an invitation to the guest clergy.

It is a requirement of the United Methodist *Discipline* that all couples being married shall attend at least one session of premarital counseling. Please arrange for this counseling with the Senior Pastor, or with another counselor approved by the Senior Pastor.

A current marriage license issued by the state of Texas must be presented to the person officiating the wedding prior to the rehearsal. Without a marriage license on the day of the wedding, no wedding will be performed.

### **The Wedding Coordinator**

A Wedding Coordinator will be provided so that your wedding will go as smoothly as possible. The FUMC Wedding Coordinator will act as a representative of the church, and is required for weddings where neither bride nor groom is a member of FUMC. With the Senior Pastor's approval, a FUMC member may represent the church in lieu of a Wedding Coordinator so long as all rules in this policy are followed. Your Wedding Coordinator helps the wedding couple in the following ways:

- Oversee decorating and the wedding rehearsal. If the bride and groom use their own wedding planner, a representative of FUMC must still be present.
- Arrange for services/equipment provided by FUMC if needed. These include FUMC audio technician, organist/pianist, and cleaning.
- Be present at the wedding to answer questions, and to cue parents, wedding party, and musicians. If the bride and groom use their own wedding planner, a representative of FUMC must still be present.
- Be present and, if necessary, oversee the wedding reception if it is held at FUMC.

## **Music and Audio**

Music is a very personal part of the wedding and will be chosen by the wedding couple. However, FUMC requests that the music be in keeping with the sacred aspect of the wedding ceremony. Music must be approved by the officiating clergy.

The audio/video system at FUMC is available for use during the ceremony. The A/V equipment must be attended by a FUMC Audio Tech during the rehearsal and the wedding. No changes to the audio equipment may be made without the Audio Tech's oversight. Any changes must revert to their previous configuration after the wedding.

## **Flowers and Decorations**

The bride/groom are responsible for consulting with the Wedding Coordinator regarding all flowers and decorations. Also, they must schedule the decoration time so that the Wedding Coordinator or another representative of FUMC is present. General rules for decorating:

- Flowers must be in leak-proof containers.
- Moving any furniture must be done with great care, approved and supervised by the Wedding Coordinator, or FUMC representative.
- Chairs, pulpit and font may be moved. The altar may be moved but not removed from the central placement of the sanctuary. The piano and organ are not to be moved.
- Carpet/furniture must be protected from candle wax.
- Nothing can be attached to walls/pews with sharp fasteners.
- No rice, birdseed, or bubbles are permitted in the building.
- No food or beverages are allowed in the sanctuary.
- Damages to furniture or equipment shall be the responsibility of the wedding couple.

## **Photography**

This is a very special day and you want to treasure it forever. But, in keeping with the sacred aspect of the wedding ceremony, flash photography should be kept to a minimum. After the beginning of the wedding (the mothers of the bride and groom are seated), photography from the congregation is prohibited. A professional photographer may take limited photographs during the ceremony **ONLY WITH THE APPROVAL OF THE OFFICIATING CLERGY**. Also consult with the officiating clergy regarding placement of photographers during the ceremony. Video taping using ambient light is permitted.

## **Animals**

No animals—including pets—are allowed in the church buildings. The only exceptions to this rule are working animals assisting persons with handicaps.

## The Reception

After the wedding, the reception is a time of celebration and thanksgiving. If you use the facilities at FUMC for your reception, please keep these rules in mind:

- FUMC has tables/chairs available. The bride/groom are responsible for working through the wedding coordinator to set up and decorate for the reception. The coordinator will make sure chairs and tables are accessible. The wedding party is responsible for set up and decorations.
- Kitchen facilities are available for a caterer. The Kitchen must be completely cleaned and returned to its original state after the reception. FUMC has cleaning supplies available. If a caterer will not clean the kitchen, the bride/groom must have identified people who will clean up the kitchen. The Wedding Coordinator must be informed who these people are prior to the reception.
- Absolutely NO alcohol or tobacco are to be consumed on FUMC property.

## Fees

In this fee structure, the term “Members” includes persons on the church roll at FUMC and their immediate family (parents, children, and siblings). The cost of some items are negotiable for members because these items may be performed by the members themselves, if approved by the senior pastor of FUMC.

Use of facilities: Sanctuary	Members - \$0	Non-members - \$100
Reception Hall	Members - \$0	Non-members - \$50
Pastor	Members - \$0	Non-members - \$100
Wedding Coordinator	Members – negotiable	Non-members - \$100
Extra w/reception		Non-members - \$50
Organist/Pianist	Members - \$100	Non-members - \$100
Sound Tech	Members - \$50	Non-members - \$50
Cleaning	Members – negotiable	Non-members - \$50
Extra w/reception		Non-members - \$25

All fees must be paid in full through the church office before the rehearsal.

# First United Methodist Church of DeKalb Wedding Confirmation Form

## Information about Bride and Groom:

Name \_\_\_\_\_

Name \_\_\_\_\_

Address after wedding \_\_\_\_\_

Phone number \_\_\_\_\_

## Information about the wedding:

Date of wedding service \_\_\_\_\_ Time \_\_\_\_\_

Will there be a reception at the church? \_\_\_\_\_ yes \_\_\_\_\_ no

Name of guest clergy \_\_\_\_\_

How can we contact guest clergy (Phone is preferred) \_\_\_\_\_

Who should FUMC contact about wedding?

Name \_\_\_\_\_

Phone \_\_\_\_\_

## Bride or Groom please sign:

I have read and agree with the wedding policy of First United Methodist Church.

Signature and date \_\_\_\_\_