

WEDDING POLICY OF FUMC, FRISCO ~ Rev: June 18, 2009

Welcome

We are pleased you are either considering or have already chosen First United Methodist Church in Frisco for your wedding. The marriage ceremony is among the most sacred and beautiful of all services in the church. It is a worship service in which a bride and a groom pledge themselves to each other in the company of loved ones and friends and are united in the bonds of Christian marriage.

The Wedding Coordinator and the staff of our congregation are committed to ensure your wedding ceremony is successful and memorable. This wedding policy is a guide to make certain you are prepared logistically for the complexities of your wedding day and to ensure protection of your property and church property before and during the day of your celebration. As always, the wedding coordinator of our church is prepared to assist you in understanding all facets of our wedding policy and preparing all necessary components which will make your special day complete.

It is the responsibility of the bride and the groom to explain the policies detailed in this Wedding Policy document to their families, wedding party, photographers, video technicians, musicians, florists, decorators, and caterers.

The Process

1. Complete and return the “Wedding Ceremony Request Form” to our church’s Operations Manager for consideration by the church staff. The form is available in the church office and downloadable from the church’s website. (www.friscofumc.org/communications_forms.html)
2. Once the date of the ceremony is approved and monetary deposits for the ceremony are received, our church’s Wedding Coordinator will contact you for an initial consultation and question/answer session. The Wedding Coordinator will begin the setup process for pastoral and musician consultation meetings.
3. Meet with the officiating Pastor for pre-marital counseling and ceremony preparation sessions.
4. Meet with the Director of Music Ministries for a music selection and approval consultation.
5. Arrive at the allotted times for your rehearsal and ceremony.

Wedding Coordinator

The Wedding Coordinator is provided by FUMC Frisco to assist the couple with their wedding plans, to aid the minister in conducting the rehearsal, and to coordinate all that happens during the wedding.

The Wedding Coordinator is the source of information regarding wedding procedures and can answer many questions. The Wedding Coordinator is here to help make the wedding as special and individual as possible and will guide the bride and groom regarding church policy.

Ministers

A minister of FUMC will officiate at all member and non-member wedding ceremonies. A couple may request a specific FUMC Pastor to officiate in consultation with the wedding coordinator. However, an FUMC Pastor not requested by the couple may be assigned because of scheduling or other conflicts. If the couple has a Pastor from another church which the couple would like to do the ceremony, the couple should discuss this with the FUMC Senior Pastor who can approve the Pastor from another church. The couple will meet with the officiating minister to discuss arrangements for the wedding and for pre-marital counseling as deemed necessary by the officiating Pastor. Fees for pre-marital counseling and wedding preparation sessions – alongside any honorarium for officiating ministers of the service – are not a part of the fees collected by FUMC. Fee amounts will be determined at the discretion of the officiating minister. The bride and/or groom are responsible for these fees, payment being made directly to the Pastor.

A non-member may only request non-FUMC ministers to assist with the FUMC minister officiating the wedding. This request should be made to the wedding coordinator, and approval of the request shall be rendered by the officiating Pastor.

The program and order of service for the Wedding and Reception must be reviewed and approved by the FUMC Senior Pastor or designate ten (days) from ceremony date and time.

Musicians

A wedding ceremony at FUMC is always a Christian worship service, and only music suitable for Christian worship may be used. Since the focus of worship is on God, song texts should either praise God or serve as prayers for God's presence, blessing, and guidance in the uniting of the couple and in the founding of a Christian home. All decisions regarding the appropriateness of music choices are the specific responsibility of the Director of Music Ministries and the Officiating Pastor, wedding programs should not be printed until all music choices have been approved.

The bride and/or the groom must meet with the Director of Music Ministries to discuss and select the music of the ceremony. This consultation should occur at least thirty (30) days prior to the wedding. The Organist or the Director of Music Ministries of FUMC shall play organ and/or piano for all weddings. Fees for the accompanist (organ/piano playing) are not a part of the fees collected by FUMC, and fee amounts will be determined at the discretion of the Director of Music Ministries. The bride and/or groom are responsible for these fees, payment being made directly to the accompanist. The accompanist will begin playing Prelude music 15-20 minutes before the ceremony begins.

With the approval of the Director of Music Ministries, instrumentalists (such as strings, brass, or woodwinds players) and vocalists are welcome to participate in the ceremony, as well.

Audio/Video Technicians

An Audio Technician will be provided and will be present 30-45 minutes prior to the wedding to conduct a sound check for all persons using church audio capabilities (microphones, recordings, etc.). The Audio Technician will remain throughout the ceremony. Only trained members of the church's Audio/Video team will be authorized to serve as Audio Technician for weddings.

Video recording from non-church sources is allowed for your ceremony (refer to the "Photography & Video" portions of this wedding policy for guidelines). Should you wish to utilize our church video recording capabilities, a Video Technician from FUMC is available for wedding couples who wish to receive a DVD reproduction of the ceremony. DVD recordings reflect the video-camera angles and sound capabilities offered with FUMC audio/video equipment. FUMC cannot guarantee a DVD recording to be professional in nature, though all attempts will be made to produce a quality recording. Refer to the "Fees for Weddings" portion of this wedding policy for church Video Recording and Video Technician fees.

The Rehearsal

The rehearsal is an integral part of the preparation of a wedding and should proceed reverently. The purpose of the rehearsal is to familiarize the wedding party with the procedure for the wedding, to enable them to be as comfortable as possible with the arrangements, and to enhance the beauty of the ceremony.

It is imperative that the wedding rehearsal begins promptly at the scheduled time. One (1) hour will be reserved for rehearsal. Rehearsal time does not include time for musicians to rehearse. All music rehearsing must be scheduled at other times as coordinated with the Director of Music Ministries or Organist. The officiating Pastor and/or the Wedding Coordinator will be in charge and present during the rehearsal.

No food or drink is permitted in the Sanctuary or the Chapel. Smoking inside any church building is prohibited. Alcoholic beverages and illegal drugs of any kind are forbidden anywhere on the premises of FUMC. No one under the influence of drugs or alcohol will be allowed to participate in the rehearsal. It is the responsibility of the bride and the groom to ensure that all members of the wedding party are informed concerning these matters.

The Ceremony

The church will open its doors two (2) hours prior to the wedding time and the Wedding Coordinator will arrive and be available at that time. Any florists, photographers, video technicians, and members of the wedding party may arrive at this time. FUMC Frisco will not accept any COD deliveries. Each wedding is allotted a contract time of four (4) hours. This allows two (2) hours before the service and two (2) hours following the beginning of the wedding ceremony. Final picture-taking and removal of decorations and flowers must be completed by the conclusion of the party's four-hour time allowance. If more time is needed before or after the service, the request is to be made in writing to the Wedding Coordinator at the time the facility is reserved. The Wedding Coordinator will then discuss any additional fees and arrangements.

Flower girls and ring bearers under three (3) years of age must be accompanied by an adult down the aisle and at the altar.

No food or drink is permitted in the Sanctuary or the Chapel. Smoking inside any church building is prohibited. Alcoholic beverages and illegal drugs of any kind are forbidden anywhere on the premises of FUMC. No one under the influence of drugs or alcohol will be allowed to participate in the wedding ceremony. It is the responsibility of the bride and the groom to ensure that all members of the wedding party are informed concerning these matters.

Photography & Video

Photographers and video technicians may arrive two (2) hours prior to the start of the ceremony.

So that the taking of pictures will not distract from the wedding service, flash photography or video-recording using lighting equipment may be used only during the procession of the bride and during the recession of the bride/groom. During the ceremony, photographs may only be taken without a flash and must be taken from the back of the Sanctuary or Chapel (closest to the entrance doors) – provided there are no distractions or noise-related issues. Following the wedding ceremony, the wedding party may return for photographs; flash photography and other lighting equipment may be used at this time.

Ushers should remind wedding guests that no photographs will be allowed during the ceremony.

It is the responsibility of the bride and/or the groom to inform photographers and video technicians of these policies prior to the wedding ceremony.

Flowers and Decorations

Decorations used for the wedding should enhance the chancel, not obscure it. Decorations should not hide the beauty of the chancel area, destroy the appeal of the church setting, de-emphasize the symbols of the church, or detract from the simple dignity and elegance that should characterize the wedding service.

So that furnishings are not damaged, decorations must not be attached to the pews, carpeting, or other furniture by pinning, gluing, nailing, tacking, or taping. Pew bows and ribbons will be permitted with the use of padded pew hooks. Neither floral arrangements nor decorations may be placed on or hanging from the altar table, piano, or organ.

A kneeling rail, unity candle, and candelabras are allowed for use in the wedding ceremony, and the Wedding Coordinator will work with the bride on placement of these items. Flower girls may only drop silk flowers down the aisle.

Deliveries of flowers and decorations may be made no further in advance than two (2) hours prior to beginning of the ceremony. Florists and decorators are responsible for all setup and cleanup of all decorations. The wedding party will be held responsible for any damage to church furnishings and belongings. All decorations must be removed by the conclusion of the party's allotted time schedule.

Receptions

Should the party wish to hold their wedding reception at FUMC, two reception areas are available for use: the *Gathering Area* (seats 250) and the *Family Life Center Gym* (seats 300). The church will provide tables and chairs. All other items must be brought in by the caterer or designated other. If the wedding party requests use of church kitchen facilities, a State of Texas certified Food Safety Manager who is trained in the use of FUMC kitchen equipment and approved by FUMC kitchen staff will be used. In addition to the reception fee (which covers costs for custodial setup and cleanup of Gathering Area), a separate fee will be assessed for the Food Safety Manager if church kitchen facilities are used. Please refer to FUMC Kitchen Ministry procedure document.

Receptions may last no longer than two (2) hours. Rice or confetti may not be thrown. Other suggestions include potpourri, birdseed, or flower petals; these items may only be thrown outside the buildings and must be thoroughly cleaned and discarded.

Music provided by live musicians and DJs is allowed during the reception. Bearing in mind the reception is occurring on church property, music for the reception (while not required to be sacred in nature) should be tasteful and representative of the dignity of the vows of marriage. Setup for musicians or DJs may be made no further in advance than two (2) hours prior to beginning of the ceremony.

Protection of Personal Items

FUMC is not responsible for lost, stolen, or damaged items belonging to members of the wedding party nor those attending the ceremony. Money, jewelry, and other valuables should not be left unattended on church premises.

FUMC will not receive deliveries of clothing (such as dresses or tuxedos) for storage prior to the ceremony. It is the responsibility of the wedding party alone to arrange, purchase (rent), retrieve, store, safeguard, and return ceremonial clothing, and FUMC is not responsible for clothing which may be lost, stolen, or damaged.

Fees for Weddings

Weddings are a time of celebration, and as such are a ministry of FUMC. Basic church expenses are covered in wedding fees, and fees are assessed by member/non-member status. Fees for officiating ministers and musicians are not included in the fees collected by FUMC, and payment of fees for ministers and musicians should be made directly to those persons.

Cost will not preclude an active church family from being married at FUMC. Please contact the Wedding Coordinator or FUMC Pastor for additional information or questions.

All Fees due to FUMC Frisco for Wedding and Reception, if applicable, must be paid in full **THIRTY (30) DAYS** before Wedding date.

If Wedding is cancelled within seven days of Wedding date AND FUMC Frisco has incurred cost associated with the Wedding, the deposit will not be refunded. Please contact the Wedding Coordinator for further information.

Member Fees

Member Status: Bride or Groom (or immediate family) are members of FUMC, Frisco for six (6) months or longer at the time of scheduling their wedding.

Wedding & Rehearsal:	\$900.00 (Sanctuary)	\$300.00 (Chapel)
	(Includes Wedding Coordinator and Audio Technician)	
Video Technician:	\$150.00	
Reception:	\$600.00 (Gathering Area)	\$400.00 (FLC Gym)

A **NON-REFUNDABLE** deposit of \$300.00 is required of members to confirm and hold wedding date on calendar. This deposit will be applied to the Wedding & Rehearsal fee.

Non-Member Fees

*Non-Member Status: Bride or Groom (or immediate family) are **not** members of FUMC Frisco for at least six (6) months at the time of scheduling their wedding.*

Wedding & Rehearsal:	\$1,800.00 (Sanctuary)	\$800.00 (Chapel)
	(Includes Wedding Coordinator and Audio Technician)	
Video Technician:	\$150.00	
Reception:	\$1,000.00 (Gathering Area)	\$750.00 (FLC Gym)

A **NON-REFUNDABLE** deposit of \$500.00 is required of non-members to confirm and hold wedding date on calendar. This deposit will be applied to the Wedding & Rehearsal fee.

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Fees for Weddings (continued)

Additionally, a **REFUNDABLE SECURITY DEPOSIT** check of \$1,000.00 is required of NON-MEMBERS due at the time of scheduling their wedding. The check will be held until after the wedding, and will be returned to the couple, provided:

- No member of the wedding party brings or consumes alcohol or illegal drugs on the campus of FUMC during the rehearsal, wedding, or reception.
- No damage is caused to the property of FUMC by the wedding party or guests during the rehearsal, wedding, or reception.
- Photographers, video technicians, florists, decorators, and all persons associated with the rehearsal, wedding, or reception abide by the terms of this Wedding Policy.