

WEDDING GUIDELINES & BUILDING USAGE POLICY

The Marriage Ceremony is a Workshop Service and is one of the most sacred rites which the minister performs under the ordination and authority of the church. All wedding ceremonies performed in this church have the blessing of the church. In order that you may have a sacred and dignified wedding ceremony, you are urged to make thorough preparations, spiritual as well as temporal. The minister and staff of the First United Methodist Church of Mont Belvieu wish to extend every memorable experience to you. Therefore, serious study and careful judgments have gone into the preparation of the church's wedding policies and guidelines.

Setting the date: A wedding date will be confirmed when the minister of this church has been consulted and the officiating minister is agreed upon through the Wedding Coordinator. The exact hour of the rehearsal and wedding must be fixed at the time the Sanctuary or Chapel is reserved by deposit and placed on the church calendar.

Members & Non-members: To be considered a member, the bride-to-be, groom-to-be, parent must be a current member of First United Methodist Church Mont Belvieu at the time the wedding is scheduled.

Special Times of the Year: Weddings are discouraged on Sundays and during Holy Week. Due to difficulties in securing adequate support staff, we generally do not schedule wedding rehearsals, weddings, or wedding receptions on the following days: New Years Day, New Years Eve, Thanksgiving Day, Christmas Eve and Christmas Day.

Minister: Pastor of First Methodist Church Mont Belvieu will officiate all weddings in the Church & Chapel OR will approve the use of another minister.

Rehearsals: The rehearsal should begin promptly at the scheduled time. Due to other scheduled activities, it is mandatory that the bride and groom-to-be ensure that all members of the wedding party, including ushers, are present and on time for the rehearsal. Church regulations prohibit smoking, tobacco products, alcohol or drugs on church property. No food or beverages will be allowed in the Sanctuary. Please bear in mind that the Minister and the Wedding Coordinator are in charge of the rehearsal. The rehearsal should last approximately one hour but no longer than one and one-half hours.

Personal Valuables: First United Methodist Church Mont Belvieu is not responsible for the safekeeping of the wedding party's or their personal items, such as wedding dresses, purses, jewelry, silver, glassware, etc, brought to the church for use in a wedding or reception. It is recommended that you assign a trusted friend to watch all personal belongings.

First United Methodist Church Mont Belvieu prohibits use of birdseed, rice, confetti, etc in the building or on the walkways, driveways or anywhere else on the property.

Your Wedding Coordinator

In order to insure that all ceremonies are services of worship, it is the policy of this church that the Wedding Coordinator oversee all weddings held in the sanctuary and chapel. You will find that your assigned Wedding Coordinator from First United Methodist Church Mont Belvieu will be an invaluable resource to you and can be relied on to assist you in the following ways:

~ **Your Wedding Coordinator** is aware of the church policies and will be there to help ensure that the church rules are followed and not deviated in any way.

1. ~**She** Will be able to tell you which rooms are available for dressing rooms.

2. ~The florist, photographer, caterer, etc, shall meet with your Wedding Coordinator prior to the day of the wedding and receive any special instructions from her.

3.~ She Will direct the wedding party on the day of the wedding.

4. ~ Wedding Coordinator will be present during the rehearsal dinner/reception (if applicable) and will oversee kitchen use and cleaning, and will open and close the building.

All weddings scheduled at First United Methodist Church of Mont Belvieu requires the services of our Wedding Coordinator.

Fees & Deposits

There are two facilities to choose from when deciding to have your wedding ceremony at First United Methodist Church Mont. Belvieu. Our historic Fisher's Chapel is a very popular choice, especially for a smaller wedding. We also offer our traditional Sanctuary in the main church building.

Sanctuary Fee \$700.00 **or** Chapel Fee \$500.00

Required Services:	* Minister's Fee \$225.00
	* Wedding Coordinator Fee \$200.00
	* Custodial Fee \$100.00
Recommended Services:	* Pianist Fee \$225.00
	* Sound Engineer Fee \$75.00 (Sanctuary)

Required Deposits

The deposit required to secure your special date is \$300.00. This is your security/damage deposit and is due at the time the reservations are confirmed. This fee will be fully refunded as long as the guidelines in this Wedding Policy are followed.

Receptions

All receptions held at First United Methodist Church Mont. Belvieu should be arranged in advance with the Wedding Coordinator. There is an additional fee for each event which includes usage of the fellowship hall for two (2) hours. Additional hours will be added at an hourly rate and must be pre-arranged, approved and put on the schedule.

- Reception in Fellowship Hall \$300.00
- Custodial Fee for Reception \$100.00
- Wedding Coordinator Fee for Reception \$100.00

Other Fees

There will be a \$35.00 charge (cash only) on all returned checks

Sanctuary & Secondary Rooms

The use of the Sanctuary:

- ~ Is limited to a ninety (90) minute rehearsal and a 3-hour (maximum) period the day of the wedding.
Arrangements to exceed these time limits must be made well in advance through the Wedding Coordinator.
- ~ Includes the use of existing silk plants and floral arrangements.
- ~ Includes the use of two (2) changing rooms – The Parlor & Community Room
- ~ The wedding party will be responsible for general pick up and the removal of wedding party supplied decorations, etc.
- ~ Prohibits food or beverages in the Sanctuary or the Chapel areas.
- ~ Prohibits moving any furnishings, paraments or other fixtures in the Sanctuary or from the altar, pulpit or lectern.

The use of the Fellowship Hall:

- ~ The wedding party or its caterer will be responsible for arranging furniture settings and returning them to their original positions. Extra tables/chairs may be stored in the closet in the Fellowship Hall in order to have deposits refunded.

Planning the Music for Your Wedding

Care should be taken that music selected for your wedding be appropriate. It will be as a part of a worship service in the context of a Christian wedding ceremony. You will want to choose music, which will enhance the sanctity of the ceremony. There is a wealth of beautiful music, instrumental and vocal, that is in harmony with the wedding vows and may be performed to the glory of God. Therefore, within the ceremony itself, reverence and discretion are the principal guides in the selection of music. In regards to the church service, a holy dignity is appropriate.

Music in a wedding should direct attention to God, who sanctifies the covenant of a Christian marriage. The couple must consult with the organist and /or musician before choosing music for the service. Legible copies of selected materials may be required for approval. The Pastor and Church Musician must approve any guest musicians at least three weeks before the wedding. The organ and grand piano are only available for the Church Organist and for approved guest musicians.

All musician fees should be paid separately and given to the Wedding Coordinator at the rehearsal for distribution the day of the wedding.

Please note: It is the Bride-to-be's responsibility to furnish any and all music to the musicians if requested and well in advance. If music needs to be transcribed or transposed, additional fees will apply.

Guest Musicians, Vocalists, etc: It is necessary for the musician(s) who will take part in your wedding to be at the wedding rehearsal. The musician(s) may practice separately at their discretion an hour before and no less than thirty (30) minutes before the ceremony.

Sound Engineer

A sound Engineer will be provided for weddings held in the Sanctuary. (See Fee Schedule)

Our Sanctuary sound system has CD, tape playback and video capability. The church has limited recording capabilities but can, in some circumstances, provide rudimentary recordings with prior notice and if the wedding party supplies the requisite recording tape. Your wedding coordinator can communicate your wishes with the Sound Engineer and recommendations can be made.

The Florist Agreement Contract

A beautiful sanctuary, such as ours, requires very simple decorations and does not lend itself to elaborate decorating. In keeping with this conviction, the church has carefully developed this policy to guide the family and the florist in making plans for a wedding at First United Methodist Church Mont. Belvieu. We earnestly request the cooperation of the family and the florist in not making any plans regarding decorations that are not in harmony with this policy. Friends and family members are requested to observe the same rules governing the professional florist.

1. The florist is asked to introduce his/herself to the Wedding Coordinator upon arrival at the Church and request special instructions before getting started.
2. Central symbols of the Church are not to be moved, removed, nor is their view to be obstructed by flowers or other decorations. This includes furnishings and par aments. (Pulpit, Altar, Cross, Lectern, Communion Rails, etc)
3. Only silk flower petals (not fresh) can be used by the flower girl and they must be picked up by the wedding party immediately following the ceremony.
4. No tacks, pins, nails, glue, tape, etc shall be used to fasten any decorations to the furniture or building. Only wrapped wire or ribbon holders that will not mar the pew ends shall be used to fasten any decorations or bows.
5. No Candles other than "Unity Candle" will be permitted.
6. Absolutely no rice, birdseed, bubbles, etc. can be brought into the Sanctuary or Chapel.
7. The building must be left in the condition in which it was found. Each florist who does a wedding in our church should be sent a copy of these instructions by the bridal party.
8. The florist must call the Wedding Coordinator at least one week in advance of the wedding to set a time for delivery and pick-up to the church. Decorations by the florist are not to be started until the day of the ceremony, as the air conditioning will not be left on overnight to preserve the flowers /or candles.
9. The florist will be responsible for any damage done to the building or furniture by him/her employees.
10. All decorations are to be removed by the florist and/or the wedding party immediately after the service. Other than the fresh flowers, nothing under any circumstances, should be left overnight. All property of the florist must be removed within one hour after the conclusion of the ceremony.

Name

Date

Company Name

Phone Number

Address

City, Zip

Name of Bride and/or Groom
I will be Serving
Belvieu

Please return this to:
First United Methodist Church Mont

Attn: Wedding Coordinator
P.O. Box 530
Mont Belvieu, Tx. 77580

The Photographer Agreement Contract

The wedding ceremony is a service of worship, and photographers, (amateur and professional) are asked to do nothing that would detract or distract from the reverence and meaning of the service. To protect the dignity and sacredness of the service, all photographers are required to adhere to the following guidelines.

1. The photographer and any personnel are required to dress professionally,
2. The photographer is asked to introduce themselves to the Wedding Coordinator upon arrival at the Church and request any special instructions before getting started.
3. The photographer may not stand on the pews or place heavy camera equipment on the pews or furniture in the church.
4. Flash photography will be at the discretion of the minister.
5. A stationary video camera may be manned in the choir loft or the balcony.
6. Photographs may be taken before and after the wedding. If pictures are taken before the wedding, the photography should be completed one-half hour before the scheduled beginning of the service. Any re-creations for purpose of pictures may be made immediately following the ceremony.

Name

Date

Company Name

Phone Number

Address

City, Zip

Name of Bride and/or Groom

Belvieu

I will be serving

Please return this to:
First United Methodist Church Mont

Attn: Wedding Coordinator
P.O. Box 530
Mont Belvieu, Tx. 77580

Caterers Service Agreement Contract

It is the responsibility of the bride and groom-to-be to review these instructions with the caterer, friends and family to avoid misunderstandings regarding these established policies. The reception planner or caterer should be named at the time facilities are reserved. We reserve the right to approve only those caterers who maintain high moral and ethical standards in the conduct of their profession.

- The caterer is asked to introduce his/herself to the Wedding Coordinator upon arrival at the Church and request any special instructions before getting started. The Wedding Coordinator will be present during the rehearsal dinner/reception and will oversee kitchen use and cleaning and will open and close the building.
- Alcoholic beverages are strictly forbidden on church property. There is NO use of tobacco products allowed inside the church facilities.
- Birdseed, rice, confetti, etc. is strictly prohibited and not to be thrown in the building or on the walkways or driveways of the church facilities because of the difficulty of proper cleanup. The wedding party or its caterer will be responsible for arranging furniture settings and returning them to their original positions. Extra table/chairs may be stored in the closet in the Fellowship Hall.
- The wedding party will be responsible for all pick-up and clean-up duties. If these items are not taken care of, the deposit will not be refunded.
- The reception planner or caterer will furnish linens, silver, crystal, punch bowls, dishes, etc. as required.
- Kitchen and Fellowship Hall cleaning and straightening is the responsibility of the caterer or family. All counters cleaned thoroughly, sinks washed out, etc.
- All trash should be placed in the appropriate receptacles.

I have read the above procedures and understand how the procedures apply to my work at First United Methodist Church Mont Belvieu. I further understand that failure to comply with these procedures will mean forfeiture of my privileges at the Church.

Name	Date
Company Name	Phone Number
Address	City, Zip
Name of Bride and/or Groom	Please return this to : First United Methodist Church Mont
Belvieu I will be serving	Attn: Wedding Coordinator P.O. Box530 Mont Belvieu, TX 77580

Your Wedding Contract

Name of the Bride _____

Address _____ City _____ State _____ Zip _____
Home Phone _____ Work Phone _____
Cell Phone _____ E-mail _____

Name of Groom _____

Address _____ City _____ State _____ Zip _____
Home Phone _____ Work Phone _____
Cell Phone _____ E-mail _____

Please provide two additional contact persons and phone numbers:

1) Name _____ 2) Name _____
Phone _____ Phone _____

Date of Rehearsal _____ Time _____ Facility _____
Maximum of 90 minutes

Date of Wedding _____ Time _____ Facility _____
Maximum of 3 hours

In requesting the use of First United Methodist Church Mont. Belvieu, we agree to maintain the same in good condition and assume full responsibility for any damages that may result from the use of the facility. We agree to abide by the policies and procedures of First United Methodist Church Mont. Belvieu. as set out in the Guidelines which have been given to us, including, but not limited to: No tobacco, alcohol or drugs on the premises. We understand that if the policies and procedures as outlined are violated during the rehearsal or any time of the day of the wedding, the event will be terminated immediately and will not progress further. The fees (including damage deposit) will not be reimbursed. We agree to inform those people who are participating in our wedding of the policies concerning the use of First United Methodist Church Mont. Belvieu. And understand that they are responsible to follow any and all guidelines. We further agree to indemnify First United Methodist Church Mont. Belvieu. Representatives from any loss, damages, expenses that may arise as a result of this Agreement. We understand that all fees are due and payable in full (30) days prior to the first date of use. We understand that all fees are to be given to the Wedding Coordinator for processing. We understand our deposit does not guarantee to hold the date(s) and time(s) requested until this contract is received and approved by the Wedding Coordinator. We have read all sections of this policy, encompassing ___ pages and agree to abide by all the policies as directed in the First United Methodist Church Mont. Belvieu Wedding Policy Packet, entitled "Celebration of Marriage"

Signature of Bride _____ *Date* _____

Signature of Groom _____ *Date* _____

Summary of Fees and Personnel

Fees

(Check all that apply)

<input type="checkbox"/> Security/Damage Deposit* (\$300) (refundable)	<u>300.00</u>
* Note – the \$300 deposit will be deposited into the church’s bank account. After the wedding, the deposit will be refunded by a check from the church according to the policy guidelines.	
<input type="checkbox"/> Sanctuary (\$700.00) / Chapel (\$500.00)	_____
<input type="checkbox"/> Minister’s Fee (\$225.00)	_____
<input type="checkbox"/> Wedding Coordinator (\$200.00)	_____
<input type="checkbox"/> Custodial Fee (\$100.00)	_____
<input type="checkbox"/> Organist/Pianist (\$225.00)	_____
<input type="checkbox"/> Sound Engineer (\$75.00)	_____
<input type="checkbox"/> Reception in Fellowship Hall (\$300)	_____
<input type="checkbox"/> Custodial Fee for Reception (\$100)	_____
<input type="checkbox"/> Wedding Coordinator Fee for Reception (\$100)	_____
<input type="checkbox"/> Other @ an hourly rate of \$50 per hr. x ___ hrs.	_____
<input type="checkbox"/> Returned Check Fee (\$35.00)	_____

TOTAL AMOUNT DUE:

Balance Due (at least 30 days before Rehearsal Date):

Officiating Pastor: _____

Name

Number

Musicians: _____

Contract Approved By wedding coordinator: _____ Date _____

The security/damage deposit will be refunded in accordance with this policy. FUMCMB has thirty (30) days from the Wedding Date to refund the security/damage deposit.

Mail To: _____

Date Mailed: _____ Check Number _____ Amount _____

	Date	Amount Pd	Ck #	Balance
Payments:	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

Wedding Application Checklist

Step 1

1. _____ Complete and return the Wedding Contract.
2. _____ Include \$300.00 Deposit Check.
3. _____ Return Summary Sheet.

The Wedding Coordinator will contact you to schedule a meeting for Contract Filing when this checklist is completed and returned. (All items listed above must be completed before contacting the Wedding Coordinator.)

Step 2

1. _____ The Wedding Coordinator will review your application for final scheduling and approval.
2. _____ You will be notified of the final approval. When this is done, you can proceed with your wedding plans.

Step 3

1. _____ At least one month before your wedding date, floral, photographer and caterer contacts must be given to the Wedding Coordinator.

Agreement on File

Florist: _____	Yes _____	No _____
Photographer: _____	Yes _____	No _____
Caterer: _____	Yes _____	No _____
Other: _____	Yes _____	No _____

2. _____ Final payment of your contract is due (30) days before the rehearsal date.
3. _____ The marriage license should be given to the minister at the rehearsal along with the envelope and the address where it is to be mailed.

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