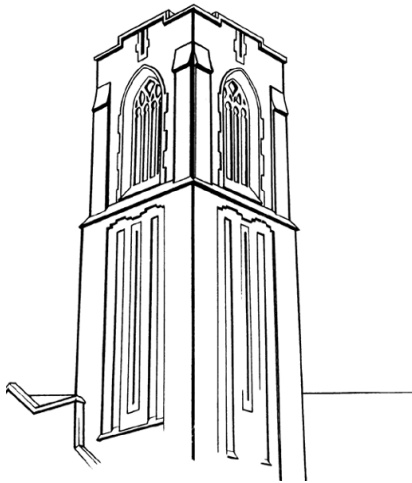


*Weddings at  
First United Methodist Church  
Waxahachie, Texas*



*505 West Marvin Avenue  
Waxahachie, Texas 75165  
Phone: 972.937.4400 - Fax: 972.923.2311  
Website: [www.fumcwaxahachie.org](http://www.fumcwaxahachie.org)*

**First United Methodist Church**

505 W. Marvin  
Waxahachie, Texas 75165  
972.937.4400

**Clergy**

Rev. Ron Bellomy, Senior Pastor

**Wedding Scheduling**

**&**

**Business Office**

Linda Mitchell  
lindam@fumcwaxahachie.org

**Director of Music**

Andy Truex

**Organist**

Linda Weiss

**Facilities**

Mark Baker

*2018*

# *First United Methodist Church*

## **Wedding Guide**

### **Christian Marriage**

We are pleased you are looking to have a Christian service at First United Methodist Church, Waxahachie. We are here to help you make this special time in your life a loving and rewarding memory. We do, however, have certain requests and set rules for using God's facility. Please take the time to read very carefully the Wedding Policy designed to protect you and this facility. When you have read and understand the policy, please sign the last sheet of this policy. Thank you, and God's richest blessings on your life journey together.

### **Purpose of a Church Wedding**

The Service of Christian Marriage is one of the sacred rituals of the church, a worship service that marks the beginning of a lifelong covenant of grace for the bride and groom. First United Methodist Church Waxahachie views a church wedding as a joyful, sacred worship service. It is the desire of the church to provide a wedding in harmony with Christian principles.

More than simply a physical union, Christian marriage is the uniting of two spirits, two children of God and two families. It is a partnership in which each person respects the rights and privileges of the other, a skilled oneness which comes with practice and patience. Marriage is one of the most important decisions you will make and no human ties are more sacred or tender than those you will make with God and each other.

The church itself is dedicated to the glory of God and used for the administration of Christian sacraments, public worship, private prayer, weddings, funerals and other activities of the church and its organizations. Please be reverent to the facility and mindful of its purpose.

For weddings, an ordained clergy member must officiate. It is not mandatory they be United Methodist Clergy; however, permission must be granted by the Senior Pastor of FUMC, Waxahachie, if another clergy is invited to officiate. It is also required that the desired clergy call the Senior Pastor at 972.937.4400 so your desired clergy may be properly invited to hold this wedding in First United Methodist Church of Waxahachie.

## Rehearsal

The purpose of the rehearsal is to provide each member of the wedding party confidence in their responsibility to the bride and groom. All wedding party members are requested to be on time and dressed appropriately for the rehearsal. Rehearsals will be scheduled between 5:00 and 7:00 p.m. unless the Church Representative and presiding Pastor have approved alternate arrangements. The facility will be open 30 minutes prior to the rehearsal. The rehearsal will be approximately one hour in length allowing the wedding party to rehearse the ceremony at least twice. The maximum amount of time for a rehearsal dinner is two (2) hours. The event must end at or before 9:00 p.m.

## Responsibilities of Church Staff

FUMC has a dedicated staff of professionals who want your wedding to be the best it can be. Our custodian is an employee of the church and will be paid by the church from your Member or Non-Member Fee. The pastor and/or musicians will not be paid by the church and will expect to receive an appropriate honorarium for their time. The Business Office can advise you of the appropriate amount.

For the most part, weddings require the employees to schedule (in addition to their normal duties) a Friday evening and at least half a day on Saturday. Usually this amounts to overtime hours. It is a big commitment for our staff and we take it seriously. We ask that you honor their commitment to our church and to your family by being courteous and respectful.

With all this in mind, we have arranged for all of the following personnel to be available for your wedding. If you choose not to use them, that is your decision but the fee will remain the same.

## Church Representative

A Church Representative will be available at the rehearsal and the wedding. This is the Church's official representative and your main contact for the wedding. He/she will meet with you prior to the wedding to make arrangements for opening and closing the building for all the wedding events. He/she will be on hand to assist you with details and decisions that may occur and will if needed coordinate the entrance and exit of all participants and family during the ceremony. We are happy to do this if you do not have a wedding hostess. Other duties are stated in this manual.

## Custodian

A Custodian will be available during the ceremony and any other wedding events to handle building maintenance or cleaning issues that may arise. He/she will also be available for basic audio service in the sanctuary. The Custodian will work with the Church Rep. to insure the building is open and that Heating and Air Conditioning are available. Every effort will be made to make the building as comfortable as possible, but please be aware **if your wedding is in Fall or Spring, that our systems cannot be switched back and forth on a moment's notice.**

## Reserving the Church

### Setting the Date

Before any date is added to the Waxahachie FUMC calendar, it must be approved by the **Church office, and the fee paid.** Contact Linda Mitchell at 972.937.4400 to check available dates.

- **Members & Non-Members** must first obtain a **Calendar Request** form from the Church Office and return it with the Building Use Fee. **This fee will secure the re-quested date and is NOT REFUNDABLE in the event of cancellation.**
- Members are required to pay a \$250.00 Building Use Fee. ***A member is defined as having been an active member for at least 12 months prior to the date of the wedding.***
- Non-Members are required to make a \$250.00 Building Use Fee plus a \$250.00 damage deposit. The damage deposit may be refunded upon final inspection of the facilities if the building is left clean and with no damage. No refund will be made of the Building Use Fee in the event of cancellation.

A Calendar Request to secure your desired date may be made up to two (2) years in advance. Confirmation of this date must be made six (6) months prior to your wedding. If a change of date or time occurs, you must contact the Church Office immediately to ensure the building is available.

**Weddings will not be scheduled on the following weekends and/or holidays:**

<b>The Lenten Season</b>	<b>Advent Season</b>
<b>Easter Weekend</b>	<b>Christmas Eve</b>
<b>Memorial Day Weekend</b>	<b>Christmas Day</b>
<b>July 4th Weekend</b>	<b>New Year's Eve</b>
<b>Labor Day Weekend</b>	<b>New Year's Day</b>
<b>Thanksgiving Weekend</b>	

### Music

Only the staff organist of this church shall play the church's organ. The organist will meet with the couple to discuss musical selections for preludes, processions, and the recessional at least 3 months prior to the scheduled wedding date. If the staff organist is to accompany a soloist, the music must be submitted to the organist at least four (4) weeks prior to the wedding date. A rehearsal time can be arranged between the soloist and organist. The organist will share with the bride and groom the different types of music that will be suitable for a Christian ceremony. When the couple makes their deposit to calendar the selected wedding date, the church office representative will share the phone number of the organist and it will be up to the couple to make the contact immediately. It is vital that the organist is contacted well

## **Audio-Visual Technician**

An Audio-Visual Technician will be available for any wedding ceremony in the sanctuary that requires the use of audio-visual equipment beyond the basic sound system. It is highly recommended that live music be used for the ceremony. The A/V Tech must be used for receptions or rehearsal dinners when anything other than basic sound (mic) is required.

## **Musicians**

We are happy to be able to offer you the benefit of our fine musical instruments. We also have highly trained and very talented professional musicians available to play at your wedding. We ask that you take advantage of these gifts and encourage you to employ them for your wedding. Their contact numbers are available from the church office.

## **Other Information**

The sanctuary plus the balcony seat approximately 350 people and the chapel will seat approximately 100. If you choose to use the Family Life Center for your reception there are 50 round tables, 60" in diameter, and several rectangular tables, 6' in length.

**Smoking is not allowed in any part of the Church or Family Life Center. Use of alcoholic beverages or illegal drugs is not permitted on church property.** Any person who appears to be under the influence or is the cause of any kind of disturbance will be asked to leave the property. No animals except service animals will be allowed in any of the facilities.

All decorations, equipment and delivery cartons will need to be removed immediately following the ceremony. The only approved tape allowed is Scotch Brand 3M Magic (removable). The use of any other tapes, tacks, nails, hooks or other similar materials on walls or tables is prohibited. Confetti is not allowed. Candles must be enclosed and are only allowed at weddings. The sanctuary, dressing areas, Banquet Hall and Family Life Center must be returned to their original condition. No food or drink is allowed in the parlor. FUMC, Waxahachie will not be responsible for theft or damage of any item left unattended in the building or to vehicles parked on church property. It is imperative that anything of value be guarded and not left unattended at any time.

**Please remember!** The responsible party must reserve the facilities with the Church Office, sign the **Wedding Policy Agreement Form** and pay the **Building Use Fee** to ensure the date before your wedding can be calendared. We cannot reserve a date until the deposit is received in the church office with the proper forms signed.

## **Liability Release**

The bride and groom must sign a form releasing FUMC, the personnel or staff members of liability in the event a problem occurs during the rehearsal, wedding or re-

## **Reception**

The Banquet Hall, Family Life Center and kitchens will be open two (2) hours prior to the wedding unless prior arrangements have been made with the Church Representative and additional fees paid.

It is the responsibility of the wedding party or the one named responsible by the bride and groom to set up and take down tables and chairs as needed for the reception. The name/or names of the ones responsible shall be given to the Church Representative at least two (2) months in advance along with a phone number as a contact. This will assure the church that plans have been put in place to take care of this important task. If the facility is not left in order as found, the Damage Deposit cannot be refunded.

Caterers must remove all personal equipment and leave the kitchen clean. Caterers are not allowed to use any glass ware or utensils belonging to the church. The name of the caterer must be given to the Church Office along with a phone number as a contact. It is the responsibility of the ones designated by the bride and groom to walk through and be sure all is clean and in proper order. If items have been left by the caterer, it will be the responsibility of the same person doing the walk through to remove what has been left and returned to the proper person. All items must be removed immediately after the dinner or reception is over.

The Church Representative will approve set up and oversee the cleanup of the facilities.

## **Decoration of the Sanctuary or Chapel**

On the altar/chancel area candles used for your wedding must be spring loaded taper candles or oil filled candles. For extra protection to the wooden floor area and the carpet area, it is advised that you use protective floor coverings. If you plan to use a Unity Candle they must be spring loaded tapers or oil filled candles.

Pew Bows may be used but must be attached to the pews with elastic, ribbon, tulle, rubber bands, or bow clips. By no means should tacks, nails, glue, staples or adhesive strips be used to anchor any decorative item to the pews or any other area of the sanctuary.

The narthex can be decorated under the same policy procedure as the sanctuary.

**The congregation of First United Methodist Church wish for you happiness in your life together and sincerely hope your wedding will be a sacred and beau-**

## **Photography/Video**

Photographers should be considerate of the sanctuary/chapel areas while working. You will need to make them aware that they are attending a worship service. The pews, tables and chairs are not to be used to elevate photographers or equipment. Photography is not permitted during the wedding ceremony. Pictures may be taken during the procession and recession. Single and group pictures may be taken up to 2 hours prior to, or immediately following the ceremony.

Videos may be taped from the balcony or from a tripod during the wedding ceremony. The position of the stationary tripod must be approved by the Church Representative. This will insure no interference is made during the wedding ceremony.

## **Day of Wedding**

**All weddings must begin between the hours of 10:00 a.m. and 7:00 p.m. and the facility must be returned to original condition no later than 9:00 p.m.**

The Church Representative will be at the church to oversee the use of the facilities and be available to assist in the coordination of activities as requested by the bride and groom

The church will open two (2) hours prior to the scheduled wedding time. This will only be changed with the approval of the Church Office and must be done well in advance of your wedding date. It is suggested that all members of the wedding party arrive no later than 1-1/2 hours prior to the wedding.

You will need to inform the photographer of the two (2) hours in advance of wedding policy. This means that the building will be unlocked for taking wedding pictures two (2) hours prior to the wedding ceremony. If more time is needed an approval will need to be made in advance with the Church Representative. The Church Representative will also assist the pastor at the rehearsal and wedding. If requested, the Church Representative can coordinate the participants in the processional and recessional and the seating of parents, grandparents and guests.

The Church Representative will oversee the use of the facilities and be available to assist the bride and groom in coordinating the use of the facility and arrangement of activities of the wedding.

For the protection of the wedding guests and the extra cost of cleaning the facility and grounds, it is the policy of FUMC of Waxahachie to not permit rice, bird seed or confetti to be thrown at the newlyweds on church property, inside or outside or the release of live birds. Bubbles may be used outside of the building only.



**Receipt of Wedding Policy  
First United Methodist Church  
Waxahachie**

Date of wedding \_\_\_\_\_

Date signed receipt of wedding policy returned to Church  
Office: \_\_\_\_\_

Please print names:

Bride \_\_\_\_\_

Groom \_\_\_\_\_

I/We have read the wedding policy and schedule of fees for use of First United Methodist Church, Waxahachie. I/We agree to adhere to all rules, regulations and fees stated in the policy handbook and understand if there is any damage or abuse of any facility the initial deposit will be forfeited.

Please sign below:

Bride \_\_\_\_\_

Groom \_\_\_\_\_

I will assume responsibility for the wedding party (must be a family member) in adhering to all church policies.

N a m e o f r e s p o n s i b l e p a r t y

\_\_\_\_\_

(Print)

P l e a s e s i g n :

\_\_\_\_\_

Phone #: \_\_\_\_\_

Date deposit received \_\_\_\_\_ A m o u n t

\_\_\_\_\_

R e c e i v e d b y :

\_\_\_\_\_