

# Wedding Policy

*White's Chapel United  
Methodist Church*



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185 South White Chapel Boulevard \* Southlake, Texas 76092

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## **WELCOME**

Your wedding is the Christian celebration of your love and commitment to each other and to God. At White's Chapel United Methodist Church, we want to minister to you, through your wedding service. This sacred ceremony, in which you enter into a covenant with God and one other, creates the foundation for your marriage. By choosing to use a representative of God, and God's Church, you are inviting God's presence in your wedding and purposely asking for God's blessing upon the marriage.

## **SCHEDULING OF WEDDINGS**

The scheduling of a wedding is arranged through our Church Wedding Coordinator, Annalisa Edgar. She will explain the details of all policies of White's Chapel United Methodist Church.

We do not schedule weddings during specific holiday weekends or church event weekends. Specifically: the week before and of Thanksgiving, the month of December, Christmas, Palm Sunday, Easter, Fourth of July.

Please be sure to check with the Church Wedding Coordinator to ensure your date is available.

**You may arrive two hours before the scheduled time of the wedding and must be out an hour after the conclusion of the ceremony.** Arriving earlier or staying later than the designated time set by the church will result in an additional fee.

Tentative dates may be checked by telephone or email. However, final arrangements must be completed and finalized by the bride, groom, or parents by submitting a signed contract, fee schedule, and placing a non-refundable deposit. Only after these requirements have been met, will the wedding be placed on the church calendar. Our pastors also perform offsite weddings.

## **DEFINITION OF MEMBERS & NON-MEMBERS**

For purposes of this policy book, "member" of White's Chapel UMC means the bride or groom, parents or grandparents of the bride or groom, or children of the bride or groom who have been members for at least six (6) months prior to date of booking.

"Non-members" are persons who either do not attend White's Chapel United Methodist Church or who have been official members for less than six (6) months at the time of scheduling.

Non-members may schedule their weddings **up to** one (1) year in advance of wedding ceremony date. Members may schedule as far in advance as the church calendar permits.

## **FACILITIES AVAILABLE**

For larger weddings, our beautiful church sanctuary is available. It seats 2,500 but is still perfect for a wedding with 150 guests. Our stunning Grace Chapel seats 225 guests and, for a more intimate wedding, our lovely Walton Chapel/SPELL Chapel seats 65 guests.

### *For Weddings:*

Sanctuary - *Capacity: 2500*

Grace Chapel – *Capacity 225*

Walton Chapel/SPELL Chapel – *Capacity 65\**

*\* This is a firm number and limits the number of attendants to 3 each. Guests numbering more than 65 total will be required to use the Sanctuary/ Grace Chapel for their wedding.*

## **WEDDING FEES: SANCTUARY, GRACE CHAPEL & WALTON CHAPEL**

### **Sanctuary Wedding:**

\$1850.00 Members (Six months minimum) \$2400.00 Non-Members

- \* Traditional Sanctuary with center aisle that seats 2500
- \* Sanctuary available for one hour on rehearsal evening
- \* Sanctuary available for three hours on day of wedding
- \* Includes fee for all staff members: minister (counseling sessions required), church wedding coordinator, organist/pianist, sound technician and custodian
- \* Two eight-candle candelabras available for use
- \* Pre-planning with church wedding coordinator

### **Grace Chapel Wedding:**

\$1425.00 Members (Six months minimum) \$1950.00 Non-Members

- \* Traditional Chapel with center aisle that seats 225
- \* Grace Chapel available for one hour on rehearsal evening
- \* Grace Chapel available for three hours on day of wedding
- \* Includes fee for all staff members: minister (counseling sessions required), church wedding coordinator, organist/pianist, sound technician and custodian
- \* Pre-planning with church wedding coordinator

### **Walton Chapel or SPELL Chapel Wedding:**

\$1000.00 Members (Six months minimum) \$1500.00 Non-Members

- \* Historic Walton Chapel or SPELL Chapel provides an intimate setting and center aisle
- \* Holds 65 guests and 3 attendants' maximum each (More guests and attendants require use of Sanctuary or Grace Chapel)
- \* Walton Chapel or SPELL Chapel available for one hour on rehearsal evening
- \* Walton Chapel or SPELL Chapel available for three hours on day of wedding
- \* Includes fee for all staff members: minister (counseling sessions required), church wedding coordinator, pianist (n/a for SPELL Chapel) and custodian
- \* Pre-planning with church wedding coordinator

### **Additional Fees:**

- \* \$500 non-refundable deposit is required to hold the date. This is due at time of signing and is applicable towards the balance.

## **REFUNDING OF FEES**

The wedding deposit is non-refundable.

## **ADDITIONAL POLICIES**

Regrettably, the church has encountered situations where failure to abide by, or follow, our policies have resulted in damage to our church.

To combat the problem, WCUMC will require a valid credit card number to be held until your wedding is completed. A charge of \$500 will be applied if there is failure to abide by any policies outlined in this document. This number will not be entered into any database and will be immediately destroyed after the determination that any policies have not been broken.

It is with regret that it has become necessary to institute this policy. We sincerely hope that you accept the reasons behind its necessity.

### **WEDDING COORDINATOR**

Our Church Wedding Coordinator is available for pre-wedding consultation regarding the details of the rehearsal and of the wedding ceremony. Rehearsals may need to be rescheduled if another wedding or church event needs the space during that time.

Only our Church Wedding Coordinator will conduct the rehearsal; the Coordinator will also assist the minister and the wedding party in the process of the ceremony. Due to the nature of planning a worship-filled wedding ceremony, we do not plan *wedding ceremonies* with outside wedding planners, family members or friends as a substitute for the bride or groom.

It is the bride and groom's responsibility to maintain contact with the WCUMC Wedding Coordinator to ensure the ceremony is presented at its best. The Church Coordinator, Annalisa Edgar, may be contacted at (817) 481-4147 (office), (817) 368-9517 (cell), or [aedgar@whiteschapelumc.com](mailto:aedgar@whiteschapelumc.com).

### **OFFICIATING MINISTER**

Only a WCUMC ordained Deacon or Elder in the United Methodist Church may officiate weddings in this church. The WCUMC officiating minister may invite another ordained minister to assist by contributing a prayer, scripture or brief words. This is completely at the discretion of the WCUMC officiating minister. Any other person assisting in the service must be approved by the WCUMC officiating minister.

Please understand that any requests for a minister based on gender will not be granted, as The United Methodist Church fully recognizes the ordination of women and men in the life of the church.

Members may request any of the clergy staff to perform their wedding. Non-member weddings will be assigned a clergy staff member according to the church's schedule.

The order of service, scriptures, and all bulletins must be approved by the officiating minister.

### **OBTAINING A MARRIAGE LICENSE**

Marriage licenses are issued and filed at the county level, and marriage registration is primarily a county level function. A couple who intends to be married in Texas must apply in person for a marriage license at a Texas County Clerk's Office. The application for a license must be signed by both the bride and groom in the presence of the county clerk. If this is not possible, any adult or the other applicant may apply on behalf of the absent applicant. (Certain terms must be met. Contact your County Clerk for details.) Applications must be filled out and Social Security Numbers and Proof of Age and Identity must be shown. (i.e. Certified Birth Certificate, Drivers License).

As of September 1, 2008, couples who go through the State of Texas approved Marriage Education Class (House Bill 2685) will not have to pay the \$60 State portion of their marriage license fee. They still pay the smaller county portion, which varies by county. The class requirement can be met through **completing** the pre-marital counseling our WCUMC Ministers provide/require.



There must be at least 72 hours between the date and time of issuance of a license and the time the ceremony occurs (i.e., the license must be 72 hours old at the time of the wedding) unless one applicant is on active duty in the armed forces, or a waiver is granted. (See County Clerk for more details.) A marriage license is valid for 90 days; so with the 72-hour waiting period, there is an 87-day period in which the marriage ceremony can take place.

The pastor can only perform weddings in full accordance with the law. Please do not overlook the necessity for careful compliance. The wedding cannot take place without a marriage license. *The license is to be given to the Church Wedding Coordinator at the rehearsal along with an addressed envelope.*

### **MUSIC**

The wedding is a service of worship at which a man and a woman come to unite their lives in the presence of God and in the company of those dearest to them. The music for their wedding should reflect this Christian joy. Our organists/pianists are familiar with a wide variety of literature and will be happy to assist the bride and groom in finding sacred music which reflects the couple's unique feelings yet upholds the integrity of the worship service. All musical selections will be discussed with and approved by the officiating minister and/or the Church Wedding Coordinator. **Only the staff organists of this church shall play the church's organs.** The Church Wedding Coordinator will be happy to arrange for one of our excellent vocal soloists at an additional fee, if desired. If the bride or groom asks a friend to sing at the wedding, a rehearsal time can be arranged with the musician. If our staff musician is to accompany a soloist, the soloist must have the music prepared and submitted to the WCUMC staff musician at least four (4) weeks before the scheduled rehearsal. Staff musicians do not attend rehearsals, as the music details are planned at an earlier conference.

### **REHEARSALS**

Rehearsals will be conducted exclusively by our staff Church Wedding Coordinator, in cooperation with the officiating minister, if he or she is present. Members of the wedding party are reminded that throughout the entire rehearsal they are in a holy place dedicated to the worship of God. Wedding parties and guests are expected to dress and act accordingly. Rehearsals must begin promptly and proceed in a dignified manner. Rehearsal may be moved or cancelled due to other church events/weddings being scheduled during that time.

Punctuality is imperative for a thorough rehearsal. If a wedding party is over 15 minutes late to a rehearsal, it may result in the cancellation of the rehearsal.

Rehearsals are held on the day preceding the ceremony and forty-five (45) minutes are allowed for each. All rehearsals are held at 5:00.

Rehearsals are usually unnecessary if the wedding attendants do not exceed one each for the bride and groom. These plans can be arranged with our Church Wedding Coordinator. ***Staff musicians do not attend rehearsals, as the music details are planned at an earlier conference.***

## **DECORATIONS IN THE SANCTUARY**

White's Chapel United Methodist Church uses particular sets and decorations in conjunction with the Sunday worship themes in our sanctuary. These items shall remain in place for sanctuary weddings.

## **WEDDING DECOR**

The WCUMC Facilities may be decorated by a responsible florist who will be held responsible for any damage to church property and its immediate correction and to ensure that the items brought in will be removed immediately following the wedding ceremony. There is no overnight storage.

Candelabrum may be used in your decorating. These candles must be either votive candles or cylinders containing candles on a spring. Due to past wax damage **WAX TAPERS ARE NOT PERMITTED**. Bows with or without small greenery or flowers may be hooked or tied (**NO TAPE**) to the ends of the pews.

A unity candle on its own stand may be used. **Protective floor covering must be used under all candles placed in the Sanctuary, as even the wax from metal cylinders has been known to drip to some extent.** Furniture may not be moved. Only silk flower petals may be thrown. The center aisle must be available for guest seating and may not be roped off.

**NO TACKS, PINS, GLUE, NAILS OR TAPE OF ANY KIND MAY BE USED TO FASTEN ANY DECORATION TO THE FURNITURE OR BUILDING.**

The bridal couple and florists will be held responsible for any damage done to the building and/or furniture and are responsible for cleaning wax from floor and furniture should an accident occur. Failure to do so, as well as failure to remove all non-expendable decorations immediately after the wedding, may result in forfeiture of participating in future weddings at White's Chapel.

## **WEDDINGS DURING ADVENT AND LENT**

The church campus is decorated beginning with the first Sunday of Advent. Christmas greenery, poinsettias, etc. are used. Once these decorations are in place, they are not to be removed. Additional floral arrangements are not needed.

Likewise, the campus of WCUMC is decorated with the first Sunday of Lent. Greenery is used. Once the decorations are in place, they are not to be removed. Please discuss arrangements with our Church Wedding Coordinator so you will understand these special decorations.

## **PHOTOGRAPHY / VIDEOGRAPHY**

In order to maintain the integrity of the worship experience, proper camera placement is imperative. The Sanctuary, Grace Chapel and Walton Chapel have very specific guidelines for when and where photographs may be taken. Please consult the WCUMC Wedding Coordinator for direction and guidance. Failure to do so may result in forfeiture of participating in future weddings at White's Chapel.

## **MISCELLANEOUS**

Smoking in White's Chapel United Methodist Church is strictly forbidden. **ALCOHOLIC BEVERAGES OR DRUGS OF ANY KIND ARE FORBIDDEN ANYWHERE ON THE**

PREMISES. This includes the parking lots and dressing rooms. The officiating minister may refuse to perform a wedding at which a member of the wedding party is under the influence of alcohol or drugs. It is the responsibility of the persons planning for the wedding to see that all members of the wedding party are informed concerning these matters. In addition, the carrying of firearms is strictly prohibited. **RICE, BIRD SEED OR CONFETTI MAY NOT BE THROWN.**

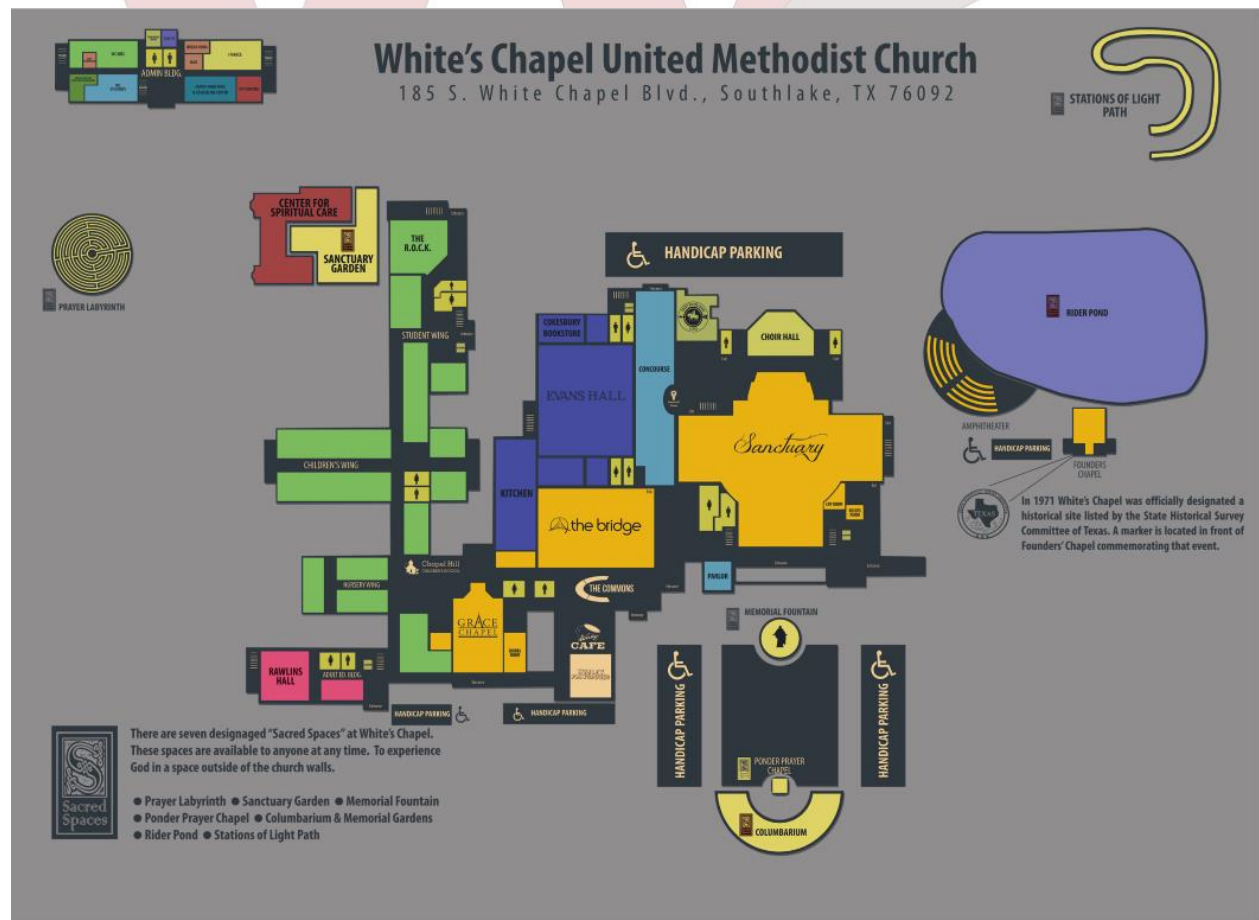
### **RESPONSIBILITY FOR SAFEKEEPING PERSONAL ITEMS**

Every possible effort will be made to protect personal items such as wedding dresses, purses, etc. However, **THE CHURCH CANNOT BE RESPONSIBLE FOR SUCH ITEMS IF LOST, STOLEN OR DAMAGED.** It is imperative that money, jewelry and other valuables not be left unattended in the bride's room but entrusted to a reliable person of the family's choice, or preferably, not be brought into the church at all.

### **UNITED METHODIST BOOK OF DISCIPLINE**

All weddings at White's Chapel United Methodist Church must fall in accordance with the United Methodist Church Book of Discipline.

### **PARKING AND CAMPUS MAP**





The staff of White's Chapel United Methodist Church wishes for your every happiness in your life together and sincerely hopes that your wedding in our church will be a sacred and beautiful occasion.

**These policies and procedures were adopted by the Administrative Board  
of White's Chapel United Methodist Church.**

