

WEDDING POLICIES AND PROCEDURES

It is with joy that St. Andrew United Methodist Church shares its ministries with you through your Christian marriage. Your wedding is a service of Christian worship and symbolically reflects the Christian view of marriage. The ceremony is one of the most sacred and beautiful of all the worship services of the church.

Jesus said, "From the beginning of creation, God made them male and female. For this reason a man shall leave his father and mother and be joined to his wife, and the two shall become one. So they are no longer two but one. What therefore God has joined together, let not man put asunder." (MARK 10:6-9)

St. Andrew United Methodist Church is a friendly, warm and caring church. Let us serve you in a way that demonstrates the love of Jesus Christ our Lord. The staff of St. Andrew United Methodist Church wishes happiness for you in your life together and sincerely hopes that your wedding in our church will be a sacred and beautiful occasion. You are invited to participate and be a part of the St. Andrew family.

WEDDING COORDINATOR

The church provides a Wedding Coordinator 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 Coordinator is the source of information regarding wedding procedures at St. Andrew UMC 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.

The couple must contact the Wedding Coordinator before the wedding will be scheduled on the church calendar.

Defae Weaver, Wedding Coordinator
dweaver@standrewumc.org
214-291-8080

SCHEDULING OF WEDDINGS

The scheduling of a wedding is arranged through the Wedding Coordinator, Defae Weaver, at (214) 291-8080. Members and their immediate family may reserve the St. Andrew UMC facilities as far in advance of the ceremony as they wish. The St. Andrew UMC Sanctuary or Chapel is available for non-members but the date cannot be confirmed until nine (9) months before the wedding date. For all weddings, arrangements must be completed and finalized by the bride, groom, parents, or a responsible person acting on their behalf. This is accomplished by meeting with the Wedding Coordinator for the purpose of signing a contract. All weddings are scheduled on Saturdays at either 1:00 p.m., 4:00 p.m. or 7:00 p.m.

St. Andrew UMC's Sanctuary and Chapel are available for weddings.

Sanctuary Seating Capacity	1,600
Chapel Seating Capacity	48
Outdoor Area by the Pond	20

Weddings or rehearsals, whether for members or non-members, may not be scheduled to take place on the following days: Sundays, New Year's Eve, New Year's Day, Holy Week (Palm Sunday through Easter Sunday), Independence Day, Thanksgiving holidays, Christmas Eve or Christmas Day.

WHAT IS THE NEXT STEP AFTER SCHEDULING A WEDDING?

After scheduling a wedding through Defae Weaver, Wedding Coordinator, you will need to complete the PREPARE questionnaire. PREPARE is a premarital inventory that is available on-line. Remember that you must complete the PREPARE inventory before you can begin your premarital counseling. Please complete the form provided after meeting with the Wedding Coordinator. Life Innovations will send you and your fiancé an e-mail with instructions for completing the inventory. The results will be available for the minister prior to your first counseling session. The inventory must be completed within 30 days of booking your wedding.

When a minister has been scheduled to officiate for your ceremony, Defae Weaver, Wedding Coordinator, will give your inventory results to that minister. The inventory results will then be used as the basis for your premarital counseling.

PREMARITAL COUNSELING

Preparing a couple for the marriage is even more important today than preparing them for the wedding. The wedding is one day, but the marriage is for life. The church cannot emphasize enough how important it is that a couple enters the marriage with an awareness of the dynamics of a marriage relationship. Couples face more difficulties today than ever before, and the Church wants to ensure that you have as many tools as necessary to build a strong and lasting marriage. St. Andrew offers these tools to help you prepare for your marriage.

- o The PREPARE premarital inventory is intended to help couples getting ready for marriage to realistically assess their own relationship.
- o Premarital counseling sessions with the assigned minister are required to discuss the ceremony and explore any further issues identified in your PREPARE inventory. It is at the discretion of the minister how many appointments will be necessary.
- o Engaged Couples Workshops are offered twice a year. Completion of the workshop is required to be married at St. Andrew and fulfills the required 3 premarital counseling sessions normally held with the minister.
- o Private counseling (fee-based) is available through Rev. Daniel Gowan and Jenny Gomez, therapists in private practice at St. Andrew. You can schedule an appointment by contacting the Pastoral Care Office at 972-380-8001.

MINISTERS

A minister of St. Andrew UMC shall officiate at all member and non-member wedding ceremonies. A couple may request a specific St. Andrew minister to officiate at the time the wedding is booked. However, a St. Andrew minister not requested by the couple may be assigned because of scheduling or other conflicts.

Any requests for a certain 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.

The Wedding Coordinator will contact the couple once the minister is scheduled. The couple will meet with the minister to discuss arrangements for the wedding and for additional counseling if deemed necessary by the couple and/or the minister. It is the responsibility of the couple to contact the minister to schedule these appointments at least four months before the ceremony. Each couple will be required to take a *Premarital Questionnaire* prior to meeting with the minister.

NON-ST. ANDREW MINISTERS

A non-member may only request another United Methodist minister to assist with the St. Andrew minister to officiate at the wedding. This request should be made to the Wedding Coordinator when the wedding is booked. It is at the discretion of the St. Andrew minister whether to accept this request.

REHEARSALS

The wedding 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. Thirty minutes will be reserved for rehearsal. Rehearsal time does not include time for the vocalist to rehearse. The vocalist must schedule other rehearsal times with the organist. The Minister and/or Wedding Coordinator will be in charge of the rehearsal.

MISCELLANEOUS

The church will open its doors one and a half (1 1/2) hours prior to the wedding time. The florist, photographer, videographer, and wedding party may arrive at this time. Each wedding is allotted a contract time of two and half (2 1/2) hours. This allows one and a half (1 1/2) hours before the service and one (1) hour from the wedding time until pictures afterward are completed.

Flower girl(s) and ring bearer(s) 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 Chapel. Smoking in the church building is forbidden. **Alcoholic beverages or drugs of any kind are forbidden anywhere on the premises of St. Andrew UMC.** No one under the influence of alcohol or drugs will be allowed to participate in the rehearsal or the wedding ceremony.

It is the responsibility of the persons making arrangements for the wedding to see that all members of the wedding party are informed concerning these matters.

MUSIC

Bradley Reznicek, Organist of St. Andrew UMC, can be very helpful to you as you plan your wedding and can be reached at (214) 291-8026. Keep in mind that a wedding ceremony in the church is always a Christian worship service, and only music suitable for Christian worship may be used. Since the focus of worship is on God, the texts should either be songs in praise of God or prayers for God's presence, blessing, and guidance in the uniting of the couple and in the founding of a Christian home.

The bride and/or groom must meet with the organist to arrange the music at least thirty (30) days prior to the wedding. All decisions regarding the appropriateness of music choices are the specific responsibility of the Organist and/or Director of Music, and wedding programs should not be printed until all music choices have been approved by the Organist.

All music will be accompanied by the organ, piano, or approved instrumentalist. No recorded music will be allowed. The organist of St. Andrew UMC shall play for all weddings. The organist will attend the wedding ceremony only. An additional fee of \$75 will be required for the organist to play at the rehearsal.

The organist must be notified of any instrumentalist playing at the ceremony. There will be a charge for extra rehearsals for vocalists and/or instrumentalists. Fees for vocalists and instrumentalists are not a part of the fees collected by St. Andrew UMC. The bride and/or groom are responsible for these fees, payment being made directly to the individual.

The organist will begin playing the Prelude 15-20 minutes before the ceremony begins.

VOCALIST

The Organist will have a list of vocalists available upon request to sing for your wedding. The vocalist must provide the necessary sheet music. Plan ahead, for it may take weeks to get music that has to be ordered. The vocalist may rehearse with the Organist at a time scheduled other than the Friday rehearsal time. The Organist may be contacted in the church office.

Vocalist and instrumentalist rehearsals, scheduled on the day of the wedding, must be completed thirty (30) minutes prior to the wedding time.

SOUND

A sound technician will be present an hour before the wedding to conduct a sound check for vocalist and/or scripture reader. A recording of the ceremony can be made on CD for a total cost of \$25 (to be paid on the day of the wedding to the sound technician). The minister will be amplified and the sound technician will remain through the ceremony.

RECEPTIONS

Receptions at St. Andrew UMC are available to members only. Receptions must be scheduled with the Wedding Coordinator at the time of scheduling a wedding. With the allowance of one reception per Saturday, the reception will be given on a first-come basis. All receptions are to be held in Piro Hall which has a total seating of 200 guests. The church will provide tables and chairs. All other items must be brought in by the caterer or designated other. Custodial services will set up and take down for a reception. No alcoholic beverages may be served. Music will be limited to accompanist(s) (i.e., pianist, string quartet, jazz ensemble) and soloist(s). Receptions will be 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 building.

PHOTOGRAPHY

So that the taking of pictures will not distract from the wedding service, no flash photography or videotape lighting equipment may be used while the ceremony is in progress. Videotape equipment may be used in specified areas only. The Wedding Coordinator can help with specifics. Photographs without a flash may be taken from the back of the second floor of the Sanctuary only during the ceremony, providing there is no noise or other distractions. Following the wedding ceremony, the wedding party may return for the photography session. Flash photography and other lighting equipment may be used at that time.

The photographer and/or videographer may arrive one and a half (1 1/2) hours before the wedding time.

Please advise friends and relatives not to take photographs during the ceremony. Ushers should remind wedding guests whom they observe with cameras that no photographs will be allowed.

Preceding the ceremony, flash photographs of the wedding party may be taken inside the Narthex only before entering the Sanctuary. Flash photography may also be taken as the recessional is in progress from the Sanctuary doors.

It is the responsibility of the person making arrangements for the wedding that the photographer is aware of these policies.

FLOWERS AND OTHER DECORATIONS

Decorations used for the wedding should enhance the chancel, not obscure it. Decorations may not displace the Christian symbols on the altar or hide from clear view the worship symbols within the chancel, such as the altar table, the pulpit, and the cross. 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.

A kneeling rail is available upon request. So that furnishings will not be 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. Floral arrangements will be placed in the church urns (beaker size 5 1/2 x 7 1/2). Floral arrangements or decorations may not be placed on or hanging from the altar table, piano, organ, or communion rail.

The church will provide candelabras and a unity candle for the wedding ceremony. The Wedding Coordinator will work with the bride on placement of these items. Candles are allowed in the altar area only. An aisle cloth is not permitted. Deliveries of flowers and other decorations may not be made to the church prior to the arrival of the florist 1 1/2 hours before the ceremony. All decorations must be removed immediately following the wedding. Flower arrangements may be donated to the church by notifying the Wedding Coordinator and will be placed in the Narthex or Sanctuary area on the following Sunday. The florist or designated other is responsible for all set up and clean up of decorations, other than candelabras and/or the unity candle. The florist or designated other will be held responsible for any damage to furniture in every case. Flower girl(s) may only drop silk flowers down the aisle.

ESTABLISHED FEES FOR WEDDINGS

Weddings are a ministry of St. Andrew United Methodist Church. Fees charged for a wedding cover the church's basic expenses. Cost will not preclude an active church family from being married at St. Andrew. Please contact the Wedding Coordinator for additional information.

All policies and fees are set forth in the book of Policy and Procedures. Fees are established by member/non-member status.

Member status: Any person who has been a member of St. Andrew UMC for six (6) months or more at the time of scheduling their wedding.

Non-member status: Any person who has been a member of St. Andrew UMC for less than six (6) months at the time of scheduling their wedding.

All fees are to be paid in full ninety (90) days before the wedding date.

MEMBER FEES

Facilities & Services	<u>Sanctuary</u> \$900.00	<u>Chapel</u> \$500.00
Honorarium for Minister	Discretionary for members	
Reception Fee	\$425.00	\$225.00
Outdoor Wedding Near the Pond	\$200.00	

A non-refundable deposit of \$200.00 is required to confirm a wedding date on the calendar and will be applied to the total.

NON-MEMBER FEES

Facilities & Services	<u>Sanctuary</u> \$2,500.00	<u>Chapel</u> \$1,000.00
Outdoor Wedding Near the Pond	\$ 300.00	

Receptions are not available for non-members.

A security deposit of \$1,000.00 must be made at the time a wedding contract is signed. The check will be held until after the date of the wedding; and, if the deposit is fully refunded, the original check will be returned to the couple.

The deposit will not be refunded under these conditions:

- Member(s) of wedding party bring or consume alcohol or illegal drugs on the campus of St. Andrew UMC on the rehearsal day or wedding day;
- Damage is caused to the property of St. Andrew UMC by the wedding party or guests on the rehearsal day or wedding day;
- Photographer or Videographer does not follow Policy as printed in the St. Andrew's Wedding Policies and Procedures.

It is the responsibility of the bride and the groom to explain the policies to their families, wedding party, photographers and videographers and explain the ramifications of non-compliance with the Policy.

RESPONSIBILITY OF SAFEKEEPING OF PERSONAL ITEMS

Every possible effort will be made to protect personal items such as wedding dresses, purses, silver to be used for receptions, 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 or groom's room, but entrusted to a reliable person of the family's choice, or preferably, not be brought into the church at all.

It is preferable that members of the wedding party bring dresses when they arrive to prepare for the wedding. Otherwise arrangements must be made for someone in the wedding party to receive wedding dresses delivered to the church one and a half (1 1/2) hours before the ceremony time **on the day of the wedding.** Members of the church staff are not permitted to sign for them or any other deliveries. The church will open one and a half (1 1/2) hours prior to the wedding time. Dresses and other belongings must not be left in the building unattended.