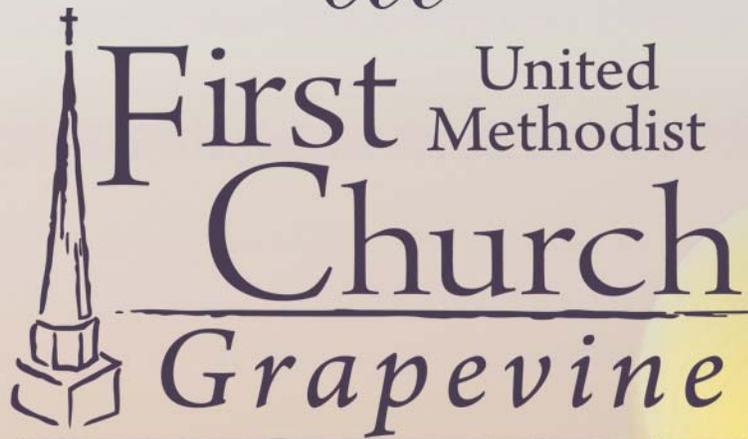


# Your Wedding at



*Experience & Share God's Love!*

Downtown Campus: 422 Church Street - Grapevine, TX 76051 - 817-481-2559  
Heritage Campus: 4344 Heritage Avenue - Grapevine, TX 76051 - 817-571-1111  
[www.firstmethodistgrapevine.org](http://www.firstmethodistgrapevine.org)

# Your Wedding

## at First United Methodist Church

We at First United Methodist Church of Grapevine are delighted to be part of this special time in your lives. In choosing to have your wedding in the church, you are choosing to make your covenant with each other before God and in the context of a Christian worship service. At First Church we are committed to insuring that your wedding glorifies God and serves as a proclamation of the divine love, which is the ground of all lasting human love.

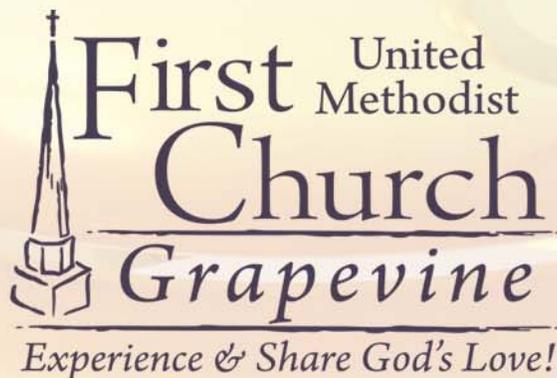
In the following pages you will find policies that serve this purpose and maintain our church facilities for the ongoing life of our congregation. Please read these policies carefully. If you have any questions, please contact our church office. While the church will provide copies of these policies to others involved in your wedding, including photographers and florists, you are responsible for seeing that all persons connected with your wedding adheres to them.

We pray God's blessing on this time of preparation and on your life together.

Faithfully in Christ,  
Rev. Richard Mang  
Associate Pastor

*For this reason a man shall leave his father and mother and be joined to his wife, and the two will become one flesh. This is a great mystery, and I am applying it to Christ and the church.*

~ Ephesians 5:31-32 ~



# Table of Contents

<b>Scheduling a Wedding .....</b>	<b>3</b>
<b>Facilities .....</b>	<b>4</b>
<b>Music, Sound and Video .....</b>	<b>5</b>
<b>Flowers and Decorations .....</b>	<b>6</b>
<b>Photography.....</b>	<b>7</b>
<b>Videography .....</b>	<b>8</b>
<b>The Wedding Rehearsal .....</b>	<b>9</b>
<b>Fee Schedule.....</b>	<b>10</b>
<b>Wedding Reservation Form .....</b>	<b>11, 12</b>

# Scheduling a Wedding at First Methodist

1. To schedule a wedding:
  - a. Contact the church office at 817.481.2559 to determine the availability of the date you desire on the church calendar and to obtain church wedding policies.
  - b. Clergy serving at First Church officiate at all First Church weddings. At the discretion of the officiating First Church clergy, other clergy may be invited to assist in the service. The pastor will determine whether premarital counseling is appropriate and will consult with you on the marriage service. Final decisions regarding the content of marriage services are made by the pastor. The church staff will schedule the pastor.
  - c. No weddings will be scheduled on holiday weekends.
2. Weddings may be scheduled up to one year in advance. Weddings will be placed on the calendar only after the wedding coordinator has received both the date reservation fee and the wedding information form. Payment of one-half of the church fees is due ninety days before the scheduled wedding, with the remainder due thirty days before the wedding.
3. Checks should be payable to “First United Methodist Church.” Visa, MasterCard, Discover and American Express payment also is accepted.
4. Weddings and rehearsals may not be scheduled on Sundays, New Year’s Eve and Day, the week preceding Easter Day, Thanksgiving Day and weekend, or when there are scheduled worship services. Weddings are may not be scheduled during such events as Main Street Days and Grapefest, or the week of Vacation Bible School (normally the last week of June). In December, weddings can be scheduled after church calendar has been reserved. Weddings cannot be scheduled earlier than 10 a.m. or later than 6 p.m. Please note when selecting a date for your wedding that seasonal decorations **may not** be removed to accommodate wedding decorations.

# Facilities

## Wedding Worship Service

<b>Downtown Sanctuary</b> .....	Capacity 900
<b>Downtown Founders Chapel</b> .....	Capacity 300
<b>Heritage Sanctuary</b> .....	Capacity 125

*(Dressing rooms available for bride, groom and attendants)*

## Receptions

*(Downtown Campus)*

<b>Leach Hall and Small Kitchen</b> .....	Capacity 90
<b>Family Life Center and Large Kitchen</b> ....	Capacity 300

*(Reservations for these facilities should be made at the time you schedule your wedding service.)*

The church provides facilities only, though tables and chairs are available for use. The bridal couple or caterer must provide everything else (including table linens, kitchen towels, soap, dishes, etc.) necessary for a rehearsal dinner or reception. The facilities must be left in a clean and orderly condition. An additional fee will be assessed if facilities are not left as found.

## Additional Guidelines

- Food and drinks must be kept in the reception or rehearsal dinner area and are not to be carried to other parts of the building.
- The use of rice, confetti, etc., is strictly prohibited in the church buildings. Only bird seed may be used in “rice bags,” and its use must be outside and away from building doorways.
- The church will not be responsible for any personal items lost, damaged, or stolen at the wedding, rehearsal dinner, or reception.
- Food and drink are not allowed in the sanctuary or chapel at any time.
- Smoking is not permitted at any time or place in the church buildings.
- Alcoholic beverages are not permitted on the church premises.

# Music, Sound, and Video

Because a wedding is a worship service, all music before, during and after the service should magnify the glory of God and affirm a Biblical understanding of human love, the marriage relationship, and the love of God that undergirds all Christian covenants. Music of secular origin usually is inappropriate. The pastor officiating at the wedding has final approval over any and all music.

**Accompanist:** The church accompanist will be contacted to play for your wedding. Guest accompanists must be approved by the church accompanist and receive instruction from her. The church accompanist will contact you to make an appointment for a consultation in the church sanctuary. At the consultation the following music will be selected:

- Pre-service music.
- Processional and recessional music.
- Vocal and/or instrumental music (performed by a soloist, instrumentalist, or ensemble approved by the church accompanist).
- The accompanist's fee includes:
- The wedding music consultation.
- A rehearsal with any soloist or instrumentalist one hour prior to the wedding rehearsal.
- The wedding rehearsal and ceremony.

**Soloists:** We suggest you choose from our experienced soloists at First Church. If you prefer an outside soloist, he or she should have performance experience. Please bear in mind the following guidelines:

- All selections must be approved in advance by the church accompanist and be of a sacred nature.
- One to three solos are appropriate for a wedding.
- Please provide a copy of the music selections to the soloist and accompanist at least one month before the wedding.
- Track tapes and CD accompaniment may be used.
- The soloist needs to have learned the music prior to the wedding rehearsal. If the soloist needs help learning the music, please contact the accompanist in advance.

**Sound & Video Systems:** Operation of the church sound system must be by church staff technicians only.

# Guidelines for Flowers and Decorations

Please be sure that you have a clear understanding of the following requirements and guidelines before planning decoration of the sanctuary. First United Methodist Church recommends that a florist or any other persons involved in decoration of the sanctuary come to see the facility before planning decorations during office hours, Monday-Friday, 8 a.m. to 5 p.m.

1. Any candles used must be of the dripless variety and placed in candelabra that catch and contain any drippings. In addition the floor and carpet must be thoroughly protected. **Florists or others decorating the sanctuary will be held directly responsible for the cleaning of wax from all flooring and furniture.**
2. The altar candles are used for all wedding services and must be lighted prior to the lighting of other candles.
3. Candelabra and/or standing baskets may be placed on both sides of the altar table. Candelabra may be covered with palms or other decorations.
4. Any decorations in the chancel area must not obstruct the entrance of the clergy or wedding party or obscure the view of the accompanist.
5. Church decorations for Christmas and other church festivals and seasons may not be removed.
6. Pew bows or floral arrangements may not be attached in any way damaging to the finish of church furniture. No pins, glue, nails, staples, florist's clay, tape, or tacks are permitted. Ribbon, wrapped wire or plastic floral clips (made not to mar wood surfaces) may be used.
7. Greenery or flowers may not be laid on, tied to, or woven into the altar rail.
8. Flower girls may drop *artificial* petals only. Live petals may stain the carpet. Flower petals *must* be picked up or a cleaning fee will be charged.
9. The couple may use a unity candle that can be provided by the church. Advance notice is required.
10. Live birds or other animals are not permitted on the premises.
11. Times for delivery of flowers and other decorations must be arranged through the wedding coordinator. Decoration of the sanctuary or reception area may not disrupt scheduled church events.
12. The church may be opened a maximum of three hours before the ceremony for decorating and pictures.
13. Those decorating the church are responsible for seeing that all flowers and decorations are removed from the building immediately after the wedding. The custodian on duty is not expected to do the clean-up work for a florist or other decorator.

# Photography Guidelines

First United Methodist Church of Grapevine permits photography only under conditions that maintain the reverence and dignity appropriate to a service of worship.

1. A single, designated photographer (usually professional) may take flash photographs in the church sanctuary during entrance and exit only:

No other flash photographs are permitted during the service.

2. Time exposures (no flash) may be made by the single, designated photographer from the back of the sanctuary during the ceremony.
3. Once the ceremony begins, the photographer is to remain in one location for all pictures until the ceremony is over.
4. Family members and wedding guests may not take pictures (flash or otherwise) during the ceremony. The bride and groom are responsible for seeing that this requirement is made clear to those attending the wedding.
5. Photographers should not place equipment on the pews or other church furniture.
6. If previously requested, clergy will be available briefly before or after the ceremony for photographs.

# Videotaping Guidelines

First United Methodist Church allows videotaping only under conditions that maintain the reverence and dignity appropriate to a worship service.

1. Any videotaping must be inconspicuous, so as not to distract attention from the worship service. Videographers are expected to consult the church wedding coordinator for appropriate locations.
2. A maximum of two video cameras total may be used during the service. (This includes professional and non-professional equipment.)
3. Only existing light may be used.

# The Wedding Rehearsal

The wedding rehearsal normally is scheduled for between 5:00 and 6:00 p.m. on the evening preceding the wedding ceremony. This time should be scheduled at the time the church is reserved. The rehearsal will begin promptly at the scheduled time and will proceed in a quiet, dignified, and reverent manner. All those attending the rehearsal should be appropriately dressed for a place of worship. The following additional guidelines apply:

1. First Church clergy and/or the wedding coordinator will be in charge of the rehearsal. An outside wedding consultant (if you are using one) may be present but does not preside.
2. The rehearsal will require approximately one hour. Because the clergy will not be present beyond the scheduled time, it is important to encourage all participants to allow extra time for travel and arrive at the church on time.
3. *All* ushers and attendants (including ring bearer and flower girl, if applicable) and parents of the bride and groom should be present.
4. The marriage license should be delivered directly to the pastor at the rehearsal.

# Fee Schedule

**Date reservation fee** (Non-refundable – applies to base fee).....\$250

**Base Fee**

*(Includes sanctuary use fee; four hours the day of the wedding, one hour the evening of the rehearsal, First United Methodist Church Grapevine clergy, custodial services, sound technician, staff support and the \$250 date reservation fee. Church members who have been members for six months will receive a discount to be determined.)*

**Downtown Sanctuary** .....\$2,500

**Downtown Founders Chapel** ..... \$1,500

**Heritage Sanctuary**..... \$1,200

**Damage/Cleaning Deposit**

*The damage/cleaning deposit will be refunded within thirty days after the wedding date. Facilities must be cleaned (all rental items, personal belongings, decorations, flowers and trash removed). All rental items must be picked up within 48 hours of wedding.*

**Damage/Cleaning Deposit**.....\$200

**Optional Fees**

**Additional time requested and/or required** **\$200 per hour**

Should you require additional time than listed in the base fee above, the hourly rate is \$200 per hour. The rate will be pro-rated to the next half hour. The time is inclusive of anyone remaining in the building and will be deducted from the damage/cleaning deposit if prior arrangements were not made.

**Organist** (or other church accompanist) .....\$200

    With soloist .....\$250

**Soloist** (provided by church) .....\$150

**Leach Hall and Kitchen**

For rehearsal dinner or reception with wedding on site .....\$350  
For rehearsal dinner or reception only .....\$450

**Family Life Center**

For reception with wedding on site .....\$500  
For reception only .....\$800

**Sanctuary Welcome Area** (for reception) .....\$350

A down payment of one-half the total church fees is required ninety days in advance of the wedding date. The remainder is due thirty days before the wedding. Please send payments through the wedding coordinator or send payments to the church at the attention of the finance office. Checks should be made payable to "First United Methodist Church" with bride and groom's name and wedding date on the memo line.

Base Fee .....\_\_\_\_\_

Damage/Cleaning Deposit .....\_\_\_\_\_

Organist .....\_\_\_\_\_

Soloist .....\_\_\_\_\_

Leach Hall/Kitchen .....\_\_\_\_\_

Family Life Center .....\_\_\_\_\_

Sanctuary Welcome Area .....\_\_\_\_\_

Total Due .....\_\_\_\_\_

Date and Deposit Amount Paid.....\_\_\_\_\_

# Wedding Reservation Form

First United Methodist Church—422 Church St., Grapevine, TX 76051—817-481-2559—FAX 817-421-6373

I have received and read the First United Methodist Church Wedding Policies.

**Date of Wedding:** \_\_\_\_\_ **Date of Reservation:** \_\_\_\_\_

**How did you hear about our facility?** \_\_\_\_\_

**Location:**  Downtown Sanctuary  Founders Chapel  Heritage Sanctuary

**Time:** \_\_\_\_\_ Rehearsal \_\_\_\_\_ Wedding

Will FUMCG Clergy officiate the wedding?  Yes  No

Pastor's name: \_\_\_\_\_

## Bride's Name:

\_\_\_\_\_

Last

First

Middle/Maiden

Address:

\_\_\_\_\_

Street

City

Zip

Phone:

(Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Other) \_\_\_\_\_

Email : \_\_\_\_\_

Church member?  Yes  No

Parents and phone: \_\_\_\_\_

## Groom's Name:

\_\_\_\_\_

Last

First

Middle/Maiden

Address:

\_\_\_\_\_

Street

City

Zip

Phone:

(Home) \_\_\_\_\_ (Work) \_\_\_\_\_ (Other) \_\_\_\_\_

Email : \_\_\_\_\_

Church member?  Yes  No

Parents and phone: \_\_\_\_\_

# Wedding Reservation Form

First United Methodist Church—422 Church St., Grapevine, TX 76051—817-481-2559—FAX 817-421-6373

Reception or rehearsal dinner at the church?     Yes     No

Person in charge of wedding arrangements with whom the FUMCG wedding coordinator will coordinate wedding details.

Name : \_\_\_\_\_ Email: \_\_\_\_\_

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

Signature of Bride or Groom:

\_\_\_\_\_

Date \_\_\_\_\_

Signature of Church Staff taking reservation:

\_\_\_\_\_

Date \_\_\_\_\_

*To confirm wedding date and to be placed on the church calendar, please return this form with deposit to the First United Methodist Church.*