

# Wedding Handbook

FIRST UNITED METHODIST CHURCH PLANO  
3160 E. SPRING CREEK PARKWAY  
PLANO, TX 75074  
972-423-4506  
www.FirstMethodistPlano.org

*We are honored that you have chosen First United Methodist Church Plano to share in one of the most sacred and beautiful of all the services of the Church, your wedding.*

*We will work diligently with you to enable you and your wedding party to experience a service with Christian integrity and with Christian traditions that have enriched the marriages of countless generations before us.*

*The service of marriage begins with the words, "Friends, we are gathered together in the sight of God..." and goes on to say "joining together this man and this woman in Christian marriage." They remind us that this service is a covenant between God and each person as an individual with unique needs and feelings. Our efforts will be to enhance the consciousness of God's presence both in your minds and in the minds of those who share in this service.*

*In Cana of Galilee, Christ "graced" a wedding with his presence. Through our assistance with your wedding, we hope that you will experience his grace again as your vows are exchanged.*

## SCHEDULING OF WEDDINGS

The scheduling of weddings is done through the Senior Pastor's Assistant. Once you have selected a date, and the assistant confirms its availability, it will be reserved on the church calendar. A wedding planning sheet must be completed and a deposit of 50% must be paid at that time.

Couples are required to schedule a counseling session(s) with the pastor who is performing the service. Couples from out of town must submit a letter from their home pastor confirming their counseling session(s).

If more than one wedding is scheduled for the same day, they are scheduled so as to allow a four-hour interval between the start of each service. You may arrive up to two hours before the service. There are dressing facilities for the bride and her attendants and the groom and his attendants.

There will not be two weddings scheduled at the same time. You may reserve the facilities one year in advance of the service. All weddings must conclude by 8:30 p.m. All weddings scheduled at or after 7:00 p.m. will result in double the custodial fee.

There are certain dates and times that are not available. They are: Holy Week (week between Palm Sunday and Easter), Easter Sunday, Thanksgiving Day, the weekend following Thanksgiving, Christmas Eve or Christmas Day. Other dates may not be available if they conflict with previously scheduled church activities.

No weddings or rehearsals may be scheduled on Sundays or holidays. We do not schedule

weddings for non-members during the month of December.

### **OFFICIATING MINISTER**

Only a pastor on the staff of First United Methodist Church Plano may officiate at weddings in this church. The couple may ask for a specific pastor on the staff and the officiating pastor may invite another pastor to assist. The officiating pastor must approve any other person assisting in the service. The officiating pastor must approve the order of service, scriptures, and all bulletins prior to being printed.

### **WEDDING TEAM COORDINATOR**

A wedding coordinator will contact you 60 days prior to the wedding date for pre-wedding consultation relating to the details of your rehearsal and wedding. The coordinator is responsible for seeing that all church policies and procedures are observed. The wedding coordinator will assist at the rehearsal and the service.

### **FACILITIES AVAILABLE**

Sanctuary Capacity:	900
Chapel Capacity:	250

### **ESTABLISHED FEES FOR WEDDINGS**

For purposes of this policy book, “member” means the bride or groom, children, parents or grandparents of the bride or groom. The professional fees are required with every wedding scheduled and include the services of organist, custodian, sound engineer, and wedding coordinator:

Organist	\$150
Sound Engineer	\$100
Wedding Team Coordinator	\$100
Wedding Team Custodian	\$100

*(Contact Chris Caffee at 972-423-4506 ext. 113, after securing your date and paying deposit to get on the music calendar.)*

**For those who are non-members of First United Methodist Church Plano at the time of booking their wedding date, the established fees include the required services of organist, custodian, sound engineer, and wedding coordinator:**

Sanctuary:	\$1675 (plus refundable damage deposit of \$200)
Chapel:	\$1175 (plus refundable damage deposit of \$200)

All wedding activities must conclude by 8:30 p.m. All weddings scheduled at or after 7:00 p.m. will result in double the custodial fee.

A deposit of 50% of total charges must be paid at the time the date is reserved on the church calendar for both member and non-member weddings. The balance must be paid at least 30 days prior to the wedding date. Refunds shall be made to those who cancel at least 60 days in advance of the scheduled date, less a \$50 administrative fee.

The individual making arrangements for the use of the facility will be held responsible and accountable for any damage to the church building, furniture, floors, carpet, or other property pertaining to the wedding.

All checks are to be made payable to First United Methodist Church Plano.

## **REHEARSALS**

All members of your wedding party should be present at the rehearsal (parents, ushers, candle lighters, bridesmaids, groomsmen, readers and soloists). The marriage license should be delivered to the wedding coordinator at the rehearsal. 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. Rehearsal times are at 6:00 p.m. on the day preceding the wedding. Rehearsals will begin promptly and proceed in a dignified manner, usually lasting no longer than 45 minutes. If a wedding party is over 15 minutes late to a rehearsal, it may result in the cancellation of the rehearsal.

## **DECORATIONS**

Florists may decorate two hours prior to the wedding.

Decorations in the Chapel or Sanctuary are limited to floral arrangements or greenery placed near the communion table or on the wooden pedestals.

No decorations are allowed on the communion table.

No more than three candelabra may be used with or without the floral arrangements.

The candles must be either votive candles or cylinders containing the candle on a spring.

Wax tapers are not permitted in the candelabra.

Protective covering must be used underneath the candles to protect the floor.

A unity candle on its own floor stand, provided by the florist may be used in addition to the candles previously listed.

Bows with or without small greenery or flowers (no candles are allowed) may be hooked or tied to the ends of the pews in the Sanctuary or on the chairs in the Chapel.

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

Furniture may not be moved or removed without the consent and presence of the wedding coordinator.

An aisle cloth may not be used.

Tulle, ribbon, cord, etc. may not be used to restrict entry to the pews or chairs.

No bride or attendant may carry lighted candles in their flower arrangements.

Flower girls may throw only silk petals in the Chapel or Sanctuary.

All decorations not provided by the church must be removed immediately after the photographer is finished taking pictures following the service.

Assembly of floral arrangements must be done prior to delivery to the church.

The church will provide white paraments to be used in the Chapel and Sanctuary for the wedding.

The church has one 15-candle and two 7-candle candle candelabra.

The wedding coordinator will be responsible for placing the candelabra in the Chapel or Sanctuary and will provide the appropriate candles.

A kneeler is available.

Pew bows are available for your use at no charge.

A unity candleholder that sits on its own floor stand is available for your use at no charge.

The wedding party is responsible for providing their own candles.

The church will provide white paraments to be used in the Chapel and Sanctuary for the wedding.

Church decorations and furnishings are to stay in place.

Please consult with the wedding coordinator if you have any questions.

## WEDDINGS DURING ADVENT

Both the Chapel and Sanctuary are decorated for Christmas beginning with the first Sunday of Advent. Poinsettias of red and white are used. Once these decorations are in place, they are not to be moved.

## CHILDREN IN THE SERVICE

Flower girls and ring bearers should be at least 4 years old and able to conduct themselves in an appropriate fashion.

## PHOTOGRAPHS

First United Methodist Church Plano recognizes the value of wedding photographs as a lasting remembrance of this most special occasion. Since this is a sacred service, we expect photographers to respect, honor and abide by the guidelines which follow:

All persons providing photography services will have access to the church two hours prior to the wedding.

Under no circumstances shall photographs or videos be allowed to cause interference or distractions during the service.

**No flash, motor-driven or extra lighting may be used in the Chapel or Sanctuary during the service.**

**Pictures may be taken before and/or after the service.**

**Pictures with flash may be taken from the back of the Chapel or Sanctuary during the processional and recessional if there is no interference with the pastor or wedding party.**

**Please instruct your family and friends that it is neither permissible for them or anyone to take flash photography nor move to the aisles to take pictures during the service.**

Time exposures, with the approval of the wedding coordinator, may be made during the progress of the sacred service if made only from the back of the Chapel or Sanctuary, providing there is no noise or other distraction.

Still photography from the choir loft during the service is strictly prohibited.

Standing or placing camera equipment on the church pews or chairs or other furnishings is prohibited.

The church will not be responsible for damaged, lost or stolen photography or video equipment.

No exceptions will be made to the above regulations unless pre-approved through the wedding coordinator.

A copy of this section is provided for your photographer.

## VIDEO CAMERAS

Videotapes may be made during the service if the camera operator remains at the back of the Chapel or Sanctuary. Video cameras may be placed in the choir loft as long as they are stationary and operated by remote. The camera operator must provide his/her own tripod and electrical cords. The cameras must be positioned and ready 30 minutes prior to the

service. No additional lighting is permitted, nor is any other activity that creates noise or diverts attention during the service.

All persons providing video services will have access to the church two hours prior to the wedding.

**Please instruct your family and friends that it is not permissible for them or anyone to carry a video camera into the pew expecting to use it during the service.**

No exceptions will be made to the above regulations unless pre-approved through the wedding coordinator. A copy of this section is provided for your videographer.

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

Every possible effort will be made to protect personal items. However, **FIRST UNITED METHODIST CHURCH PLANO CANNOT BE RESPONSIBLE FOR SUCH ITEMS IF LOST, STOLEN OR DAMAGED.** It is imperative that money, jewelry and other valuables not be left unattended anywhere in the church facility or on the church grounds, but be entrusted to a reliable member of the family or a friend, or not brought to the church at all. Nothing is to be brought to the church prior to the day of the wedding. Should any special arrangements need to be made, please contact the wedding coordinator.

#### **MISCELLANEOUS**

***ALCOHOLIC BEVERAGES OR ILLEGAL DRUGS OF ANY KIND ARE ABSOLUTELY FORBIDDEN ANYWHERE ON THE PREMISES*** of First United Methodist Church Plano. This includes the parking lot and any room in the church building. The pastor has the right to remove a wedding party member or refuse to perform a wedding when a member of the wedding party is under the influence of any addictive substance. Smoking in the building is forbidden. No food or drink is allowed in the Chapel or Sanctuary. 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.

There will be no fresh or dried flower petals, rice, confetti, birdseed or bubbles thrown or used in the building. Only fresh flower petals or bubbles may be used outside the building as the bride and groom depart.

The wedding coordinators have the right to have anyone disturbing the wedding removed from the property.

#### **MUSIC**

A wedding in the church is a service of worship when a man and woman come to unite their lives in the eyes of God. The music used for weddings should reflect the couple's unique feelings, yet uphold the integrity of the worship service. The organist of First United Methodist Church Plano will be happy to assist the bride and groom in finding appropriate music and must approve all selections. If there should be any conflicts, the Minister of Music will have the final approval.

Organ/Piano Music: The organist of First United Methodist Church Plano shall be the organist for all weddings. If our organist is unavailable, a qualified substitute may be used. Our organist or Minister of Music must approve any other accompanist at the time of the wedding booking.

A sound engineer is required to ensure that all audio communications are of the highest quality. If taped or recorded music will be used during the service, the Minister of Music must approve selections.

### **Music for Your Wedding**

Only sacred music appropriate for one of the church's services of worship will be played and sung. All arrangements for your wedding music will be made through the church organist. You will be expected to contact the organist six to eight weeks prior to your wedding. All wedding music decisions must be made and finalized no later than three weeks prior to your wedding. The organist must approve any changes after this point.

The organist will play a 15 to 20 minute prelude during the gathering and seating of your wedding guests. The organist will select this music if you have no preference.

The following is a suggested list of processional and recessional available for your selection:

#### **Processionals**

Bach	In Thee Is Gladness
Bach /arr. Fox	Now Thank We All Our God
Beethoven	Joyful, Joyful, We Adore Thee
Campra	Rigaudon
Clarke	Trumpet Voluntary—Prince of Denmark
Handel	Selections, Water Music Suite Fireworks, Suite Largo
Johnson	Trumpet Voluntary in D
Karg-Elert Now	Thank We All Our God
Mouret	Rondeau
Pachelbel	Canon in D
Purcell	Trumpet Tune Bell Symphony Westminster Abbey***
Shaw	Processional on "Praise to the Lord"
Stanley	Trumpet Voluntary
Vaughan-Williams	Hyfrydol
Wagner	Bridal March From Lohengrin
Widor	Pontifical March (Wedding March)

\*\*\* For bride only and best used with Trumpet Voluntary

#### **Recessionals**

Handel	Selections, Water Music Suite; Fireworks Suite
Marcello	Psalm 19, Psalm 20
Mendelssohn	Wedding March from Midsummer Nights Dream
Mulet	Carillon – Sortie
Vienne	Carillon De Westminster Carillon (24 pieces in free style)
Wesley	Choral song
Widor	Toccata, from Symphony V

Please discuss your music selections with the organist prior to the rehearsal. A meeting with the organist or Minister of Music is recommended.

#### **Vocal Selections**

If desired, our Minister of Music will arrange for a vocal soloist. The soloist should be trained

and experienced. A rehearsal should be arranged with the organist to coincide with the wedding rehearsal. The soloist must have the music approved by our organist and prepared before the rehearsal.

We recommend that one the church's soloists be used. Outside-church soloists must schedule a rehearsal with the organist prior to the wedding service. It is the soloist's responsibility to be sufficiently prepared prior to the rehearsal.

The following is a list of suggested solo music. The Minister of Music must approve any solos not listed here no later than three weeks prior to the wedding.

Bach	Jesu, Joy of Man's Desiring May God Smile on You My Heart Ever Faithful
Barnby	O Perfect Love
Bernstein	One Hand, One Heart
Steven Curtis Chapman	I Will Be Here
Cynthia Clawson	Beauty Suite
Copeland	The Bridal Prayer
Craig Courtney	If You Search With All Your Heart Thee Will I Love
Dunlap	Wedding Prayer
English	And on This Day Unity Candle)
Tom Fettke	The Majesty and Glory of Your Name
Fetter	O Father, All Creating
Franck	O Lord, Most Holy
Josh Groban	The Prayer
Gounod/Schubert	Ava Maria
Steve Green	Household of Faith
Hayes	The Greatest Gift is Love
Hayes, Mark or Hakes, Derek	Fairest Lord Jesus
Hopson (arr.)	The Gift of Love
Hopson (arr.)	The Gift of Love
Hopson/Wren	When Love is Found
Paul Johnson	Love
Joncas	On Eagle's Wings
Lovelace	Jesus, Stand Beside Them A Wedding Benediction
Malotte	The Lord's Prayer
Routley	Wedding Song – English Folk Song
Smith, Michael W.	For You
Stuckey	The Wedding Song
Thiman	The God of Love My Shepherd Is
Vaughan-Williams	The Call
Michael W. Williams	Angus Dei For You
Williams	A Wedding Prayer
John F. Wilson	Thank You for These Gifts

### **Instrumental Music**

A variety of instruments including harp, strings, brass, or handbells may be used to provide an elegant addition to the wedding service. Arrangements can be made with our organist who will be happy to advise you on this matter and handle all arrangements on your behalf. The Minister of Music must approve outside groups or individuals.

## RECEPTIONS

The Gathering Area is available for receptions following weddings held at the church. Receptions must be scheduled at the same time that the wedding is reserved on the church calendar. Space is available if there are no conflicts with other church activities. A limited number of tables and chairs are available for your use. Sinks and tables in the kitchen may be used for preparation of punch, cake, etc., but no dishes, silver, coffee urns, dishwashers, ovens or other church equipment may be used. No cooking or food preparation of any kind is allowed. **UNDER NO CIRCUMSTANCES MAY ALCOHOLIC BEVERAGES BE SERVED OR PERMITTED ON THE PREMISES.**

Caterers may come to set up for receptions a maximum of four (4) hours prior to a wedding if no church calendar conflicts occur. If you need more than four hours to prepare, prior arrangements must be made with the wedding coordinator. Rental of the reception area is for a maximum of four hours prior to the wedding and two hours following the wedding service. ***RECEPTIONS BEING HELD AT OR AFTER 7:00 P.M. WILL RESULT IN A DOUBLE CUSTODIAL FEE.*** All receptions must be concluded by 9:00 p.m. The kitchen and reception area must be cleaned immediately following the reception. Clean-up must be completed no later than 10:00 p.m.

If food, other than cake or punch is served, these items shall be prepared away from the church kitchen. Limited refrigeration space is available only on the day of the wedding, and only upon request with the wedding coordinator.

Failure to comply with this policy is subject to forfeiture of some portion or all of the deposit. The individual arranging for the use of the facility and/or caterer will be held responsible and accountable for any damage to the church building, furniture, floors, carpet, or other property pertaining to the reception.

## CATERING RECEPTIONS

Any caterer, other than the church caterer, must pay a \$250 deposit to use the church kitchen.

The party renting the facility and/or caterer will be held responsible and accountable for any damage to the church building, furniture, floors, carpet, or other property pertaining to the reception.

## ESTABLISHED FEES FOR RECEPTIONS

The established fee includes the required services of a custodian and two reception stewards:

Member:           \$ 250 (plus refundable damage deposit of \$250)  
Non-member:     \$1,000 (plus refundable damage deposit of \$500)

The wedding coordinator will contact you for pre-reception consultation relating to table arrangements and set up. The reception stewards are to assist you as representatives of the church to ensure that church policies are followed during the reception. They do not participate in serving food, punch, etc. or function as a caterer or mistress of ceremonies.

If you have any questions, please contact the wedding coordinator. The refundable damage deposit may be forfeited if there are damages to the facility or failure to vacate the premises on time.

## FACILITY AVAILABLE FOR RECEPTIONS

Gathering Area capacity using church provided tables:

280 seated at 60" round tables (35 tables)

or

150 seated at 6' rectangle tables (25 tables)

Maximum Gathering Area capacity using tables

or

provided by wedding party:

510 seated at 6' rectangle tables (85 tables)

400 seated at 60" round tables (50 tables)

## LIST OF FEES FOR CHURCH MEMBERS

	Fee	Refundable Deposit
Organist	\$150	
Sound Engineer	\$100	
Wedding Team Coordinators	\$100	
Wedding Custodian	\$100	
Reception Coordinator	\$150	
Reception Custodian	\$100	
Reception at or after 7 pm Custodian	\$100	
Receptions		\$250
Caterer (other than church caterer)		\$250

## LIST OF FEES FOR NON- MEMBERS

	Fee	Refundable Deposit
Sanctuary	\$1675	\$200
Chapel	\$1175	\$200
Organist	\$150	
Sound Engineer	\$100	
Wedding Team Coordinators	\$100	
Receptions	\$1000	\$500
Caterer (other than church caterer)		\$250