

CHURCH STAFF

The Staff at West University United Methodist Church wishes you happiness in your life together and we sincerely hope that your wedding in our church will be a sacred and beautiful occasion. We hope that participating in a local church will be a part of your new relationship together.

**Below is a list of staff members to help you.
All can be reached at
(713) 664-8111.**

Rev. Carol Bruse, Senior Pastor

Rev. Charlie Hall, Pastor-in-Residence

Mrs. Lynne Jackson, Director of Music Ministries

Ms. Mandy Nebeker, Wedding Coordinator

Lee Ann Glona, Church Controller

Susan Nutter, Office Manager

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Effective November 4, 2009

Updated: June 24, 2010

WEDDING GUIDELINES

The wedding ceremony is a service of worship in which a man and a woman praise God, worship Him and recite vows of covenant with each other. The staff at West University United Methodist Church wishes you happiness in your life together and desires to assist you so that your wedding will be a sacred and beautiful occasion.

These following steps outline the wedding scheduling process:

1. When the bridegroom contacts West University United Methodist Church to inquire about dates, fees, clergy, etc., they will be given a copy of the Wedding Ministry Guidelines.
2. If the bride/groom understands and agrees with the Wedding Ministry Guidelines, they will contact the Office to discuss available dates.
3. After learning available dates, the bride and groom will contact an Officiating Minister.
4. After the initial consultation and approval of the Officiating Minister, the \$200 deposit and one-half of the calculated fees are due in order for the wedding date to be reserved. **Checks are payable to West University UMC c/o Controller.**
5. Once the payment and ceremony forms have been received, the wedding is officially on the church calendar. The signed form is the official receipt for the couple being married.
6. The Wedding Coordinator will contact the couple to begin planning.

VIDEO RECORDINGS

Video cameras are welcome in the Sanctuary provided the camera is stationary and located in the balcony. Video cameras are also welcome in the Chapel provided they are stationary and located at the back of the Chapel (University Blvd. doorway). Video cameras will not be allowed in the Chancel area in either facility. Remote microphones used to enhance sound quality are not allowed. All video equipment must be set up no later than one hour prior to the ceremony.

Please clear your choice of video camera operators with the Wedding Coordinator since operators failing to abide by the rules stated will not be allowed to perform their services in the West University United Methodist Church.

PHOTOGRAPHS

West University United Methodist Church recognizes the value of wedding photographs as a lasting remembrance of this most special occasion and we trust your photographer will respect and abide by the following rules.

In only two instances may the professional photographer use a flash attachment inside the Sanctuary/Chapel during the ceremony:

1. Photographs of the bride and her attendants processing may be taken from the door of the Sanctuary/Chapel as long as a flash is not directed toward the interior.
2. During the recessional, flash photographs may be taken from the door of the Sanctuary/Chapel.

All other photographs must be taken from the balcony without a flash. No flash photography is allowed during the ceremony, so please advise friends and relatives not to take pictures during this time. The wedding party may return to the altar for photographs after the ceremony if they desire. This time will be limited to twenty minutes, at which time the church staff will be allowed to begin clean up procedures. Please clear your choice of photographers with the Wedding Coordinator since photographers failing to abide by the rules stated will not be allowed to perform their services in the West University United Methodist Church.

WEDDING RESERVATIONS

Weddings may not be scheduled for the following days:

- The month of December
- New Year's Day
- Friday or Saturday prior to Holy Week
- Holy Week
- Memorial Day Weekend
- July 4th Weekend
- Labor Day Weekend
- Thanksgiving Day
- Sundays

The Chapel seats approximately 60 people and the Sanctuary seats approximately 450.

Walk-in weddings are at the discretion of the officiating minister.

OFFICIATING MINISTER

All weddings held at West University United Methodist Church will be officiated by one of the clergy of the church staff. Clergy of other United Methodist churches or other denominations may be invited to participate. The invitation must be extended by one of the clergy of West University United Methodist Church.

PREMARITAL CONSULTATION

All persons marrying at West University United Methodist Church will be required to engage in premarital counseling. The decision to perform the ceremony will be the right and responsibility of the minister. Appointments for premarital counseling should be scheduled well in advance of the wedding. It is the responsibility of the bride and groom to phone the minister for appointments.

WEDDING COORDINATOR

The church's Wedding Coordinator will help to make the most of your wedding plans. Premarital consultation to discuss the details of the rehearsal and wedding day must be scheduled with the Wedding Coordinator. Only our Wedding Coordinator and Staff Minister will conduct the rehearsal. The Wedding Coordinator will also assist the Minister and the wedding party on the wedding day and will be available to answer any questions that should arise concerning the use of the facilities. The Wedding Coordinator should be contacted through the church office at (713) 664-8111.

ENHANCING AND ALTERING THE FACILITIES

Both our Sanctuary and Chapel are lovely facilities and neither requires extensive "decorating"; however, the facilities may be tastefully enhanced by a responsible florist/caterer three hours prior to the ceremony. No decorations will be permitted in the choir loft, pulpit or on the altar.

Furniture, altar pieces, paraments, Bibles or any of the Christian symbols used in the facility may not be moved.

Two arrangements of flowers and/or greenery may be placed on the flower pedestals. The church has two brass containers that will accept five-inch floral liners that may be used on the pedestals.

Candelabra will be permitted provided a fireproof protective covering is placed on the floor beneath them. Candles must be non-drip and may be used only in candelabra at the front of the church or in hurricane lanterns in the window sills.

If desired, the church will provide a kneeling bench.

No tacks, pins, glue, nails or tape of any kind may be used to fasten any decorations to the furniture or building

The florist should remove all materials from the facility immediately following the departure of the wedding party to prevent theft or loss.

No rice, flower petals or confetti will be thrown by members of the party either in the church buildings or on the church grounds.

THE WEDDING DAY

The Wedding Coordinator will open the church three hours prior to the ceremony. The Wedding Coordinator will be available to assist the wedding party from this time forward. A dressing area is available for the bride and her wedding party adjacent to the church office. The choir room can be used as a waiting area for the bride and her party to wait for the procession to begin. Please leave these areas as you found them.

The wedding party must make arrangements for someone to receive the wedding dress when delivered on the wedding day, no earlier than three hours prior to the ceremony. Additionally, the wedding party must arrange for someone to oversee the security of the attendants' belongings during the service. The church cannot be responsible for such items if lost, stolen or damaged. Dresses and other belongings must not remain in the facilities overnight.

Smoking in the facilities and on the church grounds is **STRICTLY FORBIDDEN**. Alcoholic beverages are **PROHIBITED** at all times anywhere on the premises. **The Officiating Minister may refuse to perform the wedding if a member of the party is under the influence of drugs or alcohol. It is the responsibility of the persons making the arrangements to inform all members of the wedding party concerning these matters.**

COSTS

Payment of a \$200 deposit and 50% of the fees are due after the initial consultation with the Officiating Minister. Stated fees cover all expenses except fees for soloists and instrumentalists. Fees for soloists and instrumentalists are to be determined by the performers engaged and shall be remitted directly to the persons involved prior to the wedding.

Full refunds may be made if the ceremony is cancelled at least six months in advance of the scheduled date. Half refunds plus refund of the security deposit may be made as late as three months prior to the wedding date. No refunds will be made less than three months prior to the wedding date.

Fees for the Wedding Coordinator include one on-site consultation and phone calls as needed. Additional on-site consultations, prior to the rehearsal and wedding, may be scheduled but will result in an additional fee to be determined by the Coordinator. Fees for the Church Organist include one rehearsal with the Organist. If the Church Organist's schedule permits, additional rehearsals may be scheduled but will result in an additional fee to be determined by the Organist.

| | Members | Non-Members |
|--|-----------|-------------|
| Sanctuary Wedding | \$1200.00 | \$1400.00 |
| Chapel Wedding | \$ 800.00 | \$ 900.00 |
| Security Deposit (<i>refundable</i>) | \$ 200.00 | \$ 200.00 |

MUSIC

Music is a very important part of the wedding and should reflect a service of worship. Therefore, only sacred or classical music may be played or sung. Popular ballads, love songs or recorded music are not permitted during any part of the wedding service. The Service Musician of West University United Methodist Church will decide the appropriateness of the service music.

The Church Organist OR Church Pianist will serve as the Service Musician for all wedding services, unless unavailable. In such case, the church will provide a qualified substitute. Requests for ensembles and/or soloists should be made to the Service Musician at least one month in advance of the wedding. Soloists and instrumentalists should not be engaged until after conferring with the Service Musician.

Additionally, all soloists/instrumentalists are required to know their music in advance of the rehearsal with the Service Musician and be able to provide music to the Service Musician in the key which he/she will sing/play. All soloists will wear a choir robe provided by the church. Please contact the Service Musician no later than six weeks prior to the ceremony.

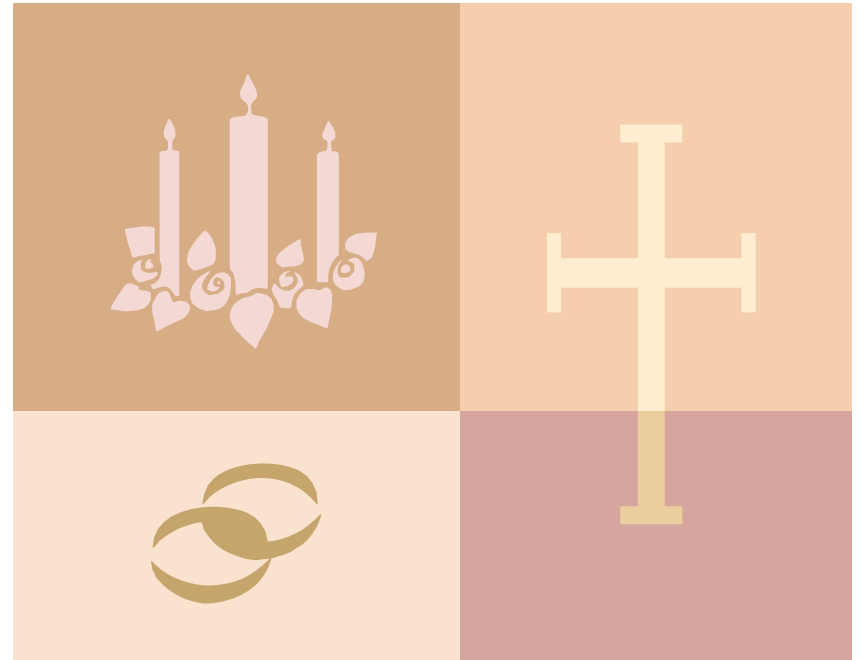
REHEARSAL

The wedding rehearsal will be directed by the Wedding Coordinator and the Staff Minister. Rehearsals begin promptly and proceed in a dignified manner. **Each rehearsal will begin at 5:30 P.M.** on the evening before the wedding and will last approximately one hour. All members of the wedding Party, including both sets of parents and the ushers, should be present by 5:15 P.M. The marriage license should be given to the minister at this time.

FLOWER GIRLS AND RING BEARERS

Children always bring a special grace to worship services; however, we must require that flower girls and ring bearers be **at least four years old**. A child any younger may create distractions that interfere with the worshipful nature of the service. We also require that young children be assigned to a member of the wedding party who can provide guidance, if necessary, during the ceremony.

Wedding Guidelines



WEST UNIVERSITY UNITED METHODIST CHURCH
3611 University Blvd.
Houston, Texas 77005
713-664-8111

*West University
United Methodist Church*