



WEDDING MINISTRY

SUGAR LAND FIRST UNITED METHODIST CHURCH

WEDDING GUIDELINES AND POLICIES

Sugar Land First United Methodist Church
431 Eldridge Road • Sugar Land, Texas 77478

"So they are no longer two, but one. Therefore what God has joined together, let man not separate." MARK 10:8-9 NIV

Congratulations on your engagement and upcoming wedding! Thank you for thinking of Sugar Land First United Methodist Church as part of your plans.

Your wedding is the Christian celebration of your love and commitment to each other and to God. At Sugar Land First 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 another, 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.

YOUR RESPONSIBILITY

It is your responsibility to review the following Wedding Guidelines and Policies. Discuss them with all members of your wedding party, as well as your florist, photographer, and caterer, so there will not be any misunderstandings or deviation from them.

SCHEDULING YOUR WEDDING

Our Wedding Coordinator will assist you with your wedding plans and will meet with you to reserve the wedding date and facilities needed, schedule the Pastor to officiate the ceremony, answer any questions you may have and collect all fees associated with the wedding. You and your fiancé must contact the officiating Pastor within two (2) weeks of scheduling your wedding, in order to confirm your date. The Pastor will perform your ceremony only after you have attended a Marriage Workshop and one counseling appointment with the Pastor.

The Wedding Coordinator will conduct your one-hour rehearsal. Outside wedding coordinators/planners are welcome; however, the Wedding Coordinator assigned by Sugar Land First United Methodist Church will coordinate the rehearsal and wedding. It is your responsibility to contact the Wedding Coordinator to set up the initial meeting.

Weddings will not be scheduled to begin later than 7:00 p.m. and will not be scheduled during Holy Week or on Sunday. Weddings, rehearsals and receptions will not be scheduled on New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve or Christmas Day. (If these holidays are adjacent to weekends, the weekend should be avoided. If the wedding is scheduled during the adjacent weekends, the Pastor, Wedding Coordinator, organist and custodial fees are charged at time-and-a-half.)

Weddings can be scheduled up to fifteen (15) months in advance for members and twelve (12) months in advance for non-members. All weddings must be booked at least three (3) months in advance. Once your wedding date is confirmed, your rehearsal will be scheduled for 6:00 p.m. on the day prior to your wedding. You must be a member of Sugar Land First United Methodist Church at least three (3) months prior to reserving the church to receive "member" status.

FACILITIES

Weddings and receptions may be scheduled in the following areas, subject to availability. Maximum seating of each is shown in parenthesis.

WEDDINGS

Sanctuary (1000)
Love Garden (30)
Prayer Chapel (12)
Parlor (20)

RECEPTIONS

Wesley Hall (120)
Great Hall (240 at tables and chairs)

Dressing rooms for the bride, groom and attendants are available for use at the discretion of the wedding party. The church will not be responsible for personal items such as wedding dresses, wraps, coats, purses, etc., which are brought to the church in preparation of the wedding, and, therefore, will not be held liable if such items are lost or stolen. All church facilities must be left in the condition in which they are found and care must be taken by the bridal party to protect the furnishings in these rooms.

MARRIAGE WORKSHOP

All couples are required to attend a one-day workshop, which is offered every 3-4 months. The workshop is included in your wedding fee and will be scheduled by the Wedding Coordinator during the initial meeting.

PASTOR

A Pastor from Sugar Land First United Methodist Church will officiate your wedding. **No guest pastors will be permitted.** Our Wedding Coordinator will oversee the rehearsal and wedding.

MUSIC

The music used in the wedding must be within the standards of worship and dignity of the ceremony. There is a wealth of beautiful and fitting music, both vocal and instrumental, suitable for the wedding ceremony. It is your responsibility to contact the organist to discuss your selections 4-6 weeks before your wedding date.

The organist of Sugar Land First United Methodist Church will be the organist for your wedding. If the organist is unavailable, the church will provide another organist. A guest soloist is welcome. Our organist must approve all music selections and the use of other musical instruments.

DECORATING THE CHURCH

All decorations shall leave the symbols of the church in clear view. Those symbols are the cross, the Bible, the communion rail, pulpit, altar, paraments and lectern. Decorations will not be placed behind the altar or in the choir loft. One flower arrangement may be placed on the altar. This arrangement can be placed in the brass urn provided. Artificial flowers are not allowed inside the altar rails. A kneeler is available for use during the ceremony upon request.

Candles may be used. If traditional candelabra (seven candles) are used, plastic sheeting (provided by florist) must be used, even if dripless candles are used. Candles may not be placed in the center aisles.

Full cooperation from the family and florist is expected in the observance of the following list of detailed regulations:

- Furnishings in the church building shall not be moved.
- Decorations shall not be fastened to the building or furniture with staples, tacks, pins, glue or tape.
- Pew bows and decorations are allowed, if properly affixed with pew clips only.
- All candles must be dripless type and wax savers must be used, along with plastic sheeting on the floor.
- The florist shall call the Wedding Coordinator to schedule decorating time.
- The Sanctuary will be cleaned before arrival of the florist; therefore, any debris left on the carpet, altar etc., must be cleaned by the florist before the ceremony begins. The florist shall promptly remove all decorations

immediately after the ceremony. Any flowers, decorations, etc., left overnight by the florist, unless other arrangements have been made with the Wedding Coordinator, will become the property of the church.

- The florist will be held responsible for any damage to the building or furniture caused by floral decorations, and for the removal of wax from carpet or furniture resulting from their decorations.
- The florist shall leave any area of the church that he/she uses in the condition in which it was found.

PHOTOGRAPHY & VIDEO TAPING

The wedding is a service of Christian worship when conducted by an ordained Pastor or held in a building devoted to Christian worship and study. While photographs of the wedding and wedding party are important to the couple and their families, the solemnity of the ceremony should not be marred by indiscriminate picture taking. Reverence for the Sanctuary and the wedding ceremony is expected.

Photographs may be taken freely in the Narthex of the Sanctuary and in the bride and groom's dressing rooms. During the ceremony, time exposures may be made from the video booth in the Sanctuary, so that the noises will not be distracting. Pictures may be made behind the back pew of the bride and her father as they enter the Sanctuary. Most photographs related to the ceremony should be posed after the ceremony.

The following rules must be observed:

- Flash photography is not allowed during the ceremony or after the bride starts down the aisle.
- Noise should be avoided in making time exposures, in changing film and film packs, by excessive moving, etc.
- Equipment should not be placed in pews, nor should the photographer stand in the pews.
- Videotaping is only allowed from the video booth.
- The bride and photographer should plan the poses for various photographs before the wedding day to conserve time of the wedding party, guests, and church staff.
- The photographer should plan to have as many pictures as possible made prior to the hour of the wedding.
- Photographers should advise the Wedding Coordinator of their arrival time.

RECEPTION

Wedding receptions are held in the Great Hall or Wesley Hall located in the Education Center. Reservations for the reception must be made with the Facility Coordinator at the same time the church is reserved. All evening receptions must be over by 7:00 p.m. for cleaning purposes.

All church facilities must be left in the condition in which they are found.

The following rules must be strictly complied with:

- No alcoholic beverages are permitted in the building or on the church property.
- No smoking is permitted in the buildings.
- Bird seed, only, may be thrown, and only outside the buildings.

CATERING

If the church's caterer is used, full use of the kitchen is allowed. Outside caterers may only use the Great Hall or Wesley Hall kitchen for the preparation of punch, coffee, etc. and for washing dishes after the reception, with prior approval by the Food Services Director. Other kitchen equipment is not to be used.

The following rules apply:

- Arrival time of caterers, decorators, etc., must be coordinated with the Facility Coordinator. All table coverings, dishes, silver, etc., are to be provided by the caterer.
- Round tables are used for seating and 8 ft. rectangular tables are used for serving.
- No alcoholic beverages are permitted in the church building or on the church grounds.
- Caterers are responsible for removing everything belonging to them and for cleaning the kitchen immediately after the reception.

SCHEDULE OF FEES

Your fee* includes all expenses related to the wedding, except for guest pastors, flowers, additional musicians and photographer. Your final payment is due one (1) month prior to your wedding date (no exceptions). The initial deposit of \$200.00 will not be refunded if the wedding is cancelled within three (3) months of the wedding date.

MEMBER

Sanctuary	\$1000
Garden	\$750
Great Hall	\$350
Wesley Hall	\$200

NON-MEMBER

Sanctuary	\$1300
Garden	\$900
Great Hall	\$500
Wesley Hall	\$325

For smaller, intimate weddings, other locations may be available with reduced expenses. These options include the Parlor and Prayer Chapel. Availability and pricing may be obtained from the Wedding Coordinator. Weddings held at offsite locations will be charged a \$50.00 registration fee.

* Fees do not include additional charges for holidays.

CHECK-LIST FOR THE BRIDE AND GROOM

GETTING STARTED

- Schedule a meeting with the Wedding Coordinator. During this initial meeting you will review the Wedding Guidelines and Policies, schedule the date for your wedding, fill out a Wedding Reservation Form, pay a deposit of \$200.00 to secure your reservation and schedule the Marriage Workshop Session.
- Within two (2) weeks of reserving the church, you must contact the Officiating Pastor.
- Review the Wedding Guidelines and Policies with your wedding party, florist, photographer and caterer.

FOUR MONTHS BEFORE THE WEDDING

- Contact the Wedding Coordinator to confirm details for your wedding.
- Contact the church organist to schedule his services and select your music.
- Schedule second meeting with the Officiating Pastor to discuss details regarding your ceremony.

ONE MONTH BEFORE THE WEDDING

- Hand deliver or mail your final payment, payable to Sugar Land First United Methodist Church, to 431 Eldridge Road, Sugar Land TX 77478.
- Contact the Wedding Coordinator to finalize rehearsal plans and wedding details.
- The Pastor can only perform weddings in full accordance with the laws of the state. The wedding cannot take place without a valid marriage license. Obtain a Marriage License from your county of residence and give it to the Wedding Coordinator at the rehearsal.



WEDDING MINISTRY
SUGAR LAND FIRST UNITED METHODIST CHURCH

WEDDING RESERVATION FORM

Sugar Land First United Methodist Church
431 Eldridge Road • Sugar Land, Texas 77478

REHEARSAL AND WEDDING INFORMATION

Wedding Date ____ / ____ / ____ Time _____ # of Guests _____

Rehearsal Date ____ / ____ / ____ Time _____

Officiating Pastor: _____

BRIDE'S INFORMATION Member Non-Member

Name _____
First Middle Last

Preferred Name _____ Date of Birth ____ / ____ / ____

Address _____

City State Zip

Home Phone ____ / ____ Cell ____ / ____

E-mail _____

Religious Affiliation _____ Occupation _____

GROOM'S INFORMATION Member Non-Member

Name _____
First Middle Last

Preferred Name _____ Date of Birth ____ / ____ / ____

Address _____

City State Zip

Home Phone ____ / ____ Cell ____ / ____

E-mail _____

Religious Affiliation _____ Occupation _____

PERMANENT ADDRESS FOLLOWING WEDDING

Address _____

_____ City _____ State _____ Zip _____

Home Phone _____ / _____

FACILITIES REQUESTED

WEDDING

- Sanctuary
- Garden: _____
- Prayer Chapel
- Parlor

RECEPTION

- Wesley Hall
 - Great Hall
 - Other: _____
-

MARRIAGE WORKSHOP SESSION SELECTED

Date: _____

All couples are required to attend this one-day workshop. The workshop will be held at Sugar Land First United Methodist Church, from 9:00 a.m. to 4:00 p.m., in room 602 of the Education Center. Workshop materials and lunch are provided.

ACKNOWLEDGMENT

I have received a copy of the Wedding Guidelines and Policies of Sugar Land First United Methodist Church. I will review these guidelines and policies and discuss them with my wedding party, florist, caterer and photographer so there will not be any misunderstandings or deviation from them.

My fiance and I agree to attend the one-day Marriage Workshop as selected above. We also agree to schedule a meeting with the officiating pastor within two (2) weeks of today's date. I understand that my wedding date is not confirmed until I contact the Wedding Coordinator with this date.

I understand the Schedule of Fees as outlined in the Wedding Guidelines and Policies and agree to pay these fees. I understand that my initial deposit of \$200.00, which is due today, will not be refunded if the wedding is cancelled within three (3) months of the wedding date. I also understand that final payment of the remaining balance is due one (1) month prior to the wedding date.

BRIDE/BRIDE'S REPRESENTATIVE: _____ **DATE:** ____ / ____ / ____

FOR OFFICE USE ONLY:

Wedding Reservation Form Completed and Signed: ____ / ____ / ____ Total Cost of Wedding: \$ _____

Copy of Wedding Reservation Form to: Wedding Book Pastor Organist Sound/Lights Altar Guild

\$200.00 Deposit Received: Cash Check # _____ Sent to Finance: ____ / ____ / ____

\$50.00 Offsite Registration Fee: Cash Check # _____ Sent to Finance: ____ / ____ / ____

Facility Request Submitted: ____ / ____ / ____

Verify Initial Meeting Date with Officiating Pastor: ____ / ____ / ____

Verify Marriage Workshop Attended: ____ / ____ / ____

Verify 2nd Meeting with Officiating Pastor: ____ / ____ / ____

Final Meeting with Wedding Coordinator: ____ / ____ / ____

Balance Due \$ _____ Received: Cash Check # _____ Sent to Finance: ____ / ____ / ____



WEDDING MINISTRY

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REHEARSAL AND WEDDING PLANNER

Sugar Land First United Methodist Church
431 Eldridge Road • Sugar Land, Texas 77478

WEDDING DETAILS

Rehearsal Date: ____ / ____ / ____ Time: _____

Wedding Date: ____ / ____ / ____ Time: _____

Location: Sanctuary Love Garden Hope Garden Prayer Chapel Parlor

Number of Guests: _____

Officiating Pastor: _____ Phone: _____

WEDDING PARTY

BRIDE

BRIDE'S FAMILY

(Please list parent's names, and/or stepmothers and stepfathers)

Parents _____

Mother ushered in by _____

Maternal Grandparents _____

Ushered in by _____

Paternal Grandparents _____

Ushered in by _____

GROOM

GROOM'S FAMILY

(Please list parent's names, and/or stepmothers and stepfathers)

Parents _____

Mother ushered in by _____

Maternal Grandparents _____

Ushered in by _____

Paternal Grandparents _____

Ushered in by _____

WEDDING ATTENDANTS

Flower Girl _____ Age _____
(Must be at least 4 years old)

Ring Bearer _____ Age _____
(Must be at least 4 years old)

Maid/Matron of Honor _____

Best Man _____

Bridesmaid _____

Groomsman _____

Bridesmaid _____

Groomsman _____

Bridesmaid _____

Groomsman _____

Bridesmaid _____

Groomsman _____

Bridesmaid _____

Groomsman _____

Bridesmaid _____

Groomsman _____

Bridesmaid _____

Groomsman _____

USHERS

We recommend 1 usher per 50 guests. If groomsmen are also acting as ushers, please put a "" next to his name.*

MISCELLANEOUS PARTICIPANTS

Scripture Reader(s) _____

Gift Table Attendant _____

Programs Handed Out By _____

Guest Book Attendant _____

CEREMONY DETAILS

Additional Pews Needed (not to be ushered):

Family: _____ Rows House Party: _____ Rows

Will you be using a Unity Candle? Yes No

The Processional will be: *(check one)*

- Bridesmaids walking single file all the way down the aisle
- Groomsmen meeting Bridesmaids halfway down the aisle
- Groomsmen walking Bridesmaids all the way down the aisle

Special Details: _____

ARRIVAL TIMES

Bride and Bridesmaids: _____

Groom and Groomsmen: _____

Photographer/Videographer: _____

Florist: _____

Caterer: _____

CLEAN UP

Person in charge of cleaning out groom and bridal dressing rooms:

Person in charge of taking decorations, gifts, etc.:

CHURCH ITEMS/SERVICES

(Check all items/services that apply)

- Unity Candle
- Guest Book Podium / Table
- Kneeler

MUSIC

Soloist/Instrumentalist(s)

Song(s)

Accompanist

ADDITIONAL CONTACT INFORMATION

PHOTOGRAPHER

Name _____

Phone _____

LIMOUSINE COMPANY

Name _____

Phone _____

VIDEOGRAPHER

Name _____

Phone _____

REHEARSAL DINNER LOCATION

FLORIST

Name _____

Phone _____

RECEPTION LOCATION

CATERER

Name _____

Phone _____

MISCELLANEOUS NOTES

MARRIAGE LICENSE

Received by Wedding Coordinator: ____ / ____ / ____

County of Issue: _____ License Number: _____

License Signed by Pastor: Yes No

Sent to Church Office: ____ / ____ / ____