



Wedding Manual

FIRST UNITED METHODIST CHURCH
McKinney, Texas



For Brides and Grooms

We are happy that you have chosen to celebrate your covenant of marriage with the Church. The pastors and staff here at First United Methodist Church (FUMC) McKinney anticipate sharing your joy in this life-changing event. We are here to help you prepare a wedding that will express your love for each other and for God. In this manual, we describe our wedding policies and services to help you prepare for your wedding day.

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Church Contact Information

First United Methodist Church
315 North Church St.
McKinney, TX 75069
972-562-8556
<http://www.sharingtheheart.org>

Planning with Staff Members

Executive Director

You can contact the Executive Director by calling 972-562-8556, ext. 10, or by visiting the church's front office. See "Checklist and Contacts" for the current Executive Director's email address.

Pastors

One of the pastors of FUMC McKinney will preside at all weddings. He or she will ensure appropriate use of the liturgy and facilities.

FUMC McKinney requires that the bride and groom meet with the Officiating Pastor for pre-marital counseling at least once. These meetings are an opportunity for the pastor and couple to prepare themselves for the wedding, so that the ceremony will truly represent God's love and the couple's spiritual union before Him.

Honorarium Traditionally, couples give the Officiating Pastor an honorarium, a financial gift for his or her service. If you would like advice about appropriate amounts, you may discuss the honorarium with the Executive Director or the Wedding Hostess.

Visiting pastors If you would like another pastor to share in the service, please clarify this in your initial meeting with the Executive Director. While FUMC McKinney welcomes clergy from other Christian denominations, we do require that the officiating minister provide a copy of his/her ministerial credentials, license or ordination certificate. We also request that the couple agree to pre-marital counseling with the officiating minister.

Wedding Hostess

FUMC McKinney will provide a Wedding Hostess, who will help you plan, conduct the rehearsal, and coordinate the wedding. As an employee of the church, the Wedding Hostess can answer most of your questions about wedding policies and services. Please, provide your service providers such as bridal consultants, caterers, florists, and photographers with the contact information for the Wedding Hostess. It is your responsibility to familiarize them with FUMC policy. As the representative of FUMC McKinney, the Wedding Hostess will have final approval of all aspects of the wedding service unless the officiating minister is a credentialed member of the clergy of the United Methodist Church.

Scheduling Your Wedding

Choose Dates and Times

We will schedule only two weddings per day and will work to ensure four hours between them. You may schedule your ceremony and reception for times between 10:00 am and 7:00 pm. Receptions may last for two hours, so as a precaution, if you are a member and plan to host your reception at the church, your ceremony must begin by 4:00 pm. If you schedule your ceremony for a Saturday, your ceremony must end by 6:00 pm so that we can prepare the facilities for Sunday worship services. Rehearsals will be at 6:00 pm on the Friday evening before the wedding unless different arrangements are made.

Our primary commitment will always be to FUMC McKinney's ministries. As you choose a date for your wedding, please remember that we will not remove seasonal decorations, such as Christmas poinsettias or Easter banners, to accommodate wedding decorations. Also, we will schedule weddings only for dates and times when the church is officially open, when no worship services are occurring, and when other church ministries are not using the needed facilities.

We will not schedule weddings on the following days:

- Sundays
- New Year's Eve and Day
- Ash Wednesday
- Holy Week (Palm Sunday – Easter)
- Memorial Day weekend
- Annual Conference week (usually between the last week in May and the second week in June. Check with the church office for specific dates)
- Fourth of July weekend
- Labor Day weekend
- Thanksgiving weekend
- Saturdays before Christmas programs
- Christmas Eve and Day

Please, inform caterers, musicians, florists, and other service providers about hours the church is open.

Visit with Our Staff

First, contact the Executive Director to tentatively schedule the dates and times of your rehearsal, decoration, ceremony, and reception (if applicable). Members may schedule dates a year in advance. Non-members may schedule theirs nine months in advance.

The Executive Director will explain the wedding policy and request that you sign the *Agreement to the Wedding Policies of FUMC*, which is at the back of this manual. If you are unfamiliar with the pastors of FUMC McKinney, the Executive Director will also direct you to one.

Second, you will have one month to meet with the Officiating Pastor, agree on your dates, and pay one-half of the projected costs up to \$500. By this time, you should also have used the fee schedule to determine the total cost of your wedding at FUMC McKinney.

Please, do not formally announce your dates or order invitations until after you have met with the Officiating Pastor and one-half of the projected costs up to \$500. Your dates are not official until you do this.

If you want to change any of your dates, you must inform the Executive Director, the Officiating Pastor, the Wedding Hostess, and any musicians scheduled to perform. If you must cancel for any reason, FUMC McKinney will keep \$100 and return your other payments.

Complete Payments

When you talk with the Executive Director, he or she will give you a fee schedule for employing the Wedding Hostess, the church's facilities, and any church musicians. One-half of the projected costs up to \$500 is due when you officially set your date. The balance is due 30 days before the wedding.

Choosing Your Facilities

For the Ceremony

Please, designate family members or friends, such as ushers and house party members, to remove decorations and tidy the Sanctuary or Chapel after the wedding. Remember to identify them to the Wedding Hostess before the ceremony.

Sanctuary Our Sanctuary, built in 1901, has glorious stained glass windows and a beautiful pipe organ. The Sanctuary seats 400 people and does not have a center aisle. Brides may enter from the back door at the bottom of stairs and cross over to the longest aisle.

Chapel Our Chapel, which seats 40 people, is ideal for small wedding parties who do not need a rehearsal.

For the Reception

Only members may schedule the church facilities for receptions, which may last for two hours. To avoid decorating and cleaning conflicts, we allow only one reception in a room per day. Please, designate at least three people to clean the Dyer Hall or Parlor and the kitchen after your reception.

For an additional cost, we will provide dishes, cups, silverware, punch bowls, and trays.

We do not allow alcoholic beverages.

Dyer Hall Dyer Hall has room for 250 guests and access to a kitchen. If you want to use Dyer Hall, you must hire a professional caterer.

Parlor Our Parlor has room for 80 guests. If you want to use the Parlor, you may hire a professional caterer or designate at least three family members or friends to prepare the reception and use the kitchen.

For Dressing before the Ceremony

During the 1.5 hours before the ceremony, the bride and her attendants may dress in the Sunday school classroom at the top of the stairs that descend to the back of the Sanctuary. The groom and his attendants may use the conference room directly up the ramp in the Lobby. Please, have your attendants tidy these rooms and check out with the Wedding Hostess before they leave the church.

Preparing for the Ceremony

You should be prepared to discuss the following preparations with family, attendants, florist, and photographer. Please, provide notes on the following for the Wedding Hostess before the day of the rehearsal.

All decorating, photography and set-up must be completed 30 minutes before the service. Seating of guests will begin then.

Processional and Recessional

Determine the seating of your family and the order in which your attendants will enter and stand. See “*Preparing for the Rehearsal*” for this, whether you plan to have a rehearsal or not.

If you would like guests to shower you with bubbles, please instruct them to wait until you walk outside, so the church will remain clean. The following items are not allowed outside or inside the church: rice, confetti, bird seed, and real petals. Flower girls may scatter faux (silk, organza, etc.) petals. The individuals assigned to remove decorations from the Sanctuary will be responsible for picking up those petals as well as gathering any bulletins, tissues, etc. that guests leave in the pews.

Choose music appropriate for a celebration of the marriage covenant. Because weddings at FUMC McKinney are also worship services, both music styles and texts should reflect a reverence for God’s presence and for Christ’s steadfast love, the foundation and model of Christian marriage. Passages from the Bible are appropriate lyrics for the ceremony, but secular lyrics are not. Please, save secular songs with appropriate lyrics for your rehearsal dinner and/or reception. *Pre-recorded music is discouraged.*

Approval of Music As soon as your dates are official, the Executive Director will provide you with contact information for the official organist. It is your responsibility to contact this person to discuss and finalize the music for your wedding. All musical selections for the ceremony are subject to review and approval by this representative of the church.

Organist If you want organ music during your ceremony, the Executive Director will arrange for the Organist or a member of our music staff to play for you. If there is a schedule conflict with our staff members, the Executive Director will arrange for a qualified substitute. Please, include your payment for the organist with your other payments to FUMC McKinney.

Other Musicians FUMC McKinney will not arrange for other musicians. You may find vocalists and instrumentalists independently and pay them directly. If musicians will perform with the organist, they should learn the approved music and meet with the organist before the rehearsal. (The organist is not responsible for teaching music to others.) At this meeting, musicians should provide the organist with original copies of the music in the desired key.

Hymns You may select hymns for your guests to sing and heighten the communal festivity of the ceremony. We recommend these hymns from *The United Methodist Hymnal*:

- 89. “Joyful, Joyful, We Adore Thee”
- 102. “Now Thank We All Our God”
- 138. “The King of Love My Shepherd is”
- 139. “Praise to the Lord, the Almighty”
- 384. “Love Divine, All Loves Excelling”
- 408. “The Gift of Love”
- 643. “When Love is Found”
- 645. “O Perfect Love”

Decorations

Our Sanctuary’s woodwork and stained glass windows are beautiful, and we prefer decorations that preserve their simplicity. Please, request that your florist, family members, and friends preserve the sanctity of the Sanctuary by not hanging flowers or other decorations on the walls, in the choir loft, on the piano or on the organ.

The person you designate to remove decorations and equipment from the Sanctuary or Chapel must do so immediately after the ceremony and check out with the Wedding Hostess. FUMC McKinney is not responsible for items left in the church, and these items may be thrown away.

Pews and aisles You may reserve family pews by securely attaching bows or flowers that will not endanger the finish. Do not use uncoated wire, nails, tacks, screws, tape, or glue.

The dais We will always keep seasonal decorations, the Lord’s Table, cross, and altar candles in the Sanctuary, but we will remove the pulpit, baptistery, and flower stand before the rehearsal. The dais has room for a small table and two pedestals (one on either side of the altar) to display unity candles,

candelabras, or flowers. We discourage additional decorations because they crowd the dais and block the congregation's view of the couple. If you choose to add these decorations, you will need to provide them or rent them from your florist.

Consider how much space the wedding dress will need on the dais, where the bride will stand for most of the ceremony. Your attendants will need room in front of the Lord's Table.

Candles Even if you are not using any other candles, the altar candles must be lit before the ceremony as they represent God's presence. If an attendant is lighting candelabras during the ceremony, you are welcome to use the church's taper. If you are not using other candelabra, the Wedding Hostess will light the altar candles 10 minutes before the ceremony begins.

Candles must be dripless and must stay in the chancel area. Please, place candles in holders that catch drippings, and protect the floor from wax. If you choose to use candles, FUMC McKinney will require a \$200 deposit to cover carpet cleaning. We will return this payment if we do not need to clean wax from the carpet.

Flowers If you plan to leave altar flowers please let the church know as soon as possible. If we do not already have flowers scheduled for the upcoming Sunday, we will certainly use them and mention them in the Sunday bulletin.

If you want a flower girl to scatter petals on the carpet, please use faux petals. An aisle cloth may not be used.

Bulletins

Bulletins may provide your guests with

- The order of events for your ceremony.
- The names of your attendants and guardians.
- The titles of songs.
- Words for prayers the congregation can read in unison.
- A tastefully worded note requesting adherence to the photography policy outlined below: "We respectfully ask that you honor the policy of reverence at First United Methodist Church. No photography is allowed during the ceremony. Please silence all pagers and cell phones."
- Your new address.

Before you print your bulletins, please give a copy to the Wedding Hostess for approval.

Photography

Because the ceremony is a worship service, once the music of the ceremony begins, guests may not take pictures in the Sanctuary or Chapel. Please, inform your guests of this before the wedding. Only the official photographer may take pictures during the ceremony, and during this time, he or she must

- Turn off the camera's flash.
- Stand at the back of the room.

After the ceremony, attendants and family members may return to the dais with the couple for pictures. We suggest this photo shoot last for only 30 minutes. If you need more time, arrange for the photographer to take some pictures during the hour before the ceremony.

Video Recording

FUMC McKinney will provide a DVD of the ceremony which is included in your fees. The Sound Technician will record the ceremony and give you the DVD before you leave. Please be aware that this is from one fixed camera. You are welcome to have a professional videographer to record the ceremony, instruct him or her to:

- Attend the rehearsal to become familiar with the church's building and policies.
- Use lighting already in the Sanctuary or Chapel. The videographer may not bring in additional lighting equipment.
- Stay in the same place during the ceremony. If he or she wants to set up a second camera, you may arrange this with the Wedding Hostess.
- Discreetly set up and test video equipment 30 minutes before the ceremony.

Preparing for the Rehearsal

The Officiating Pastor and Wedding Hostess will lead a 30- to 60-minute rehearsal for the couple, parents, grandparents, attendants, musicians, photographer, videographer, and anyone else participating in the ceremony.

The rehearsal should begin promptly at the scheduled time and proceed in a quiet, dignified, and reverent manner. The rehearsal is an integral part of the wedding preparation and is held in a holy place, dedicated to the worship of God. Sobriety of all participants is important.

To ensure that the rehearsal begins on time, please provide maps or directions for all participants. Warn them that traffic will delay their trip to the church on Friday. If the rehearsal lasts for more than an hour, your attendants may be late to the rehearsal dinner or hinder the church's other events. Also, if the rehearsal lasts more than 90 minutes, you will be charged \$150 for the additional time.

Processional and Recessional

Please, provide the Wedding Hostess with a detailed plan for the processional, which includes the seating of parents and grandparents and the entrance of attendants. Your plan should specify who will escort each person (e.g., Will fathers or ushers escort the mothers?) and where these persons will sit or stand during the ceremony.

Here is a list of the traditional entrance order:

1. Groom's grandparents
2. Bride's grandparents
3. Groom's parents
4. Bride's parents
5. Minister, groom, best man, and groomsmen (from the Lobby)
6. Bridesmaids
7. Maid/Matron of honor
8. Ring bearer and flower girl
9. Bride

Also, decide who will participate in the recessional (i.e., who will escort whom out of the Sanctuary or Chapel). We recommend that only the couple, the attendants, and the parents leave while music plays.

Responsibilities

Before the rehearsal, you should tell your house party members their responsibilities for the wedding day, such as any duties before the ceremony, where to sit and what to carry. Instruct your ushers where you want them before and during the ceremony, what they are to do (seat precisely who and exactly where), which pews are reserved, how to handle late arrivals and any tasks after the ceremony. It is a good idea to put this in writing. Please provide a copy to the Wedding Hostess.

Marriage License

Bring the marriage license to the Officiating Pastor at the rehearsal. Without the marriage license, the pastor cannot officiate the ceremony.

Liability Concerns

Belongings

If there is a need to secure belongings in the church (e.g., decorations), you must inform the Wedding Hostess. The church staff will try their best to protect these, but they are not liable if the belongings become lost, stolen, or damaged. For this reason, we suggest that no one leave money, jewelry, or other valuables unattended in the dressing rooms, especially overnight. Please, remove all belongings from the church immediately after the wedding.

Legal and Illegal Drugs

FUMC McKinney prohibits tobacco and alcohol use in the church, including champagne toasts in the dressing rooms. Please follow all state and Federal laws related to other drugs. Please, inform your attendants and guests of these restrictions. We wish you happiness in your life together and hope that your wedding will be a sacred and beautiful occasion.

Checklist and Contacts

Checklist

- Contact the Executive Director to ask about available dates and times, and read the *Wedding Manual*.
- Confirm pastor's availability, and secure date and time for all wedding events that will be held at FUMC McKinney by (1) signing the *Agreement to the Wedding Policies of FUMC* and (2) paying one-half of the projected cost up to \$500.
- Make appointment with a pastor for pre-marital counseling.
- Make appointment with the Wedding Hostess.
- Make appointment with the organist.
- Order invitations.
- Arrange plans with caterer, florist, photographer, videographer, vocalists, instrumentalists, etc.
- Contact attendants and provide them with written directions concerning attire, dates, times, and the location of the church.
- Obtain a marriage license at least two days before your ceremony. (Texas licenses are valid for 31 days.)
- Check final details with the Wedding Hostess.
- Confirm with guests the times and locations of the rehearsal, rehearsal dinner, ceremony, and reception. (Maps help.)

Contact Information

Alan Heath, Executive Director
972-562-8556, ext. 10
aheath@sharingtheheart.org

Nita Thedford, Wedding Hostess
972-562-8556, ext. 13
nthedford@sharingtheheart.org

Pastors at FUMC McKinney

Tommy Brumett, Senior Pastor
Doug Fox, Associate Pastor
Janet Cavalier, Associate Pastor
John Harman, Associate Pastor
Jim Palmer, Associate Pastor
Sandy Stamey, Associate Pastor
Chris Rickwartz, Youth Pastor

Please, know that you are always welcome here. We encourage you to talk with one of our pastors about opportunities for newlywed couples in the life of our congregation.

Fee Schedule

Following is a list of fees for weddings at First United Methodist Church of McKinney. To qualify for the reduced member pricing, one of the following must have been a member for at least one year prior to the wedding date:

- Bride
- Groom
- Mother or Father of the Bride
- Mother or Father of the Groom
- Grandmother or Grandfather of the Bride
- Grandmother or Grandfather of the Groom

<i>Weddings</i> ¹	<i>Members</i>	<i>Non-Members</i>
Sanctuary	\$ 950.00	\$ 1,850.00
Chapel	\$ 550.00	\$ 800.00
<i>Receptions</i> ²		
Parlor	\$ 300.00	\$ 550.00
Dyer Hall	\$ 400.00	\$ 850.00

¹ Fees include facility, minister, wedding hostess, audio-visual technician (not included in chapel wedding), and custodial fees for up to one hour on the day of rehearsal and up to three (3) hours on the day of the ceremony.

² Available only if the wedding is held at First United Methodist Church of McKinney. Fees include up to four hours (two hours for the reception and one hour each for set-up and clean-up) and do not include audio-visual support. Use of audio-visual equipment required an AV technician at an additional cost of \$150.

<i>Other Fees</i>	<i>Members</i>	<i>Non-Members</i>
Organist	\$ 200.00	\$ 200.00
Dishwasher	\$ 100.00	\$ 100.00
Candle Deposit	\$ 200.00	\$ 200.00
Add'l Hours	\$ 150.00	\$ 150.00



WEDDING RESERVATION AND AGREEMENT

FIRST UNITED METHODIST CHURCH

315 North Church St.
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972-562-8556

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Date: _____ Ceremony Location: Sanctuary Chapel

Bride's Name: _____ Phone: _____ FUMC Member?

Address: _____ Email: _____

Groom's Name: _____ Phone: _____ FUMC Member?

Address: _____ Email: _____

Rehearsal Date: _____ Time: _____

Wedding Date: _____ Time: _____

Reception at FUMC? Time: _____ Location: Dyer Hall Parlor

FUMC Minister: _____

Guest Minister: _____ Denomination: _____

Guest Minister Phone: _____ Email: _____

CHARGES:	
Location:	_____
Minister:	_____
Organist:	_____
Sub-total:	_____
Reception:	_____
Dance Floor:	_____
Other:	_____
Subtotal:	_____
TOTAL:	_____
Deposit:	_____
Date Rec'd:	_____
Balance:	_____
Date Rec'd:	_____

Counseling Scheduled? Credentials Rec'd

Hostess: _____ Sound Tech: _____

Organist: _____ Music Approved: _____

Agreement to Policies

I have read the Wedding Policy Manual of First United Methodist Church of McKinney and agree to abide by the policies outlined therein and will communicate all applicable policies to the appropriate members of my wedding party and those providing services such as photography, decorations, flowers, etc. This agreement is more than a contract to "rent space" for my wedding. I understand my fiancée and I are making a covenant not only between us, but also with God and the church. Therefore, I agree that our ceremony will be a service of worship in the Sanctuary or Chapel of First United Methodist Church of McKinney.

First United Methodist Church agrees to provide sacred space along with the services of wedding hostess, audio visual technician, minister, organist, and custodian to facilitate a wedding that is memorable, meaningful and holy.

Signature of Bride

Date

Signature of FUMC Executive Director

Date



INSTRUCTIONS FOR FLORISTS

FIRST UNITED METHODIST CHURCH

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972-562-8556

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Decorations

Please complete all decorating and set-up 30 minutes before the service. Seating of guests will begin then.

Please preserve the sanctity of the Sanctuary by not hanging flowers or other decorations on the walls, in the choir loft, or on the organ or piano.

Please remove decorations and equipment immediately after the ceremony. FUMC McKinney is not responsible for items left in the church, and these items may be discarded.

Pews and aisles

You may reserve family pews by securely attaching bows or flowers that will not endanger the finish. Do not use nails, uncoated wire, tacks, screws, tape, or glue.

The dais

We will always keep seasonal decorations, the Lord's Table, cross, and altar candles in the Sanctuary, but we will remove the pulpit, baptistery, and flower stand before the rehearsal. The dais has room for a small table and two pedestals (one on either side of the altar) to display unity candles, candelabras, or flowers. You will need to provide these. We discourage additional decorations because they crowd the dais and block the congregation's view of the couple. (Consider how much space the wedding dress will take and where the bride will stand. Attendants will need room in front of the Lord's Table.)

Candles

The altar candles must be lit before the ceremony as they represent God's presence. If an attendant is lighting candelabras during the ceremony, you are welcome to use the church's taper. If you are not using other candelabra, the Church Hostess will light the altar candles 10 minutes before the ceremony begins.

Candles must be dripless and must stay in the chancel area. Please, place candles in holders that catch drippings, and protect the floor from wax. If you choose to use candles, FUMC McKinney will require \$200.00 to cover carpet cleaning. We will return this payment if we do not need to clean wax from the floor.

Flowers

If you plan to leave altar flowers, please let the church know as soon as possible. If we do not already have flowers scheduled for the upcoming Sunday, we will certainly use them and mention them in the Sunday bulletin.

You must check out with the Church Hostess before you leave.

Florist Agreement

I have read the "Instructions for Florist" and agree to respect them. I will be responsible for any damage to church property incurred by the use of flowers, greenery, candles or any other decoration used on this occasion.

Event: _____ Date: _____

Company Name: _____ Phone: _____

Signature of Florist: _____ Family Representative: _____



INSTRUCTIONS FOR PHOTOGRAPHY/VIDEO

FIRST UNITED METHODIST CHURCH

315 North Church St.
McKinney, TX 75069
972-562-8556

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All photography and set-up must be completed 30 minutes before the service. Seating of guests will begin then.

Photography

Because the ceremony is a worship service, once the music of the ceremony begins, guests may not take pictures in the Sanctuary or Chapel. Only the official photographer may take pictures during the ceremony and must :

- Turn off the camera’s flash.
- Stand at the back of the room.
- Not take a “head-on” picture of any musician or reader.

After the ceremony, attendants and family members may return to the dais with the couple for pictures. We suggest this photo shoot last for only 30 minutes. If you need more time, arrange to take some pictures during the hour before the ceremony.

Videography

The videographer should

- Attend the rehearsal to become familiar with the church’s building and policies.
- Use lights already in the Sanctuary or Chapel. You may not bring in light equipment.
- Stay in one place during the ceremony. If you want to set up a second camera, arrange this with the Church Hostess.
- Discreetly set up and test video equipment 30 minutes before the ceremony.

Photography/Video Agreement

I have read the “Instructions for Photography / Video” and agree to follow them.

Event: _____ Date: _____

Company Name: _____ Phone: _____

Signature of Photographer

Family Representative