



Wedding Policies and Guidelines

First United Methodist Church of Keller

1025 Johnson Road
Keller, Texas 76248
(817) 431-1332
(817) 337-0822 fax
www.kellerumc.com

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

Your Wedding at First United Methodist Church of Keller

We at First United Methodist Church of Keller 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 United Methodist Church of Keller we are committed to ensuring 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 which serve this purpose and maintain our church facilities for the ongoing life of our congregation. You and your fiancé are required to read these policies carefully. If you have any questions, consult the church wedding coordinator. 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 adhere to these policies. The wedding reservation form, fee schedule, wedding guideline agreement form and deposit must be received in the church office before the date can be reserved on the church calendar.

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

Faithfully in Christ,

Dr. Shelly Brooks
Senior Pastor

Helpful contacts

Clergy

Rev. Dr. Shelly Brooks, Senior Pastor
Rev. Jason M. Jones, Executive Pastor
Rev. Leslie Byrd, Associate Pastor of Caring and Connection
Rev. Robin Stevens, Pastor of Adult Ministries and Missions
Chris Johnson, Youth Director

Wedding Coordinators and Scheduling

Lisa Grelle lisag@kellermuc.org
Kristin Springer kristins@kellerumc.org

Pianist/Organist

Helen Garrett 817-251-9555

Sound Technician

Howard Nelson 817-281-0858

Scheduling a Wedding at First United Methodist Church of Keller

1. You must have your wedding date on the church calendar and on the calendar of the pastor who will officiate. To schedule a wedding:
 - a. Contact the church office, 817-431-1332, to determine the availability of the date you desire on the church calendar and to obtain church wedding policies. The wedding reservation form, signed wedding guideline agreement form and fee schedule must be completed and returned to the office, along with any deposits, to confirm reservation of your date. Upon receipt, the wedding coordinator will contact you.
 - b. A staff person will contact one of the pastors on staff. All weddings at First United Methodist Church of Keller will be officiated by one of the ordained pastors on staff. Other ordained ministers may be invited to participate, provided that the senior pastor extends such invitations. When outside clergy are being used, additional charges may apply. Please see the attached fee schedule for more details.
2. Member weddings have scheduling priority over non-member events. To be regarded as a “member wedding,” the bride or groom or one of their parents or guardians must be members in good standing of First United Methodist Church of Keller. “Members in good standing” will have at least monthly attendance in the six months prior to the scheduling and participate in stewardship by giving regularly. Member weddings may be scheduled up to one year in advance.
3. Non-member, inactive member, and new member weddings cannot be scheduled until eight months in advance of the date to allow for member scheduling.
4. Weddings and rehearsals may not be scheduled on the following days:

Sundays	New Year’s Eve and Day
The week preceding Easter Day	Memorial Day Weekend
Thanksgiving Day and Weekend	December 24-26

Also when there are scheduled worship services.

GENERAL GUIDELINES

- Dressing facilities are available at the church. The bride and her attendants may dress in the bride's room and music room if needed. The groom and his attendants will be assigned one of the classrooms in the Educational Wing. Please note that we cannot be responsible for receiving or caring for wedding attire delivered to the church in advance or left after the wedding.
- You may choose to use a printed order of service (program) for your wedding. You will, however, need to take care of printing arrangements. The Church Office is not able to provide this service. The minister will work with you, in designing the bulletin. Attractive wedding folders are available from COKESBURY BOOKS STORE and other religious materials outlets.
- Violation of ANY rules or policies will result in forfeiture of ALL deposits.

FACILITIES AVAILABLE
First United Methodist Church of Keller

Wedding Worship Service

SanctuaryCapacity 700
(Dressing rooms available for bride, groom and attendants.)

Receptions

Family Life Center and Large KitchenCapacity 400
Hallelujah Center and Kitchen.....Capacity 100
Family Life Center Parlor.....Capacity 30

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

Member Fee Schedule

First United Methodist Church of Keller

**To be considered a member wedding, the bride, groom or one of their parents (or guardian) must be a member in good standing of the First United Methodist Church of Keller. A member in good standing will have at least monthly attendance in the six months prior to scheduling the wedding and participate in stewardship by pledging and giving regularly.

Security Deposit \$50

Deposit is payable at the time the wedding is booked. The deposit will be refunded no later than 30 days after the date of the wedding, provided there are no damages. If the wedding is cancelled, the deposit is non-refundable.

Wedding Service Fee \$600

Includes sanctuary use fee, wedding coordinator, sound technician, custodial services, and utilities.

Additional Fees

Organist/Pianist (check made to individual) \$175

Outside Clergy Fees (check made to FUMC staff pastor) \$100

Minister Honorarium

**While the minister has no set charge for their services, an honorarium is encouraged. Please feel free to discuss with your officiating minister or wedding coordinator

Damage Deposit (for reception) \$200

Family Life Center (for reception) \$200

Hallelujah Center (for reception) \$125

Parlor (for reception) \$100

One half of the total fees are due no later than two months prior to the date of the wedding. The remaining fees are due no later than two weeks prior to the date of the wedding. The fees for the organist and outside clergy are due no later than two weeks prior to the date of the wedding. Please make checks (with the exception of the organist and outside clergy) payable to First United Methodist Church, with the bride's name in the memo line.

Non-Member Fee Schedule

First United Methodist Church of Keller

Security Deposit \$200

Deposit is payable at the time the wedding is booked. The deposit will be refunded no later than 30 days after the date of the wedding, provided there are no damages. If the wedding is cancelled, the deposit is non-refundable.

Wedding Service Fee \$1200

Includes sanctuary use fee, wedding coordinator, sound technician, custodial services, and utilities.

Additional Fees

Organist/Pianist (check made to individual) \$175

Outside Clergy Fees (check made to FUMC staff pastor) \$100

Minister Honorarium

**While the minister has no set charge for their services, an honorarium is encouraged. Please feel free to discuss with your officiating minister or wedding coordinator

Damage Deposit (for reception) \$200

Family Life Center (for reception) \$350

Hallelujah Center (for reception) \$225

Parlor (for reception) \$200

One half of the total fees are due no later than two months prior to the date of the wedding. The remaining fees are due no later than two weeks prior to the date of the wedding. The fees for the organist and outside clergy are due no later than two weeks prior to the date of the wedding. Please make checks (with the exception of the organist and outside clergy) payable to First United Methodist Church, with the bride's name in the memo line.

SERVICE OF WORSHIP

The Christian marriage ceremony is a service of worship before God, normally conducted within the house of God. Reverence shall be expected on the part of all present and the service shall be under the sole direction of the pastor performing the service.

The pastor will work with the couple to incorporate personal touches meaningful to you within the authorized ritual of the United Methodist Church.

THE MINISTER'S WEDDING POLICY

The pastors of First United Methodist Church of Keller require that a couple participate with them in instruction and discussion of the privileges and obligations they will assume in Christian marriage. The pastor will direct the couple through a manual prepared by the United Methodist Church. The pastor performing the service will determine the number of sessions. It is the couple's responsibility to contact the pastor and arrange for the premarital conferences.

1. The Minister's objectives in these conferences are as follows:
 - a. To cover the purpose of marriage, role and responsibilities of the husband and wife, communication skills and conflict management, financial responsibility and sexual relations.
 - b. To assist in the planning of the wedding ceremony.
2. Any attire required for the minister, other than normal wear, will be arranged for and furnished by the wedding party.

THE WEDDING COORDINATOR

The Wedding Coordinator is a paid staff member who will take pride in the appearance of the ceremony and the details involved in the planning process of your special day. The Wedding Coordinator will assist at the rehearsals, the wedding and the reception, if it is held at the church. The Wedding Coordinator will meet the couple regarding details of the rehearsal and the wedding. The Wedding Coordinator will assist the pastor in directing the rehearsal. The Wedding Coordinator will be present during the entire period booked for the wedding. The Wedding Coordinator will contact the couple soon after the wedding is booked on the church calendar.

MUSIC AND SOUND

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. Music of secular origin usually is inappropriate. The bride should contact the Church Wedding Organist to review and select music for the service. Since the pastor officiating at the wedding has final approval over any and all music, it must be submitted two weeks prior to the rehearsal. If tape or CD accompaniment is used, church technicians cannot be responsible for the quality of the music or its compatibility with church equipment. If a tape or CD is used, the technician must be present at the rehearsal. If sound equipment is to be used, a sound technician must be present at the rehearsal.

Church Wedding Organists:

Helen Garrett 817-251-9555

Pianist/Organist accompaniment: The church wedding pianist/organists are available for all weddings. Any exceptions must be arranged with and approved by the Wedding Coordinator. Please call first.

Soloists: Soloists must contact the wedding organist at least two weeks before the wedding to schedule rehearsal times. Such rehearsals may not be scheduled during the wedding rehearsal hour. Contact the Wedding Coordinator for a list of available soloists, if needed.

Sound: The church sound system is needed for all but very small weddings. Any operation of the church sound system (any use of microphones, CD player and tapes) shall be by an approved church technician. The church office will arrange for a sound tech for the wedding.

Other Musicians:

Use of any other musicians or instruments should be approved by the Wedding Coordinator prior to the wedding date.

GUIDELINES FOR FLOWERS AND DECORATIONS

First United Methodist Church of Keller

Be sure that you have a clear understanding of the following requirements and guidelines before planning decoration of the sanctuary. First United Methodist Church of Keller recommends that a florist or any other persons involved in decoration of the sanctuary come to see the facility during office hours, Monday–Friday, 8:30 a.m. to 4:30 p.m. or, arrange a time with the Wedding Coordinator to meet on the weekend, before planning decorations. Copies of these guidelines should be given to your florist and all others assisting in decorating the church.

1. Votive and pillar candles must be placed in containers. Taper candles should be of the drip less variety and placed in containers that catch and contain any wax drippings. All floors and surfaces 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. The church does not provide any candles.
2. The altar candles are symbolic and are used for all wedding services and must be lit prior to the lighting of other candles.
3. One floral arrangement may be placed on the altar table. Any other decorations must be approved by the Wedding Coordinator prior to the wedding date.
4. Candelabras and/or standing baskets may be placed on both sides of the altar, but in front of the altar. Candelabras may be covered with palms or other decorations as long as it does not interfere with the open flame of candles. Drop clothes must be used with candelabras. Drop clothes are not provided by the church.
5. Any decorations in the chancel area must not obstruct the entrance of the clergy or wedding party or obscure the view of the organist. Keep in mind that flower arrangements cannot be placed on the organ or piano.

6. Church decorations for Christmas and other seasons may not be removed. The altar and podium may be moved around as needed for the ceremony, but not removed from the altar area. All other furnishings must remain.
7. 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.
8. Flower girls may drop real or artificial petals.
9. The bridal couple may use a trinity candle, candelabra, or unity candle stand in the ceremony, however, the church does not provide these items.
10. Animals are not permitted on the premises (exceptions for service animals).
11. Times for delivery of flowers and other decorations must be approved by the Wedding Coordinator. Decoration of the sanctuary or reception area may not disrupt scheduled church events.
12. The wedding party florist is responsible for seeing that all flowers and decorations are removed from the building no later than one hour after completion of photographs. The custodian on duty is not expected to do the clean-up work for a florist or other decorator.
13. Rental equipment may not be stored at church before or after the wedding and must be picked up no later than one hour after the completion of photographs.
14. All furniture in narthex will remain including welcome tables.
15. If you desire, you may leave your altar flowers for use in Sunday services. Your gift will be appreciated. If this is your desire, please notify the Wedding Coordinator. The Altar Guild, taking into account the freshness of the flowers after a lapse of time, as well as the particular character of the Sunday Service, will determine whether the flowers need re-arranging and where they shall be placed. When we know your intentions in advance, we will

acknowledge your floral gift in the printed Sunday Order of Worship.

The church has the following materials/equipment available for use by the bridal couple:

- Baptismal font that may be used as floral stand
- Kneeling pew
- Two white columns (pillars)
- Two glass table tops
- Various altar clothes and runners
- Communion plate and cups (elements are not provided)
- Small table that may be used for guest book

PHOTOGRAPHY GUIDELINES

First United Methodist Church of Keller

Please give a copy of these guidelines to your photographer

First United Methodist Church of Keller permits photography only under conditions that maintain reverence and dignity appropriate to a service of worship. You shall give a copy of these requirements to your photographer.

1. A single, designated photographer (usually professional) may take only two flash photographs in the church sanctuary during the service:
 - a. The bride's entrance (before entering the center aisle).
 - b. The bride and groom's exit (shot at the back of the church).

No other flash photographs are permitted during the service.

2. Non-flash photographs may be taken by the single, designated photographer from the back of the sanctuary during the ceremony. Care must be taken to maintain a reverent atmosphere. (ex. Movement and noise.)
3. 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.
4. Photographers should not place equipment on the pews or other church furniture.
5. Please allow clergy to be photographed first
6. Photographers are limited to **30** minutes after the ceremony for photographs. This will be strictly enforced.

I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS OF THE PHOTOGRAPHY GUIDELINES FOR FIRST UNITED METHODIST CHURCH OF KELLER.

Photographer

Date

VIDEO RECORDING GUIDELINES
First United Methodist Church of Keller
Please give a copy to your videographer

First United Methodist Church of Keller allows videotaping only under conditions that maintain the reverence and dignity appropriate to a worship service. You must give a copy of these guidelines to your videographer.

1. The ceremony may be videotaped by the person of your choice. The First United Methodist Church of Keller will not provide video operators or cameras. The arrangements must be made separately.
2. Videotaping should not distract attention from the worship service.
3. A maximum of two video cameras may be used during the service. (This includes professional and non-professional equipment.)
4. A stationary camera with or without an operator may be placed in the choir area. Your videographer should discuss the placement with the pastor.
5. Only existing light may be used.
6. The church sound system's audio feed is used only with the approval of the Sound Operator.

I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS OF THE VIDEOGRAPHY GUIDELINES FOR FIRST UNITED METHODIST CHURCH OF KELLER.

Videographer

Date

THE WEDDING REHEARSAL

First United Methodist Church of Keller

The wedding rehearsal normally is scheduled on the evening preceding the wedding ceremony. It 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 United Methodist Church of Keller clergy and Wedding Coordinator will be in charge of the rehearsal.
2. The rehearsal will be no more than one hour and begin on time. Rehearsals to begin no later than 6:30 p.m. Time does not permit rehearsal of special music or soloist prior to rehearsal 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.
5. The Wedding Coordinator must be informed of the following prior to the wedding date:
 - a. Procession order (parents, grandparents, bridal party)
 - b. Seating arrangements for parents, grandparents and any other specified family members
 - c. Unity candle/communion plans

RECEPTION GUIDELINES

First United Methodist Church of Keller

The Church provides facilities only, though tables and chairs are available for use. The bridal couple or caterer must provide all other items (including table linens, kitchen towels, soap, dishes, plastic bags, foil, disposable containers, etc.) necessary for the reception. The facilities must be left in a clean and orderly condition. If facilities are not left as found, your security deposit will not be returned. Upon inspection, the deposit will be returned within 10 days. The church does not provide paper products such as: plates, cups, napkins, and silverware.

Additional guidelines:

1. Food and drinks must be kept in the reception or rehearsal dinner area and not carried to other parts of the building.
2. Red or purple beverages are not permitted, as it will permanently stain walls and carpeting.
3. Alcoholic beverages or drugs of any kinds are not permitted on the premises by the United Methodist Book of Discipline. This includes parking lots and dressing rooms and restrooms.
4. Smoking is not permitted at any time or place within the church buildings. This includes dressing rooms and restrooms.
5. The use of rice, confetti, etc., is strictly prohibited on church property. Only birdseed may be used in "rice bags," and its use must be outside and away from building doorways. Bubbles may be used outside.
6. The church will not be responsible for any personal items lost, damaged, or stolen at the wedding, rehearsal or receptions.
7. See Guidelines for flowers and decorations.
8. The bridal couple and caterer will be held responsible for any damage to the building or kitchen equipment.

Set up can begin Saturday at 9 a.m. Cleanup must be completed the same day. All equipment and decorations should be picked up no later than one hour after the completion of the reception.

The follow is available for use during the reception:

- 20 round 60-inch tables
- 10 6-ft tables
- 10 8-ft tables
- 300 chairs

CATERING GUIDELINES

First United Methodist Church of Keller

Please give a copy of these guidelines to your caterer.

- 1) Kitchen equipment may NOT be removed from church premises.
- 2) **No red or purple beverages** are allowed in the carpeted areas.
- 3) All food must be stored in the kitchen, no exceptions.
- 4) The exhaust hood fan above the cooking equipment should be operating when food preparation is in process. Failure to do so will result in damage to the ceiling tile as well as reduce the effectiveness of the fire extinguishing system in case of a fire.
- 5) It will be necessary to provide the church office with the following information at least two weeks in advance of the event:
 - a) Time schedule for building and kitchen to be available for preparation of meal
 - b) Time schedule for the building to be available for the activity to be catered
- 6) A fee for the use of the kitchen facility has been paid by the bridal party as outlined in the Building Use Policy. The deposit will be reimbursed after the scheduled activity provided that the facility is clean and all equipment is in full working order.
- 7) Outside caterers will be responsible for any loss or damage of equipment or supplies.
- 8) Preparation of food outside the specified kitchen area will not be allowed.
- 9) Outside caterers who fail to abide by these policies will be banned from future use of the facility.
- 10) The Caterer must provide their own table linens, kitchen towels, soap, dishes, plastic bags, foil, disposable containers, etc. The church does not provide paper products such as: plates, cups, napkins, and silverware.

I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS OF THE CATERING GUIDELINES FOR FIRST UNITED METHODIST CHURCH OF KELLER.

Caterer

Date

Address where you will reside after your wedding:

Street City Zip

Bride's Parents (names, address and phone)

Groom's Parents (names, address and phone)

Person(s) responsible for payment of church fees (with address and phone, if not listed above) _____

Florist (with address and phone number) _____

Photographer (with address and phone number) _____

Videographer (with address and phone number) _____

Caterer (with address and phone number, if rehearsal dinner or reception is to be held at the church) _____

Wedding Consultant (with address and phone number) _____

This form with your fee schedule, deposit and signed Wedding Guideline Agreement must be returned to the church office to confirm your wedding date.

WEDDING GUIDELINE AGREEMENT

First United Methodist Church of Keller

The staff of First United Methodist Church of Keller desires to establish a good working relationship with our wedding parties. With that in mind, we would like our bride and groom, and their families and participants to understand and agree to the rules established by our Board of Trustees and adopted by our Ministry Team. We require that the bride and the groom read carefully the Wedding Handbook. Some of the major policies we would like to bring to your attention are:

- ✓ Music Policies
- ✓ Pictures and Video Policies
- ✓ The use of candles and flowers
- ✓ The use of our ministers and staff
- ✓ Fee Schedule

Though this is a festive and joyous occasion for everyone, certain parameters are necessary. After reading our policy handbook, sign below as an indication that you agree with our policies and will honor them. Return the signed letter, information sheet and deposit to First United Methodist Church of Keller. Your wedding will not be reserved on the calendar until these items are received in the church office.

We look forward to working with you and your families in the months ahead. If you have any questions, contact the church office. (817) 431-1332

I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS OF THE WEDDING HANDBOOK FOR FIRST UNITED METHODIST CHURCH OF KELLER.

Bride: _____ **Date:** _____

Groom: _____ **Date:** _____

WEDDING REMINDER
First United Methodist Church of Keller

Date _____

Wedding for _____ Date of Wedding _____

Total Fee to be paid to church \$ _____

Paid: Deposit \$ _____ Paid by ck # _____

1st payment \$ _____ Due _____

2nd payment \$ _____ Due _____

Fee to be paid to _____ \$ _____ Due _____

Fee to be paid to _____ \$ _____ Due _____

Fee to be paid to _____ \$ _____ Due _____

Fee to be paid to _____ \$ _____ Due _____

Fee to be paid to _____ \$ _____ Due _____

Fee to be paid to _____ \$ _____ Due _____

Thank you for allowing us to share in your special day.
First United Methodist Church of Keller

Mail: 1025 Johnson Rd.
Keller, TX 76248

Phone: (817) 431-1332
Fax: (817) 337-0822