



# Your Wedding

**It is with joy that First United Methodist Church of Denton shares its ministries with you through your Christian marriage. Your wedding is a service of Christian worship and symbolically reflects a Christian view of marriage. The ceremony is one of the most sacred and beautiful of all the worship services of the church.**

**God intended marriage as the highest expression of intimacy and self-giving love. It is a sacred act whereby God enters into a new relationship of love, companionship and devotion with you and your mate. We are here to assist you as you embark upon a new life together.**

# Your FUMC-Denton Wedding

## **FIRST STEPS**

We are pleased you are considering First United Methodist Church of Denton for your wedding. If you are reading this, you have already made initial contact with the church. The next step is to contact our Business Administrator to discuss the date of your ceremony and fees. As you are planning, keep in mind that the following days are not available for rehearsals or wedding ceremonies without the permission of the pastor officiating the ceremony.

*Sundays, New Year's Eve, New Year's Day, Holy Week (including Good Friday, the weekend of Palm Sunday, and the week prior to Easter Sunday), Independence Day, Thanksgiving holidays, Christmas Eve or Christmas Day.*

Active members and members of their immediate family may reserve the FUMC-Denton facilities as far in advance of the ceremony as they wish. If you are not an active member, you are also welcome to reserve the FUMC-Denton sanctuary or chapel but the date cannot be confirmed more than 12 months in advance. To be considered an active member, you must have been received into membership at least one year before booking the wedding. Arrangements can be completed and finalized by the bride, groom, parents or a responsible person acting on their behalf.

If you wish to hold your reception at the church, the Business Administrator will also confirm whether our facilities are available. After confirming that your requested date is available, the Business Administrator will inform our wedding coordinator (and reception coordinator, if applicable). These persons will play an important role as you plan your FUMC-Denton wedding ceremony and reception.

## **THE MINISTER'S ROLE**

One of the first decisions is who will officiate your wedding. You may request a particular FUMC-Denton minister to officiate at the time the wedding is booked, their availability permitting. No booking can be finalized until an officiating pastor has agreed. One of our pastors will look forward to working closely with you during pre-marital counseling and in planning the ceremony itself.

You may request another minister to participate in your wedding, with the understanding that their participation is at the discretion of the FUMC-Denton minister who will always serve as the primary officiate, coordinating with the guest minister. The role of the minister in your wedding is two-fold. The minister will guide you through a series of required counseling sessions and will assist you with the planning of the wedding ceremony. You should contact the minister to schedule your appointments at least four months prior to the ceremony.

A wedding ceremony at FUMC-Denton is a service of worship. But, the wedding ceremony is also uniquely yours. We encourage you to "personalize" your ceremony as you consider all its elements. Early in the premarital sessions, the minister will give you a copy of the ceremony used along with other suggestions for making it uniquely personal.

## **THE COORDINATOR'S ROLE**

The wedding coordinator will assist you with your wedding plans, assist the minister in conducting the rehearsal and coordinate the wedding ceremony. (If you plan a reception at the church, your coordinator will help you with your reception planning.) The coordinator is the primary source of information regarding wedding procedures at FUMC-Denton and can answer many questions. This is the person you will communicate any special arrangements related to flowers, pew decorations, Communion, candles, etc.

## **REHEARSALS**

The wedding rehearsal is an integral part of preparation for your wedding. The purpose is to familiarize the wedding party with the procedure for the wedding, to enable them to be as comfortable as possible with the arrangements and to enhance the beauty of the ceremony. One hour will be reserved for the wedding rehearsal itself. If you have a vocalist or instrumentalist who needs rehearsal time with the organist, that time should be set separately.

## **FLOWERS/DECORATIONS**

Decorations used for the wedding should enhance the chancel area, not obscure it. Decorations may not displace the Christian symbols on the altar or hide from view the worship symbols within the chancel such as the altar table, the pulpit and the cross. Please do not hang flowers or other decorations on the walls, in the choir loft or on the organ or piano. Flower girl(s) may only drop silk flowers down the aisle. You are responsible for the cleanup of these silk flowers.

The wedding coordinator will work with the bride on placement of candles on the altar table and the chancel area. Ceramic insert candles are allowed in the altar area only. A kneeling rail is also available upon request.

Please inform your florist that delivery of flowers and other decorations may not be made more than two hours before the ceremony. The florist (or person you designate) is responsible for set up and clean up of decorations, floral arrangements, etc. A signed agreement among the parties must be in place three weeks prior to the wedding ceremony (See Florist Agreement).

Please complete all decorating and set-up 30 minutes before the service, after which seating of guests will begin. To ensure return of your deposit, please remove decorations and equipment within one hour after the ceremony as we cannot accept responsibility for items left in the church. Flower arrangements may be donated to the church by notifying the wedding coordinator and will be placed in the narthex or sanctuary area on the following Sunday.

## **ORGANIST AND MUSICIANS**

We are blessed with a marvelous organ that can offer a wonderful enhancement to your ceremony. If you wish the organ used in your service, we will contact our organist for availability. Remember, only our organist is authorized to play the organ for weddings. The bride and/or groom must meet with the organist to arrange the music at least 30 days prior to the wedding. The church organist will discuss musical selections and other rehearsal times in addition to the wedding rehearsal, if needed. Discuss the use of outside soloists with the organist as well as arrangements made for rehearsals. Soloists set their own fees.

Please notify the organist of any instrumentalist playing at the ceremony. There could be charges or extra rehearsals for vocalists and/or instrumentalists. Any necessary sheet music used by vocalists and/or instrumentalist must be provided to the organist. On the day of the ceremony, any musical rehearsals must be completed by at least 30 minutes prior to the service.

What if you do not wish to use the organ? We are happy to allow a pianist of your choice to use our piano, or you may provide other musicians or vocalists. Because the marriage ceremony is a worship service, your music must be approved by the officiating minister. Wedding programs should not be printed until all music choices have been approved. All music will be accompanied by the organ, piano or approved instrumentalist as recorded music is not permitted.

## **PHOTOGRAPHY/VIDEOGRAPHY**

The professional code of ethics for church weddings prepared by the Professional Photographers of America recognizes that a wedding is a service of worship and should not be interrupted by picture taking. The only exceptions might be shots of the processional and the recessional. We suggest that your photographer visit the church in advance of the wedding in order to familiarize himself/herself with the facilities and, if necessary, to speak with the minister about special arrangements.

A signed photography/videography agreement is required at least three weeks prior to the ceremony (See Photographer/Videography Agreement). The photographer and/or videographer should plan to arrive 90 minutes before the wedding time. So that the taking of pictures will not distract from the wedding service, no flash photography or videotape lighting equipment may be used while the ceremony is in progress once the bride has come down the aisle. Videotape equipment may be used in specified areas only. The wedding coordinator can help with specifics. A limited number of photographs without a flash may be taken from the back of the second floor of the sanctuary only during the ceremony, providing there is no noise or other distractions. Following the wedding ceremony, the wedding party may return for the photography session. Flash photography and other lighting equipment may be used at that time.

Preceding the ceremony, flash photographs of the wedding party may be taken inside the Narthex only before entering the Sanctuary or the Chapel. Flash photography may also be taken from the Sanctuary doors as the recessional is in progress.

Video of the ceremony is allowable provided the camera is set up on a tripod and placed in the rear of the church to avoid any movement which creates a distraction. Supplemental lighting should not be used.

### **RECEPTIONS**

Receptions are scheduled on a first-come, first-served basis. The church will provide tables and chairs but all other items must be provided by your caterer or designate. Custodial services will set up tables and chairs and take them down for a reception. No alcoholic beverages may be served. Receptions are scheduled for no longer than two hours. Receptions taking place in Flinn Hall on Fridays must be completed by 9:00 pm, and those on Saturdays completed by 6:00 pm. Receptions taking place in Miller Center must be completed by 9:00 pm on Fridays and Saturdays. Sorry, no rice or confetti may be thrown; bubbles are the only approved option and only on the outside the building. Pre-recorded music may be used at the reception.

### **MARRIAGE LICENSE**

Please give the marriage license to the minister on the night of the wedding rehearsal.

### **RESPONSIBILITY OF SAFEKEEPING OF PERSONAL ITEMS**

Every possible effort will be made to protect personal items such as wedding dresses, purses and silver to be used for receptions, etc. However, the church cannot be responsible for these items if lost, stolen, or damaged. It is imperative that money, jewelry and other valuables not be left unattended in the bride's or groom's room, but entrusted to a reliable person of the family's choice.

Members of the wedding party should bring apparel for the wedding when they arrive on the day of the service.

### **MISCELLANEOUS**

The florist, photographer, videographer and wedding party may arrive two hours prior to the wedding. Each wedding is allotted a contract time of five hours—two hours before the service and three hours from the beginning of the service until pictures afterward are completed.

No food or drink is permitted in the Sanctuary or Chapel. FUMC-Denton is non-smoking. Alcoholic beverages or drugs of any kind are not permitted anywhere on the premises of FUMC-Denton. No one under the influence of alcohol or drugs will be allowed to participate in the rehearsal or the wedding ceremony.

# WEDDING FEES

A schedule of fees for weddings at First United Methodist Church has been established and listed below. For a wedding (and reception) to be placed on the church calendar, a refundable security deposit must be made. The security deposit will be refunded within two weeks following the wedding, less any amount required for repair of damage to church property or for any extraordinary clean-up. Any other applicable fees must be paid no later than three weeks prior to the wedding date.

Members of FUMC-Denton may reserve our facilities as far in advance of the ceremony as desired. For purposes of this policy, “member” means the bride or groom, parents or grandparents of the bride or groom, or children of the bride or groom, who have been an *active member* of First United Methodist Church-Denton for at least one year prior to booking a wedding. The FUMC-Denton sanctuary or chapel is available for non-members, but the date cannot be confirmed until twelve (12) months before the wedding date.

	Member	Non-Members
<b>Minister</b>	\$200	\$300
<b>Coordinator, Wedding Only</b>	\$250	\$250
<b>Coordinator, Wedding/Reception</b>	\$350	\$350
<b>Custodial Services</b>	\$300 Sanctuary \$250 Flinn Hall, Monroe \$150 Cole Chapel, Miller Center \$100 Flinn Hall Lounge	\$300 Sanctuary \$250 Flinn Hall, Monroe \$150 Cole Chapel, Miller Center \$100 Flinn Hall Lounge
<b>Organist</b>	\$250	\$250
<b>Sound Tech</b>	\$100	\$100
<b>Sanctuary Wedding</b>	N/C	\$500
<b>Cole Chapel Wedding</b>	N/C	\$200
<b>Reception Locations:</b>		
Monroe Center	\$250	\$500
Flinn Hall	\$100	\$200
Miller Center	\$75	\$150
Flinn Hall Lounge	\$75	\$150
<b>Refundable Deposit</b>	\$250 Wedding \$300 Wedding/Reception	\$250 Wedding \$300 Wedding/Reception

# WEDDING RESERVATION AND AGREEMENT

**First United Methodist Church**

201 S. Locust St.

Denton, TX 76201

940.382.5478

[www.fumc-denton.com](http://www.fumc-denton.com)

Agreement to Policies:

I (We) have read the Wedding Policy Manual of First United Methodist Church of Denton 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 (We) understand this is a covenant not only between us, but also with God and the church. Therefore, I (We) agree that our ceremony will be a service of worship in the Sanctuary or Chapel of First United Methodist Church of Denton.

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

\_\_\_\_\_  
Signature of Bride

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Groom

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Pastor’s Assistant

\_\_\_\_\_  
Date

# INSTRUCTIONS FOR PHOTOGRAPHERS/VIDEOGRAPHERS

## First United Methodist Church

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940-382-5478  
[www.fumc-denton.com](http://www.fumc-denton.com)

All photography/videography and set-up must be completed **30 minutes** before the service. Seating of guests will then begin. Appropriate, professional dress of the photographer is required.

### 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.

A limited number of photographs without a flash may be taken from the back of the second floor of the sanctuary only during the ceremony, providing there is no noise or other distractions.

After the ceremony, attendants and family members may return to the Sanctuary or Chapel 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 will:

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 Wedding Coordinator.

Discreetly set up and test video equipment **30 minutes** before the ceremony.

### Code of Ethics

The photographer/videographer will:

Contact officiating clergymen to inform myself fully of prevailing customs and regulations in regard to taking photographs before, during and after the wedding ceremony.

Abide at all times by the rules established by this particular House of Worship.

Work in a dignified, professional and unobtrusive manner while recording this sacred and memorable ceremony.

At no time leave empty cartons, flash bulbs, or film pack tops on church property.

**See Next Page for Agreement**



# Photographer / Videographer Agreement

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*I have read the "Instructions for Photographer/Videographer" and agree to respect them. I will be responsible for any damage to church property incurred by the use of my supplies used on this occasion.*

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Photographer: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name of Videographer: \_\_\_\_\_ Phone #: \_\_\_\_\_

Signature of Photographer: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Videographer: \_\_\_\_\_ Date: \_\_\_\_\_

Family Representative: \_\_\_\_\_ Phone: \_\_\_\_\_

Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# INSTRUCTIONS FOR FLORISTS

## First United Methodist Church

201 S. Locust St.  
Denton, TX 76201  
940-382-5478

### **Decorations:**

Decorations used for the wedding should enhance the chancel, not obscure it. Decorations may not displace the Christian symbols on the altar to hide from clear view the worship symbols within the chancel, such as the altar table, the pulpit, and the cross. Decorations should not hide the beauty of the chancel area, destroy the appeal of the church setting, de-emphasize the symbols of the church or detract from the simple dignity and elegance that should characterize the wedding service. 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. (A kneeling rail is available upon request.)

Please complete all decorating and set-up 30 minutes before the service. Seating of guests will begin then. Please remove decorations and equipment immediately after the ceremony. FUMC-Denton is not responsible for items left in the church.

**Pews and aisles** You may reserve family pews by securely attaching bows or flowers that will not endanger the finish. So that furnishings will not be damaged, decorations must not be attached to the pews, carpeting, or other furniture by using nails, uncoated wire, tacks, screws, tape, glue, or pins. An aisle cloth is not permitted.

**The Chancel** We will always keep seasonal decorations, the altar, cross, piano, altar, and altar candles in the Sanctuary, but we can remove the pulpit, baptistry, and flower stand before the rehearsal. The chancel has room for a small table and two pedestals (one on either side of the altar) to display unity candles, or flowers. You will need to provide these. We discourage additional decorations because they crowd the chancel and block the congregation's view of the couple. Floral arrangements or decorations may not be hanging from the altar table, piano, organ, or communion rail. The wedding coordinator will work with the bride on placement of candles on the altar table and the chancel area.

**Candles** Ceramic insert candles are allowed in the altar area only. The altar candles must be lit before the ceremony as they represent God's presence. If an attendant is lighting candles during the ceremony, you are welcome to use the church's taper. If you are not using other candles, the Wedding Coordinator 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.

**Flowers**

Deliveries of flowers and other decorations may not be made to the church prior to the arrival of the florist 1 ½ hours before the ceremony. All decorations must be removed immediately following the wedding. 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. The florist or designated other (if you do not have a professional florist, this will be the friend or relative that is handling the decorations) is responsible for all set up and clean up of decorations. The florist or designated other must pick up all floral remnants within one hour of the ceremony otherwise the security deposit will be held. The florist or designated other will be held responsible for any damage to furniture in every case.

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## Florist Agreement

*I have read the "Instructions for Florists" 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: \_\_\_\_\_

Name of Florist: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature of Florist: \_\_\_\_\_

Date: \_\_\_\_\_

Family Representative: \_\_\_\_\_

Date: \_\_\_\_\_

Representative Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# INSTRUCTIONS FOR WEDDING PLANNERS

## First United Methodist Church

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As a Wedding Planner, I agree:

to facilitate a wedding that is memorable, meaningful and holy,  
to work in conjunction with the FUMC-Denton wedding coordinator,  
that the church wedding coordinator has precedence over decisions regarding the service,  
decorations, and all areas of building use

*I have read the “Instructions for Wedding Planners” and agree to respect them. I will be responsible for any damage to church property incurred by the use of my supplies used on this occasion.*

Event: \_\_\_\_\_

Date: \_\_\_\_\_

Name of Wedding Planner: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Family Representative: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_