



# SUNCREEK UNITED METHODIST CHURCH

## WEDDING GUIDELINES

(APPENDIX C TO SUMC FACILITIES POLICY)

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**WEDDING POLICY**  
FOR  
**SUNCREEK UNITED METHODIST CHURCH**  
1517 West McDermott Dr.  
Allen, Texas

A wedding in the Christian setting is a special event in that it is a service of worship. It is the desire of SunCreek United Methodist Church (SUMC) to make every wedding a beautiful, meaningful worship event for each couple who marries within our church.

Please use these guidelines to familiarize yourself with the procedures of SunCreek United Methodist Church. If you have further questions or concerns, contact the church office or the wedding coordinator.

**SCHEDULING**

Parties contemplating marriage should contact the church at least six months before scheduling a wedding. No date or hours are to be set without first having met with the Wedding Coordinator and/or the Pastor. It is our preference that clergy of the United Methodist Church perform the ceremony; however, guest clergy may officiate or co-officiate with approval from the clergy staff of SUMC. Guest musicians also must be approved by clergy staff.

The SUMC Wedding Coordinator is Christy Parker. She is available to answer any questions you may have regarding the wedding ceremony and SUMC policies. In the event of her absence, staff members at the office will be available to answer any questions you may have. Christy can be contacted through the church office at the number listed on the cover or at 972-396-2943 or email [queenmommie@tx.rr.com](mailto:queenmommie@tx.rr.com).

**TEXAS MARRIAGE LICENSE**

A Texas marriage license must be obtained no sooner than 30 days before the ceremony and no later than 72 hours prior to the scheduled ceremony, in accordance with the laws of the State of Texas. It is against the laws of the State of Texas for the Pastor to perform the ceremony without the Marriage License. For information phone 972-424-1460 ext. 4185. The marriage license must be given to the Pastor or Wedding Coordinator at the time of the rehearsal.

**FEES**

Half of your total fees are required to hold the date on our calendar. Balance is due no later than the evening of the rehearsal according to the following schedule:

Sanctuary Facility Use Fee	\$600.00 *
	\$200.00 security deposit (refunded by mail following ceremony)
Accompanist Fee	\$150.00 (To be paid directly to accompanist)
Wedding Coordinator	\$300.00 up to 2 consultations + up to 4 hours on the wedding day (To be paid directly to wedding coordinator)
Sound Tech Fee:	\$ 75.00 Rehearsal (max of 3 hours)
	\$ 75.00 Wedding (maximum of 3 hours)
	Paid directly to sound tech (+\$25.00 per hour over 3 hours)
Clergy:	\$200.00 (non-members); suggested for members. Paid directly to clergy.

Please contact clergy at least 3 months prior to the wedding to schedule appropriate pre-wedding consultations.

Reception Hall \$400.00 for 4 hours of use (+\$35.00 per hour thereafter) \*

\*(Members are eligible for reduction based on prior 12 months general offering. **Contact the church office for verification.**)

## **MUSIC**

The music should reflect the faith of the church and should enhance the natural flow of the ceremony. All music is to be arranged with the consultation of the church staff. Only organists approved by SunCreek's organist or minister of music will be allowed to use the church organ.

## **FLORAL ARRANGEMENTS**

Two flower containers are available for your use. Each requires an arrangement in a 6-or 10-inch basket. These flowers are to be placed on the pedestals on either side of the altar. Two iron candelabra are available for your use. You will need to provide the candles for this or any candle holders. Other flowers must be approved by the Wedding Coordinator prior to the wedding.

Anything placed on the altar must be approved by the Wedding Coordinator. Sanctuary furniture must be respected at all times. Please use only dripless candles. Rented candelabras and/or unity candle stands must be placed on plastic and removed immediately following the ceremony. We do not have space to store fixtures over the weekend. If you plan to have unity sand, please provide a protective device under each vase. Your florist or wedding coordinator may contact SUMC's Wedding Coordinator prior to the rehearsal to discuss any floral arrangements and other wedding rentals.

No floral, greenery or candle arrangements are to impede the movements of the minister or the bridal party.

## **ADDITIONAL DECORATIONS**

Any items to be placed on pews, communion rail, etc., must be approved by the Wedding Coordinator. Aisle floral arrangements may be used only if the pews are protected from moisture. Decorations may be tied to the pews but must not be taped or wired. No pins, nails, tacks, tape or glue may be used to attach decorations to the furniture or the walls of the church. No decorative carpentry of any kind will be allowed in any portion of the church building.

It is the responsibility of the florist/wedding party to see that all equipment is removed from the building immediately following the ceremony.

The church and all rooms used must be left tidy – everything is to be left in the same orderly condition in which it was found.

## **RICE**

For safety, nothing (i.e. rice, birdseed, confetti or flower petals) is to be thrown anywhere on the church premises.

## **PHOTOGRAPHS**

Photographs **without** flash may be taken during the ceremony. The ceremony may be videotaped, as long as lighting is not intrusive. Photographs with flash are permitted before and after the ceremony as well as when the couple recesses. It is recommended that most photographs be taken before the ceremony.

## **BRIDE'S ROOM/GROOM'S ROOM**

Rooms will be available for dressing two hours prior to the wedding time. It is recommended that the bride bring her dress and veil with her when she arrives for the wedding. No dresses will be received at the church prior to the wedding. Wedding attire should not be left unattended in these rooms, as SUMC cannot be responsible for any lost or stolen items.

It is important that someone be responsible for the removal of all personal belongings and debris from these rooms immediately after the ceremony.

## **REHEARSAL**

The wedding rehearsal is usually held the evening before the ceremony. Please ensure that all parties are present at least 10 minutes before the scheduled time. If you require accompanist or sound technicians to be available at the rehearsal, you must notify the Wedding Coordinator at the time of the contractual agreement. The Wedding Coordinator will assist with the rehearsal and also be present at the wedding.

## **REVERENCE**

Since the church building is a house of God, a spirit of Christian worship must be maintained at all times. To that end, please remind the participants to refrain from consuming any alcohol prior to the rehearsal or ceremony. Alcohol, tobacco, and firearms are not permitted on church property.

## **HOLY COMMUNION**

If you desire to include the celebration of Holy Communion during your ceremony, all guests will be invited to receive communion. You will need to provide person(s), i.e., ushers, to assist with serving communion, as well as to provide the elements needed, (i.e., bread and juice.)

## **WEDDING RITUAL**

The following ritual is the United Methodist Book of Worship Wedding Service, which is used for weddings at SUMC.

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Processional

Greeting

Declaration of Intention

Blessing of Family and Friends

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Scripture Reading

Sermon

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Exchange of Vows

Giving and Receiving of Rings

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Declaration of Marriage

Prayers

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Benediction

Recessional

\*Optional Sacred Music Selections

\*\*Optional Sacred Music Selection and/or Unity Candle

\*\*\*Optional Service of Holy Communion

The Minister must approve any bulletin.

If a guest minister is used, please include name,  
denomination and current ministerial assignment in the bulletin.

## WEDDING INFORMATION

The following information is necessary to place your wedding on the church calendar. Notify the Wedding Coordinator of any changes as soon as possible.

**Wedding Date** \_\_\_\_\_ Rehearsal Date: \_\_\_\_\_  
 Wedding Time \_\_\_\_\_ Rehearsal Time: \_\_\_\_\_

<p><b>Bride's Name</b> _____                  Home Phone: _____                  Work/Cell Phone: _____                  E-mail address: _____                  Parent phone: _____                  Member of Suncreek UMC? _____</p>	<p><b>Groom's Name:</b> _____                  Home Phone _____                  Work/Cell Phone _____                  E-mail address: _____                  Parent phone: _____                  Member of Suncreek UMC? _____</p>
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Maid of Honor: _____ Flower Girl: _____	Best Man: _____ Ring Bearer: _____
Bridesmaids: _____ _____ _____ _____	Groomsmen: _____ _____ _____ _____
Bride Escort: _____ Escort Relationship _____	Ushers: _____ _____ _____

Are there any step-parents or other individuals on either side of the family who require careful seating arrangements? \_\_\_\_\_

Minister Preference:

\_\_\_\_\_ Rev. Dr. Thomas O. Palmer, Senior Pastor, Suncreek United Methodist Church  
 \_\_\_\_\_ Rev. Milton Gutterrez, Associate Pastor, Suncreek United Methodist Church  
 \_\_\_\_\_ I would like to have a pastor from Suncreek UMC officiate, but I have no preference.  
 \_\_\_\_\_ Guest Minister (subject to approval) \_\_\_\_\_

If guest minister, please give name, address and church affiliation:

\_\_\_\_\_

Pianist: \_\_\_\_\_ Have \_\_\_\_\_ Need \_\_\_\_\_ (at rehearsal? Y\_\_ N\_\_)

Soloist/Vocalists \_\_\_\_\_ Have \_\_\_\_\_ Need \_\_\_\_\_ (at rehearsal? Y\_\_ N\_\_)

Other musicians \_\_\_\_\_

Holy Communion Yes \_\_\_\_\_ No \_\_\_\_\_

Unity Candle Yes \_\_\_\_\_ No \_\_\_\_\_

Unity Sand Yes \_\_\_\_\_ No \_\_\_\_\_

SUMC Candelabra Yes \_\_\_\_\_ No \_\_\_\_\_

Address and phone after marriage:

\_\_\_\_\_

**WEDDING FEE SCHEDULE AND CONTRACT**

<b>Sanctuary Use Fee</b>	\$600.00	\$600.00
*Members eligible for discount		
<b>Refundable Property Deposit</b> (returned by mail after wedding)	\$200.00	
<b>Pastor's Honorarium</b> (Suncreek UMC Member)	At your discretion	
Non-member (minimum \$200.00)	\$200.00	
<b>Accompanist</b>	\$150.00	
<b>Sound Tech</b> (rehearsal) maximum of 3 hours	\$ 75.00	
<b>Sound Tech</b> (wedding only) maximum of 3 hours	\$ 75.00	\$ 75.00
<b>Suncreek UMC Wedding Facilitator/Coordinator</b>	\$300.00	\$300.00
<b>Reception</b>	\$400.00 for 4 hours	
Additional \$35.00 per hour after 4 hours		
*Members eligible for discount		
<b>Coordinator</b> for Reception in Palmer Hall	\$200.00	
<b>Set-up and tear down for Reception</b>	\$250.00	
<b>TOTAL</b>		

**One-half the total amount and the signed contract is required to hold the wedding date.**

We agree with and will adhere to the policies set forth by Suncreek United Methodist Church and understand and agree to all fees as outlined above.

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Bride Date

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Groom Date

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Wedding Coordinator Date