



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.

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	\$400.00 up to 2 consultations + up to 4 hours on the wedding day (To be paid directly to wedding coordinator. Due one month prior to wedding)
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.

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, proper decorum must be maintained at all times. Alcohol, tobacco, and firearms are not permitted in the church building or on church property.

WEDDING RITUAL

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

*
Processional
Greeting
Declaration of Intention
Blessing of Family and Friends
*
Scripture Reading
Sermon
*
Exchange of Vows
Giving and Receiving of Rings
**
Declaration of Marriage
Prayers

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: _____

Bride's Name _____ **Groom's Name:** _____
 Home Phone: _____ Home Phone _____
 Work/Cell Phone: _____ Work/Cell Phone _____
 E-mail address: _____ E-mail address: _____
 Parent phone: _____ Parent phone: _____
 Member of Suncreek UMC? _____ Member of Suncreek UMC? _____

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. Barry E. Hughes, Senior Pastor, Suncreek United Methodist Church
 _____ Rev. Milton Gutierrez, 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

Sanctuary Use Fee	\$600.00	\$600.00
Refundable Property Deposit (returned by mail after wedding)	\$200.00	
Pastor's Honorarium	\$200.00	
Accompanist	\$150.00	
Sound Tech (rehearsal) maximum of 3 hours	\$ 75.00	
Sound Tech (wedding only) maximum of 3 hours	\$ 75.00	\$ 75.00
Suncreek UMC Wedding Facilitator/Coordinator	\$400.00	\$400.00
Reception (Palmer Hall or Round Room)	\$400.00 for 4 hours	
Additional \$35.00 per hour after 4 hours		
Wedding Coordinator for Reception in Palmer Hall or Round Room - Additional \$35 per hour after 4 hours	\$200.00	
Set-up and tear down for Reception	\$250.00	
TOTAL		

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.

Bride

Date

Groom

Date

Wedding Coordinator

Date