



# *Wedding Handbook*

FIRST UNITED METHODIST CHURCH PLANO

# Bride & Groom Information

Rehearsal Date/Time: \_\_\_\_\_

Wedding Date/Time: \_\_\_\_\_

Counseling Dates/Times: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Bride** \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Preferred Phone \_\_\_\_\_

E-mail \_\_\_\_\_

**Groom** \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Preferred Phone \_\_\_\_\_

E-mail \_\_\_\_\_

# Important Names & Numbers

First United Methodist Church Plano: 972-423-4506

Pastor: \_\_\_\_\_

Accompanist: \_\_\_\_\_

Wedding Team Coordinator:

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Florist:

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Photographer:

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Videographer:

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# Scheduling the Wedding

Weddings are scheduled through the Church office (972-423-4506 ext. 103). Once the date selected is confirmed a 50% deposit is due to reserve it on the church calendar

Saturday weddings may be scheduled up to 7 p.m. (starting time). Weddings with receptions in the church facility are to be scheduled starting no later than 5 p.m. (starting time). Weddings may be scheduled one year in advance.

Weddings may not be scheduled during the following times: ***New Year's Eve/Day, Easter week, Memorial Day weekend, the weekends before and following Vacation Bible School or other scheduled Summer camps, Fourth of July weekend, Labor Day weekend, Thanksgiving weekend, Christmas Eve/Day, and any other days in which the church will be closed or a holiday creates a long weekend.***

***No weddings or rehearsals will be scheduled on Sundays or holidays. No weddings will be scheduled during the month of December.***

## **Wedding Facility**

Sanctuary - capacity 900

Chapel - capacity 175

## **Reception Facility**

Maximum Gathering Area capacity - 500

# Accompanist & Wedding Music

It is the policy of FirstChurch to use our accompanist for all weddings. The bride and groom are required to contact the church accompanist six to eight weeks prior to the wedding.

The music used for the wedding must reflect the couple's unique feelings, yet uphold the integrity of the worship service. Only sacred music appropriate for one of the church's services of worship will be played and sung. The accompanist of FirstChurch will be happy to assist the bride and groom in finding appropriate music and the Director of Worship Arts will have the final approval.

All music selections must be finalized three weeks prior to your wedding. The church accompanist will play a 15-20 minute prelude during the gathering and seating of your wedding guests.

## Vocal Selections

If desired, our Director of Worship Arts will arrange for a vocal soloist. The soloist will be trained and experienced. A rehearsal must be arranged with the accompanist to coincide with the wedding rehearsal. The soloist must have the music approved by our accompanist and prepared before the rehearsal.

We recommend that one of the church's soloists be used. Outside-church soloists must schedule a rehearsal with the accompanist prior to the wedding service. It is the soloist's responsibility to be sufficiently prepared prior to the rehearsal.

## Instrumental Music

A variety of instruments including harp, strings, brass, or handbells may be used to provide an elegant addition to the wedding service. Arrangements can be made with our accompanist who will be happy to advise you on this matter and handle all arrangements on your behalf. The Director of Worship Arts must approve outside groups or individuals.

# The Wedding Rehearsal

Wedding rehearsals will be limited to 45 minutes. Rehearsal time is on the day preceding the wedding and may be reserved for 6-6:45 or 6:45-7:30. It is very important that the time indicated for the rehearsal be observed.

# The Marriage License

The marriage license should be delivered to the Wedding Coordinator at the rehearsal.

# Officiating Minister

Only a pastor on the staff of First United Methodist Church Plano may officiate weddings in this church. The couple may request a specific pastor on the staff and the officiating pastor may invite another pastor to assist. Persons desiring an additional minister to share in the wedding ceremony must secure the approval of the FirstChurch minister prior to issuing an invitation. The officiating pastor must approve the order of service, scriptures, and all bulletins prior to being printed.

The officiating minister will have preparatory consultations with the Bride and Groom. It is the Bride and Groom's responsibility to contact the minister at least eight weeks prior to the wedding to set a date for consultations. Couples from out of town must submit a letter from their home pastor confirming their counseling session(s).

# Wedding Coordinator

It is the responsibility of the Wedding Coordinator to see that your wedding rehearsal and ceremony run smoothly. In order to accomplish this, the Coordinator will contact you 60-90days prior to your wedding date to go over the details.

# Sound

A sound engineer is required to ensure that all audio communications are of the highest quality. If taped or recorded music will be used during the service, the Director of Worship Arts must approve selections.

The church sound system is needed for all sanctuary weddings. Any operation of the sound system (any use of microphones, CD player and tapes) will be by an approved church technician. The Wedding Coordinator will arrange for a sound technician for the wedding.

# Scheduling the Reception

The Gathering Area is available for receptions following weddings held at the church.

- Receptions must be scheduled at the same time the church is reserved for the wedding.
- A limited number of tables and chairs are available for your use.
- No alcoholic beverages may be served or permitted on the church premises.
- The kitchen may be used for preparation of punch, cake, etc. No dishes, silver, coffee urns, dishwashers, ovens, stove top or other church equipment may be used. **NO COOKING OR FOOD PREPARATION OF ANY KIND IS PERMITTED.**
- If food, other than cake or punch is served, it must be prepared away from the church kitchen. Limited refrigeration space is available only on the day of the wedding and only upon request with the Wedding Coordinator.
- Caterers may set up for the reception a maximum of four (4) hours before the wedding if no church calendar conflicts occur.
- Caterers must pay a \$250 deposit to use the church kitchen. The party renting the facility and/or caterer will be held responsible and accountable for any damage to the church building, furniture, floors, carpet, or other property pertaining to the reception.
- If more time is required, prior arrangements must be made with the Wedding Coordinator.
- Rental of the reception area is for a maximum of (4) hours before the wedding.
- All receptions must be concluded by 9 pm. The kitchen and reception area must be cleaned immediately following the reception. Clean-up must be completed by 10 pm.



# Flowers and Decorations

- Florists may decorate two (2) hours prior to the wedding.
- Decorations in the Chapel and Sanctuary are limited to floral arrangements or greenery placed near the Communion table or on the wooden pedestals.
- No decorations are permitted on the Worship table.
- No more than three (3) candelabra may be used with or without the floral arrangements.
- The candles may be either votives, cylinders containing the candle on a spring, or oil.
- Wax tapers are not permitted in the candelabra.
- Bows with or without small greenery or flowers (no candles are permitted) may be hooded or tied to the ends of the pews in the Sanctuary or on the chairs in the Chapel.
- No tacks, pins, nails, glue or tape of any kind may be used to fasten any decorations to the furniture or building.
- Furniture may not be moved or removed without the consent and presence of the Wedding Coordinator.
- An aisle cloth may not be used.
- Tulle, ribbon, cord, etc. may not be used to restrict entry to the pews or chairs.
- No bride or attendant may carry lighted candles in their flower arrangements.
- Flower girls may only throw silk petals in the Chapel or Sanctuary.
- All decorations, flowers, candles etc. not provided by the church must be removed immediately after the photographer is finished taking photos after the service.
- Assembly of floral arrangements must be done prior to delivery to the church.
- The church will provide white paraments to be used in the Chapel or Sanctuary for the wedding.
- The church has one (1) 15-candle and two (2) 7-candle candelabra.
- The wedding coordinator will be responsible for placing the candelabra in the Chapel or Sanctuary and will provide the appropriate candles.
- A unity candle holder that sits on its own floor stand is available for use at no charge. The wedding party is responsible for providing their own unity candle.

Please consult with the wedding coordinator if you have questions.

# Photography

***IT IS THE RESPONSIBILITY OF THE BRIDE AND GROOM TO MAKE CERTAIN THE PHOTOGRAPHER IS AWARE OF THESE GUIDELINES.***

FirstChurch recognizes the value of wedding photographs as a lasting remembrance of this special occasion. Since this a sacred service, we expect photographers to respect, honor and abide by the following guidelines:

- Wedding photos may be taken before and/or after the wedding ceremony.
- Photographers will have access to the church two (2) hours prior to the wedding.
- Photos with flash may be taken from the back of the Chapel or Sanctuary during the processional and recessional if there is no interference with the pastor or wedding party.
- **Please instruct your family and friends that it is neither permissible for them or anyone to take flash photography nor move to the aisles to take pictures during the service.**
- Under no circumstances shall photographs or videos be allowed to cause interference or distractions during the service.
- No flash, motor-driven or extra lighting may be used in the Chapel or Sanctuary during the service.

# Videography

***IT IS THE RESPONSIBILITY OF THE BRIDE AND GROOM TO MAKE CERTAIN THE VIDEOGRAPHER IS AWARE OF THESE GUIDELINES.***

Videotapes may be made during the service if the camera operator remains at the back of the Chapel or Sanctuary. Video cameras may be placed in the Choir Loft in the Sanctuary, but must be stationary and operated remotely. The camera operator must provide their own tripods and electrical cords. No additional lighting is permitted and cameras must be set up and ready 30 minutes before the service begins.

Videographers will have access to the church two (2) hours prior to the wedding. **Please instruct your family and friends that it is not permissible for them or anyone to carry a video camera into the pew expecting to use it during the service.** No exceptions will be made to the above regulations unless pre-approved through the Wedding Coordinator.

# Personal Items

FirstChurch cannot be responsible for items if lost, stolen or damaged. It is imperative that money, jewelry and other valuables not be left unattended anywhere in the church facility or on the church grounds, but be entrusted to a reliable member of the family or friend, or not brought to the church prior to the day of the wedding. Should any special arrangement need to be made, contact your Wedding Coordinator.

# Building Use Fees for FirstChurch Members

Sanctuary	No Charge
Chapel	No Charge
Gathering Area	\$250 + (\$250 Refundable Deposit)
Caterer	\$250 Refundable Deposit

# Building Use Fees for Non-Members of FirstChurch

Sanctuary	\$1,670 + (\$200 Refundable Deposit)
Chapel	\$1,175 + (\$250 Refundable Deposit)
Gathering Area	\$1,000 + (\$250 Refundable Deposit)
Caterer	\$250 Refundable Deposit

# Professional Fees for All Weddings

*All Professional fees will be paid directly to FUMC Plano; Minister is paid directly*

Minister	\$200	Candelabras	
Soloist	\$150	One 15-Candle Candelabra	\$25
Organist/Pianist	\$150	Two 7-Candle Candelabra	\$25
Sound Engineer	\$100	Unity Candelabra	FREE
Video Engineer	\$100		
Kitchen Coordinator	\$100		
Wedding Coordinator	\$150		
(required - team of 2)			
Custodian (required)	\$150		
Reception Coordinator	\$150		
Reception Coordinator			
(7 p.m. or later)	plus	\$100	
Custodian		\$150	

# Highlights

- Couples are responsible for calling and setting up their premarital counseling sessions six to eight weeks before the wedding.
- Couples from out of town who receive pre-marital counseling must submit a letter from their counselor confirming their counseling sessions.
- Couples are responsible for contacting the accompanist six to eight weeks before the wedding.
- A Wedding Coordinator will contact you 60-90 days before the wedding.
- A 50% deposit is due at the time the wedding is scheduled.
- All remaining funds must be paid 30 days before the wedding.
- The wedding party may arrive two (2) hours before the time of the wedding.
- Wedding rehearsals are always scheduled the day before the wedding.
- Assign someone to be responsible for all personal and valuable items. The church will not be responsible for theft or loss.
- No Alcoholic beverages in the church or on the church grounds
- Caterers may set up four (4) hours before the wedding
- Fresh flower petals or bubbles may only be used outside the building as the bride and groom depart.
- Weddings will not be scheduled during the following times:
  - Holy Week (between Palm Sunday and Easter)
  - Easter Sunday
  - The weekends before or after Vacation Bible School
  - The weekend following Arts & Music Camp
  - Thanksgiving Day
  - Christmas Eve/Day
  - Any three (3) day national holidays
- No weddings or rehearsals will be scheduled on Sundays or holidays. No weddings will be scheduled during the month of December.



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[www.fumcplano.org](http://www.fumcplano.org)