



**First United Methodist Church of Coppel**

**WEDDING POLICY AND INFORMATION**

2008

## **First United Methodist Church of Coppell**

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Coppell, Texas 75019  
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### **Clergy**

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Rev. Jennifer Scott, Pastor, ext. 208, [jscott@fumccoppell.org](mailto:jscott@fumccoppell.org)  
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**Executive Administrative Manager/Wedding Coordinator**  
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**Music Coordinator**  
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To the Bride and Groom,

We are happy that you have chosen to celebrate your marriage covenant in the church, and we look forward to sharing with you the joy and excitement of this important event in your lives.

When you choose the church as the place for your wedding, we affirm that, as the liturgy says, marriage is to be entered into with care, joy and a profound sense of the grace of God. In other words we recognize that marriage is sacred and a precious gift of God. To be married in the church is to affirm that God's love is the source of the faith, hope, and love that you will need to keep your commitment and to grow in it.

This manual has been prepared to help you, together with the Pastor and Music Coordinator, to plan a ceremony which is a service of worship and a personal expression of the love you have for each other.

The Church maintains certain policies, which are essential as we go about planning a wedding. In order to be fair to you and candid about some of the more important policies of this church, we have stated them on the following pages. Any questions not specifically addressed are subject to the discretion of the officiating Pastor.

All weddings at First United Methodist Church Coppell will be officiated by one of the clergy on staff at First United Methodist Church Coppell, however guest Pastors may assist at the discretion of the officiating Pastor.

Weddings are assigned to the clergy of First United Methodist Church Coppell on a rotating schedule. As a result, in cases of sudden illness or emergencies, any of our Pastors could officiate at your wedding.



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## The Christian Marriage Service

- A Christian wedding is never only a social event but is always a service of worship in which two persons, in the company of their loved ones and friends, pledge themselves to each other under the blessing of God and are united by God in The Holy Covenant of Marriage.
- A service of Christian marriage should symbolically emphasize the Christian view of marriage and should therefore be in harmony with the principles of Christian worship and with the 2004 United Methodist Book of Discipline.
- The Wedding Liturgy will be one of the authorized liturgies of The United Methodist Church found in *The United Methodist Hymnal* and *The Book of Worship*.
- If Holy Communion is desired, it must be open to all persons and never limited to the bride and groom.
- The assigned Pastor of FUMC Coppell is responsible for planning the wedding ceremony in consultation with the bride and groom.

## Scheduling the Wedding

- It is most helpful to schedule your wedding six to nine months in advance, but *not more than twelve months*. When reserving the church, designate the date and hour of the wedding.
- A tentative reservation for a wedding date may be made in the church office and will be held for 72 hours.
- A signed agreement of our policies and a refundable deposit of three hundred dollars (\$300.00) must be paid *before* the reservation will be officially scheduled and confirmed on the church calendar.
- The Wedding Coordinator will handle the administrative aspects of the wedding including: payment of fees, room reservations, and creating a wedding program.
- If you desire to create your own wedding program, the Pastor or Wedding Coordinator must approve the program two weeks prior to the wedding.
- When creating your own program, we ask that the following be inserted into your program (in small font size): *In honor of God and out of respect for the bride and groom as they exchange their sacred vows: please turn off your cell phone or pager and refrain from taking photographs during the ceremony.*
- The Wedding Coordinator of FUMC will assist the officiating Pastor in facilitating the wedding rehearsal and the wedding ceremony.

## Informal Weddings

- A Wedding performed in the Pastor's office, the chapel, or in the sanctuary and limited to immediate families, may be deemed an exception to the set fees and scheduling requirements at the Sr. Pastor's discretion.



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## Pre-Wedding Counseling

- Couples desiring to be married at FUMC of Coppell are required to attend pre-marital counseling sessions with the officiating Pastor.
- *The couple is responsible for scheduling the pre-marital counseling sessions directly with the Pastor.*

## Non-Member Weddings

- Unless the bride, groom, parent or guardian is a member of First United Methodist Church Coppell for six months prior to *scheduling* the wedding, the wedding is regarded as one of a *non-member*.
- Non-Member couples are encouraged to attend our worship services to better understand our worship tradition.

## Wedding Music

- It is the responsibility of the bride and groom to arrange a consultation with the Music Coordinator as soon as possible after submitting the signed agreement and the deposit fee.
- Any couple desiring secular music must submit the music lyrics and accompaniment to the Music Coordinator 30 days prior to the wedding. Final approval of the music rests with the Music Coordinator and the officiating Pastor.
- The bride and groom may be asked to provide all sheet music that is not in the church music library.

## The Facilities of the Church

- The Sanctuary has a seating capacity of 1,000 people, a center aisle and four side aisles.
- The bride and bridesmaids will have access to large air conditioned restroom off Wesley Hall.
- The groom and groomsmen will prepare and get dressed in the choir room.

## Food and Drink/Alcohol and Tobacco

- Food and drinks are not allowed in the Sanctuary or the Narthex at any time.
- Alcoholic beverages are not to be consumed on church property, nor will anyone under the influence of alcohol or drugs be allowed to participate in the wedding rehearsal, wedding service or wedding reception.
- Tobacco will not be used on church property.
- The bride and groom are responsible for informing all members of the wedding party of these policies.



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## Preparation and Set-up/Clean-up

- The church building will be available for setup, decoration and photos 2 hours prior to the ceremony and 20 minutes following the ceremony for additional photos.
- The bride, groom and wedding party are responsible to thoroughly clean up personal items before leaving the church.
- Any items (furnishings, materials, decorations) which are moved by the wedding party must be returned to their original place prior to vacating the premises after the wedding.
- Birdseed and bubbles may be thrown outside the building only. Rice or confetti *may not* be used.

## Reception Arrangements

- Wedding receptions at FUMC should be scheduled with the Wedding Coordinator.
- Availability of church facilities is subject to prior scheduled meetings and events.
- Saturday night receptions must be completed by 8:30 p.m. At other times, the wedding reception should conclude within 2 ½ hours of the time the ceremony begins.
- A detailed copy of the Catering policies may be found at the back of this packet.

## The Marriage License

- *The marriage license must be presented to the Pastor at the rehearsal. Weddings may not be performed without a marriage license.*
- Marriage licenses may be procured no sooner than thirty days before the wedding and no later than 72 hours prior to the wedding. Apply for your license through the County Clerk's Office in any county courthouse in Texas.
- After signed by the Pastor, the marriage will be recorded in the church record on the first business day following the wedding and the license will be mailed from the church office to the County Clerk.

## The Wedding Rehearsal

- All rehearsals will be facilitated by FUMC'S officiating Pastor or Wedding Coordinator.
- The bride and groom will inform all participants to arrive 15 minutes prior to the rehearsal.
- If the Pastor or the Wedding Coordinator perceives a member of the wedding party to be under the influence of alcohol or drugs during the rehearsal or wedding, that individual will immediately be dismissed.
- Keep in mind the following as you prepare for the rehearsal:
  - The rehearsal **will** last approximately one hour.
  - Parents, bridesmaids, groomsmen, ushers, scripture readers, flower girl(s), ring bearer(s) should attend the rehearsal. Groomsmen may serve as ushers.
  - All outside musicians and soloists should attend the rehearsal or arrive 1-½ hours prior to the start of the wedding.
  - Staff accompanist is not required to attend, however, a rehearsal can be arranged on the day of the wedding prior to the ceremony.
  - Plan for at least one usher for every 30 expected guests.



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## Photography and Videotaping

- All photography and videotaping must be done in such a way as not to distract from the spirit of worship.
- Photographers *may not* take flash photos *after* the bride has processed down the aisle.
- Flash pictures may be taken during the recessional.
- Any special photography considerations are subject to the approval by the officiating Pastor or Wedding Coordinator.
- A detailed Photography policy may be found at the back of this packet.

## Established Fees

- A refundable deposit of \$300.00 and a signed agreement of church policies are required before officially scheduling a wedding at FUMC Coppell. The deposit will be fully refunded within ten days after the wedding with the following exceptions:
  - In the event of a cancellation 30 days prior to the wedding, \$100.00 will be retained.
  - The Pastor or Wedding Coordinator deems that unusual custodial services are required for clean up or building facility has been damaged.
- The wedding fee is due in full *thirty days* prior to the wedding.
- A detailed fee schedule may be found at the back of this packet.

## Personal Valuables

- Every reasonable effort will be made to assist the wedding party in protecting personal property. However, the church is not liable for items that are lost, stolen or damaged.
- It is suggested that friends or family members be assigned the responsibility of overseeing valuables such as dresses, purses, silver, glassware and gifts during the wedding and/or reception.



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## WEDDING PHOTOGRAPHY

- Photographs may be taken before and after the ceremony. The exception to this is, timed exposures may be taken "with available light" from the rear of the sanctuary.
- Pictures made before the ceremony should be completed thirty minutes (30) prior to the beginning of the service. Pictures taken after the wedding ceremony are to conclude within 20 minutes of the wedding ceremony.
- Video recordings are permitted only from the rear of the sanctuary or in the choir loft from a tripod (no movement) "with available light only." No spotlights on video camera will be permitted.
- No Flash photos after the bride has processed down the aisle.
- Noise should be avoided in making timed exposures, in changing film, film packs, excessive moving, etc.
- Equipment should not be placed in pews or on chairs. The photographer may not stand on pews or chairs.
- The photographer and/or videographer must confer with the Wedding Coordinator or Pastor at the rehearsal or the day of the wedding.

## FLORAL DECORATIONS AND ARRANGEMENTS

- The church office should be notified in advance of the disposition that you wish to be made of your flower arrangement. Only fresh flowers and greenery may be used in the worship service on Sunday. Seasonal decorations may not be removed.
- Nothing may be attached to or placed on the pulpit, lectern or arch supports. All foliage and potted plants must be placed in liners to protect the carpet. Pews or chairs may be marked with ribbon, bows or bouquets, and pew clips or ribbon must be used to attach.
- Arches and/or decorations of any kind may not block the altar or altar ware. Only artificial flower petals may be used in the aisle.
- Live candles are not permitted outside the altar area. When live candles are used (they must be of the non-drip variety) inside the altar area, protective materials must be placed under the candelabra to extend two feet in all directions.
- The florist will remove all decorations immediately after the ceremony and leave the church in the condition in which it was found.
- The florist will be held responsible for damage done to the building or furniture by floral decorations or candles, and for cleaning wax from the carpet or furniture resulting from the wedding.



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## WEDDING RECEPTIONS

- Wedding receptions are held in Wesley Hall or Smartt Hall.
- Caterers may use the main kitchen for the preparation of punch, coffee, heating hors d'oeuvre, etc. and for washing dishes after the reception. The kitchen is equipped with a four-burner cook top, oven microwave, refrigerator with small freezer, and a triple sink with garbage disposal.
- The custodians will ensure Wesley Hall or Smartt Hall is clean before the caterer arrives and will secure the building after the caterer leaves.
- Caterers will be admitted to the church three hours prior to the wedding.
- Table coverings, dishes, silver, etc are to be provided by the caterer, family or friends.
- Alcoholic beverages are not permitted in the church buildings or on church grounds.
- Smoking is not allowed in the buildings (including restrooms) and is discouraged on church grounds.
- Caterers are responsible for removing everything belonging to them immediately after the reception and leaving the church as it was found.
- Trash bags should be closed; taken to bin near traffic loop and fresh liners placed in receptacles. (Additional trash liners may be found in kitchen)
- Floors and carpet do not need to be cleaned unless there is a spill. Brooms, a mop and a vacuum are located in the kitchen closet.