



Wedding Policies and Guidelines

Revised August 2016



Keller United Methodist Church
1025 Johnson Road
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www.kellerumc.org

For this reason a man shall leave his father and mother and be joined to his wife, and the two will become one flesh. This is a great mystery, and I am applying it to Christ and the church.
Ephesians 5:31-32

Your Wedding at
Keller United Methodist Church

We at Keller United Methodist Church are so excited to be a part of your very special wedding experience. In choosing to have your wedding in a church, you are choosing to make your wedding vows and covenant with each other before God as well as your family and friends. We believe this to be a very important act of Christian worship, and we are delighted to be a part of that experience with you. Our goal is for your wedding day to be as special as possible for you and for God, and we want it to be just the beginning of your new life together.

In the following pages you will find policies and procedures to ensure that your wedding ceremony accomplishes these goals and maintains our church's facility for the ongoing life of the congregation and our ministries to the greater community. Please read these pages carefully and ask any questions you may have before signing and returning to the church office, along with your reservation form and deposit, so we can secure your desired wedding date. We ask that you be responsible for ensuring that all members of your wedding party understand and know the policies found within this document and that you communicate clearly the expectations that we the church, and you have of them for your rehearsal and ceremony.

We are truly excited for you, and we hope that this wedding experience will bring you true joy and happiness, not just for one day, but for the rest of your life. If there are ways we can help you do this, please let us know.

May God Bless and Keep,

A handwritten signature in black ink, appearing to read "Chris J. Hayes", written in a cursive style.

Dr. Chris J. Hayes
Lead Pastor

Scheduling a Wedding at Keller United Methodist Church

1. Review this entire document carefully to be sure that the policies fit within your needs and budget.
2. Go to kellerumc.org and choose Forms from the Quick Links menu. Click on the Wedding Reservation button. Fill out the form, which will be reviewed by the Keller UMC Executive Committee. If your request is approved, a contract will be sent to you. All documents must be signed and returned along with payment for the security deposit and half of the fees. The reservation is not confirmed until the contract and payment are received. A wedding coordinator will be assigned when the reservation is confirmed.
3. Weddings at Keller UMC are officiated by one of the ordained pastors on our staff. Other ordained pastors may be invited to participate at the discretion of Keller UMC pastors. Participation by outside clergy must be approved at the time of reservation.
4. Policies are the same for members and guests. However, those who contribute financially to Keller UMC may receive up to 50% off the rates in the fee schedule.
5. Weddings may be scheduled up to one year in advance.
6. Weddings and rehearsals may not be scheduled on the following days:

Sunday mornings	New Year's Eve and Day
The week preceding Easter Day	Thanksgiving Day and weekend
December 24-26	Saturday evenings

Also, weddings and rehearsals may not be scheduled when worship services are scheduled.

General Guidelines

1. Dressing facilities are available at the church. The bride and her attendants may dress in the bride's room in the Discipleship and Administration Center (DAC) and Music Suite if needed. The groom and his attendants will be assigned one of the classroom in the Family Life Center (FLC). Please note that we cannot be responsible for receiving or caring for wedding attire delivered to the church in advance or left after the wedding.
2. You may choose to use a printed order of service (program) for your wedding. You will, however, need to take care of printing arrangements. The church is unable to provide this service. The minister will work with you in designing the order of service.
3. Violation of ANY rules or policies will result in forfeiture of ALL deposits.

Facilities Available

Wedding Worship Service

Sanctuary Capacity 700

Receptions or Rehearsal Dinners

Family Life Center (may include kitchen for additional fee) Capacity 400

Discipleship Hall Capacity 300

Narthex Capacity 100

Reservations for these facilities should be made at the time you schedule your wedding service.

Various facilities may be available for other events such as bridal showers. If you are interested in booking a separate event, see the Property Use Policy on our website.

Fee Schedule

Security Deposit.....	\$250
Security Deposit (for reception).....	\$400

Deposit is payable at the time the wedding is booked. The deposit will be refunded no later than 30 days after the date of the wedding, provided there are no damages. If the wedding is cancelled, the deposit is non-refundable.

Wedding Service Fee.....	\$1400
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Includes Sanctuary use fee (one hour for rehearsal and three hours for set-up and wedding), Wedding Coordinator, sound technician, custodial services and utilities.

Additional Fees

Organist/Pianist (check made to individual)	
Service only (includes phone consultation).....	\$200
Rehearsal (one hour)	\$50
Extra rehearsals and consultations.....	\$50/hour

Vocalist (check made to individual)	
Service only (includes phone consultation).....	\$50
Extra rehearsals and consultations.....	\$30/hour

Minister	Honorarium (minimum \$200)
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While the minister has no set charge for his or her services, a minimum honorarium is expected. Please feel free to discuss with your officiating minister or wedding coordinator.

Family Life Center (for reception or rehearsal dinner)	\$300/hour
Family Life Center Kitchen (for reception or rehearsal dinner)	\$100/hour
Discipleship Hall (for reception or rehearsal dinner).....	\$300/hour
Narthex (for reception or rehearsal dinner)	\$300/hour
Childcare (up to 10 children).....	\$100/hour
Each additional child	\$15/hour
Time in Sanctuary for Bridal Portraits	\$100/hour

All fees are the same for members or guests. However, if you have contributed to Keller UMC financially within the past year, the wedding service fee and reception fees may be reduced by up to half. If you receive a wedding contract, ask for details.

One half of the total fees, in addition to deposit(s), are due at the time of reservation. The reservation is not confirmed until the security deposit(s) and half of total fees are paid.

The remaining fees are due no later than two weeks prior to the date of the wedding. If full payment is not made by two weeks before the date of the wedding, the wedding will be cancelled.

Please make checks (with the exceptions of the organist, vocalist and clergy fees) payable to Keller United Methodist Church, with the bride's name in the memo line.

The Minister's Wedding Policy

Only a Keller UMC staff pastor may officiate weddings in this church. The officiating minister may invite another ordained minister to assist by contributing a prayer, scripture or brief words. This is completely at the discretion of the officiating minister. Any other person assisting in the service must be approved by the officiating minister at the time of reservation.

The order of service, scriptures and all bulletins must be approved by the officiating minister.

The pastors of Keller United Methodist Church require that a couple participate with them in instruction and discussion of the privileges and obligations they will assume in Christian marriage. The pastor performing the service will determine the number of sessions. It is the couple's responsibility to contact the pastor and arrange for the premarital conferences. At the discretion of the officiating minister, you may also be referred to outside premarital counseling by a licensed practitioner.

1. The Minister's objectives in these conferences are as follows:
 - a. To cover the purpose of marriage, roles and responsibilities within the relationship, communication skills and conflict management and other factors deemed important in your relationship.
 - b. To assist in the planning of the wedding ceremony.
2. Any attire required for the minister, other than normal wear, will be arranged for and furnished by the wedding party.

Music and Sound

Because a wedding is a worship service, all music before, during and after the service should magnify the glory of God and affirm a biblical understanding of human love, the marriage relationship and the love of God. Music of secular origin is often inappropriate. The couple should contact the organist and vocalist, if applicable, to review and select music for the service. The Wedding Coordinator will provide contact information. The pastor officiating at the wedding has final approval over any and all music, so music must be submitted a minimum of two weeks prior to the rehearsal.

If recorded music is to be used, church sound technicians cannot be responsible for the quality of the music or its compatibility with church equipment. If recorded music or any other sound equipment will be used at the wedding, the sound technician must be present at the rehearsal.

Pianist/Organist accompaniment: Church Wedding Pianists/Organists are available for all weddings. Any exceptions must be approved at the time of reservation.

Soloists: The Wedding Coordinator may assist in locating a soloist if needed. Outside soloists must be approved by the Wedding Coordinator. If an approved outside soloist requires rehearsal time, a fee of \$50/hour for use of the facilities will be required, in addition to accompaniment fees.

Sound: The church sound system is needed for all but very small weddings. Any operation of the church sound system (microphones, recorded music, etc.) must be by an approved church sound technician. The Wedding Coordinator will arrange for a sound technician for the wedding if needed.

Other Musicians: Use of any other musicians or instruments must be approved by the Wedding Coordinator at least two months before the wedding date. If approved musicians require rehearsal time, a fee of \$50/hour for use of the facilities will be required, in addition to accompaniment fees.

Service of Worship

The Christian marriage ceremony is a service of worship before God, normally conducted within the house of God. Reverence shall be expected on the part of all present and the service shall be under the sole direction of the pastor performing the service.

The pastor will work with the couple to incorporate personal, meaningful touches within the authorized ritual of the United Methodist Church.

Guidelines for Flowers and Decorations

Be sure that you have a clear understanding of the following requirements and guidelines **before** planning decoration of the Sanctuary. Keller UMC recommends that a florist and/or any other persons involved in decoration of the Sanctuary view the facility during office hours, Monday - Thursday 8:30am - 5pm or Friday 8:30am - noon. The florist or decorator may also arrange a time with the Wedding Coordinator on weekends. Copies of these guidelines should be given to the florist and all others involved in decorating.

1. Votive and pillar candles must be placed in containers. Taper candles should be of the dripless variety and placed in containers that catch and contain any wax drippings. All floors and surfaces must be thoroughly protected. Florists or others decorating the Sanctuary will be held directly responsible for the cleaning of wax from all flooring and furniture. The church does not provide any candles.
2. The altar candles are symbolic and are used for all wedding services. They must be lit prior to the lighting of other candles.
3. One floral arrangement may be placed on the altar table. Any other decorations must be approved by the Wedding Coordinator prior to the wedding date.
4. Candelabras and/or standing baskets may be placed on both sides of the altar, but not in front of the altar. Candelabras may be covered with palms or other decorations as long as they do not interfere with the open flame of candles. Drop cloths must be used with candelabras. Drop cloths are not provided by the church.
5. Any decorations in the chancel area must not obstruct the entrance of the clergy or wedding party or obscure the view of the organist. Keep in mind that flower arrangements cannot be placed on the organ or piano.
6. Church decorations for Christmas or other seasons may not be removed. The altar and podium may be moved around as needed for the ceremony, but not removed from the altar area. All other furnishings must remain.
7. Pew bows or floral arrangements may not be attached in any way damaging to the finish or church furniture. No pins, glue, nails, staples, florist's clay, tape or tacks are permitted. Ribbon, wrapped wire or plastic floral clips made not to mar wood surfaces may be used.
8. Flower girls may drop real or artificial petals.
9. The bridal couple may use a trinity candle, candelabra or unity candle stand in the ceremony. However, the church does not provide those items.
10. Animals are not permitted on the premises, with the exception of service animals.
11. Times for delivery of flowers or other decorations must be approved by the Wedding Coordinator. Decoration of the Sanctuary or reception area may not disrupt scheduled church events.
12. The wedding party florist is responsible for seeing that all flowers and decorations are removed from the building no later than one hour after completion of photographs. The custodian on duty is not expected to do the clean-up work for a florist or other decorator.

13. Rental equipment may not be stored at church before or after the wedding and must be picked up no later than one hour after the completion of photographs.
14. All furniture in the Narthex and lobby areas will remain.
15. If you desire, you may leave your altar flowers for use in weekend worship. Your gift is appreciated. If this is your desire, please notify the Wedding Coordinator. The Altar Guild, taking into account the freshness of the flowers after a lapse of time as well as the particular character of that weekend's worship, will determine whether the flowers need rearranging and where they will be placed.

The church has the following materials/equipment available for use by the bridal couple:

1. Baptismal font that may be used as a floral stand
2. Kneeling pew
3. Various altar clothes and runners
4. Communion plates and cups (elements are not provided)
5. Small table that may be used for guest book

The Wedding Coordinator

The Wedding Coordinator is a paid staff member who will take pride in the appearance of the ceremony and the details involved in the planning process of your special day. The Wedding Coordinator sets up an initial meeting to tour the facilities and answer questions, and a second meeting to discuss details such as altar options, tablecloths, candelabras and delivery times. Each of these meetings lasts about one hour. The coordinator assists the pastor in directing the rehearsal, and is on site and available for the entire wedding and reception, if held at the church.

Photography Guidelines

Please give a copy of these guidelines to your photographer. Return a signed and dated copy to your Wedding Coordinator.

Keller United Methodist Church permits photography only under conditions that maintain reverence and dignity appropriate to a service of worship.

1. A single, designated photographer (usually professional) may take **only two** flash photographs in the Sanctuary during the service:
 - a. The bride's entrance (before entering the center aisle)
 - b. The bride and groom's exit (shot at the back of the Sanctuary)No other flash photographs are permitted during the service.
2. Non-flash photographs may be taken by the single, designated photographer from the back of the Sanctuary during the ceremony. Care must be taken to maintain a reverent atmosphere by minimizing movement and noise.
3. Family members and wedding guests may not take pictures (flash or otherwise) during the ceremony. The bride and groom are responsible for seeing that this requirement is made clear to those attending the wedding.
4. Photographers should not place equipment on the pews or other church furniture.
5. Please allow clergy to be photographed first after the ceremony, if needed.
6. Photographers are limited to 30 minutes after the ceremony for photographs. This will be strictly enforced.

I have read and agree to the terms and conditions of the photography guidelines for Keller United Methodist Church.

Photographer

Date

Videography Guidelines

Please give a copy of these guidelines to your videographer. Return a signed and dated copy to your Wedding Coordinator.

Keller United Methodist Church permits videography only under conditions that maintain reverence and dignity appropriate to a service of worship.

1. The ceremony may be videotaped by the person of your choice. Keller UMC will not provide video operators or cameras. The arrangements must be made separately.
2. Videotaping should not distract attention from the worship service.
3. A maximum of two video cameras may be used during the service. This includes professional and non-professional equipment.
4. A stationary camera with or without an operator may be placed in the choir area. The videographer should discuss the placement with the pastor.
5. Only existing lighting may be used.
6. The church sound system's audio feed is used only with the approval of the sound technician.

I have read and agree to the terms and conditions of the videography guidelines for Keller United Methodist Church.

Videographer

Date

The Wedding Rehearsal

The wedding rehearsal normally is scheduled on the evening preceding the wedding ceremony, beginning promptly at the scheduled time and lasting no more than one hour. All those attending the rehearsal should be appropriately dressed for a place of worship. The following guidelines apply:

1. Keller UMC clergy and the Wedding Coordinator will be in charge of the rehearsal.
2. The rehearsal will be no more than one hour and begin on time. Rehearsals may begin no later than 6:30pm. Time does not permit rehearsal of special music or soloist. If additional time is needed, the Wedding Coordinator may make arrangements.
3. All ushers and attendants (including ring bearer and flower girl, if applicable) and parents of the bride and groom should be present.
4. The marriage license should be delivered directly to the pastor at the rehearsal.
5. The Wedding Coordinator must be informed of the following prior to the wedding date:
 - a. Procession order (parents, grandparents, bridal party)
 - b. Seating arrangements for parents, grandparents and other specified family members
 - c. Unity candle/communion plans
6. Alcoholic beverages are not allowed in the rehearsal or any KUMC facilities. If any participants are apparently intoxicated, they will be asked to leave and not permitted to participate.

Reception Guidelines

Keller UMC provides facilities only, although tables and chairs are available for use upon request. The bridal couple or caterer must provide all other items (including paper products, table linens, kitchen towels, soap, dishes, plastic bags, foil, disposable containers, etc.) necessary for the reception. The facilities must be left in a clean and orderly condition. If facilities are not left as found, the security deposit will not be returned. Upon inspection, the deposit will be returned within 10 days.

Additional guidelines:

1. Food and drinks must be kept in the reception or rehearsal dinner area and not carried to other parts of the building.
2. Red or purple beverages are not permitted, as they may permanently stain walls and carpeting.
3. Alcoholic beverages or illegal drugs of any kind are not permitted on the premises by the United Methodist Book of Discipline. This includes parking lots, dressing rooms and restrooms.
4. Smoking, vaping and other tobacco products are not permitted at any time or place within the church facilities. This includes dressing rooms and restrooms, and within 50 feet of buildings.
5. The use of rice, confetti, etc. is strictly prohibited on church property. Only birdseed may be used in "rice bags" and its use must be outside and away from building doorways. Bubbles may be used outside.
6. The church is not responsible for any personal items lost, damaged or stolen at the wedding, rehearsal or reception.
7. Profanity by any person in attendance will not be tolerated.
8. No items are allowed to be attached to walls without approval of the Wedding Coordinator. Nothing may ever be hung on, taped to, stapled or pinned to the movable partition walls in Discipleship Hall. These walls are to be moved by staff only, as they can be damaged if proper tools are not used.
9. No open flames are allowed at the reception. Caterers may use Sterno when serving from standard serving equipment designed for using Sterno for warming purposes.
10. The reception may take place only in the part of the facility reserved. For example, the church kitchen must be reserved in order to use that space.
11. The nursery, if scheduled, will close when the reception is scheduled to end. Remaining children in the nursery will be brought to the reception.
12. The bridal couple and caterer will be held responsible for any damage to the building or kitchen equipment.
13. Cleanup must be completed the same day. All equipment and decorations must be picked up no later than one hour after the scheduled completion of the reception.

Catering Guidelines

Please give a copy of these guidelines to your caterer. Return a signed and dated copy to your Wedding Coordinator.

1. Kitchen equipment may not be removed from church premises.
2. No red or purple beverages are allowed.
3. Caterers may use Sterno when serving from standard serving equipment designed for using Sterno for warming purposes.
4. If the reception is in the Family Life Center and the kitchen has not been rented or if the reception is in Discipleship Hall, all food must arrive ready to serve. Kitchen facilities will not be available.
5. A fee for the use of the reception area and kitchen, if applicable, has been paid by the bridal party. The deposit will be reimbursed after the scheduled activity provided that the facility is clean and all equipment is in full working order.
6. Caterers must provide their own table linens, kitchen towels, soap, dishes, plastic bags, foil, disposable containers, etc. The church does not provide paper products such as plates, cups, napkins and silverware.
7. Trash resulting from the event must be removed by the caterer at the time of departure.

I have read and agree to the terms and conditions of the catering guidelines for Keller United Methodist Church.

Caterer

Date