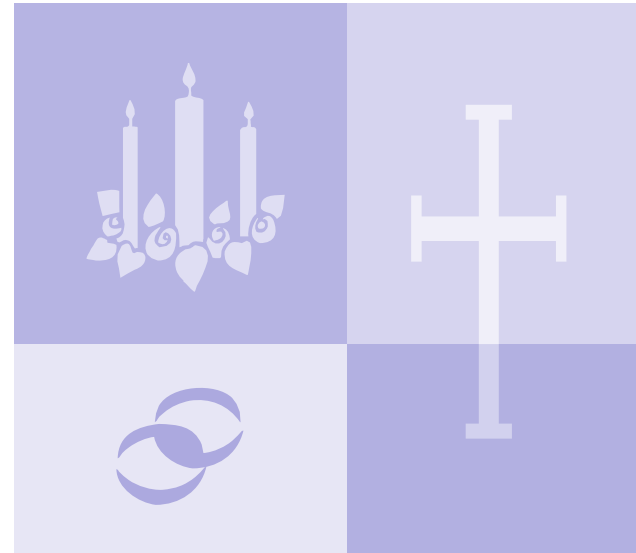


# *Wedding Policy*



## ***Bellaire United Methodist Church***

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## INTRODUCTION

The congregation and staff of Bellaire United Methodist Church wishes to extend our warmest wishes and congratulations on your wedding. It is our desire to assist in making it the happiest of occasions.

The ceremony of Christian marriage is a worship service, a sacred occasion when two persons declare before God, friends, and families their faith to each other and their desire to be united by the church in a new relationship.

Because the service is both sacred and joyous, it requires careful planning and preparation. The following guidelines have been written so your wedding will be both beautiful and in accordance with the policies of the church. You are urged to read the material carefully and to abide with all provisions of the policy. Failure to comply with the policy may result in full or partial forfeiture of the deposit.

We have included pertinent information for the following topics:

- ◇ Making Reservations
- ◇ Church Guidelines
- ◇ BUMC Clergy & Guest Ministers
- ◇ Music Selections
- ◇ Facilities
- ◇ Member Fee Schedule
- ◇ Florist
- ◇ Photographer / Videographer
- ◇ Caterer

Again, congratulations on your upcoming marriage, and may God bless your lives together as a new family.

## BELLAIRE UMC MEMBER FEE SCHEDULE

### WEDDINGS

#### Sanctuary

Minister	\$ 150
Organist	\$ 200
Custodian	\$ 125
Utilities	\$ 300
	<hr/> <hr/>
	\$ 775

#### Chapel

Minister	\$ 150
Organist	\$ 200
Custodian	\$ 125
Utilities	\$ 125
	<hr/> <hr/>
	\$ 600

#### Informal

Minister	\$100
Utilities	\$125
	<hr/> <hr/>
	\$225

### RECEPTIONS

#### Parlor

Custodian	\$125
Utilities	\$100
	<hr/> <hr/>
	\$225

#### Family Life Center

Custodian	\$150
Utilities	\$250
	<hr/> <hr/>
	\$400

#### Fellowship Hall

Custodian	\$150
Utilities	\$100
	<hr/> <hr/>
	\$250

### Refundable Security Deposit Per Event

\$200-Due at time of booking.

This deposit will be refunded within 30 days after the event if the church has been left in a satisfactory condition.

### CANCELLATION PENALTY

If the wedding is cancelled after it has been scheduled on the church calendar a \$200 fee will be forfeited to offset administrative fees. All other fees will be refunded within a 30 day period.

## FACILITIES

**Sanctuary** – Seating capacity of 600, including the balcony. The Sanctuary consists of raised altar area, 42 pews divided by a 50-foot long center aisle, two side aisles, a Moeller Pipe Organ and Yamaha Baby-grand piano.

**Chapel** – Seating capacity of 120, including the balcony. The Chapel consists of slightly raised altar area, 16 pews divided by a 22-foot long center aisle, and an Allen organ in the balcony.

**Candelabra** – BUMC owns two sets of candelabra which are available for use at no charge. However, “Paradise” candles must be used. These may be rented from a florist or through the church office.

**Unity Candle Stand** – BUMC owns a free standing Unity Candle stand and a small brass stand which sits on the Altar; both are available at no charge. The couple is responsible for providing the center candle and tapers.

**Bride’s Room** – Carpeted classroom approx. 18" x 24" with two locks on the door, full-length 3-way mirror, and garment racks. Tables and chairs will be set up as needed.

**Groom’s Room** – Library with table and chairs only.

**Atrium & Sanctuary Prayer Garden** – Available to the Bridal Party and Photographer for pictures, weather permitting. During Advent, seasonal decorations are placed in the Atrium and may not be removed.

**Family Life Center** - Available to BUMC members for receptions with no more than 500 people standing or 400 people seated. Includes access to connecting kitchen.

**Fellowship Hall** - Available to BUMC members for receptions with no more than 350 people standing or 200 people seated. Includes access to connecting kitchen facilities as needed.

**Parlor** - Available to BUMC members for receptions with no more than 75 people standing or 50 people seated. Includes access to small connecting kitchen facilities as needed.

**Dishes** - Available at no charge to BUMC members for receptions. However, an additional cleaning fee is required (See Fee Schedule for custodial details).

## MAKING RESERVATIONS

A reservation will be confirmed only when one of the ministers has agreed to officiate at the wedding, and the calendar is clear for use of the Sanctuary or Chapel. The exact hour of the wedding must be recorded at the time the church is reserved, and a refundable deposit must be paid. One half of the fee is due at the time the wedding is booked.

No rehearsals, weddings or receptions will be scheduled on the following holidays or the weekends associated with these holidays: **New Year’s Eve, New Year’s Day, Martin Luther King Day, Palm Sunday, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the following Friday, Christmas Eve and Christmas Day. Additionally, no weddings will be scheduled on Sundays or during Holy Week.**

**Weddings will be scheduled for Saturday only.**

Weddings will be scheduled no later than 7:30 p.m.

Receptions must be concluded no later than 10:00 p.m.

Rehearsals will be scheduled at 6:00 p.m. on the day preceding the wedding, and will begin promptly.

Member weddings may be confirmed up to one year prior to the date of the wedding. Unless either the bride or the groom – or the parents or legal guardians of a bride or groom – are members of Bellaire United Methodist Church for a period of six months prior to scheduling the wedding, the wedding will be regarded as one of a nonmember.

## BUMC CLERGY & GUEST MINISTERS

All couples considering marriage are required to meet with the BUMC minister who will preside at the service. The conferences are designed to familiarize the couple with the Methodist Service of Christian Marriage and to prepare the couple for the marriage itself. Although a minister of BUMC must preside at all weddings, guest ministers are permitted with the approval and invitation of the presiding minister.

## MUSIC

The United Methodist Service of Christian Marriage is a service of worship at which a man and a woman – in the company of those dearest to them – come to praise God for their love. The music for their wedding should reflect this Christian joy. Therefore, only sacred texts, clearly expressive of Christian faith will be sung during the ceremony. Instrumental music should be conducive to an atmosphere of worship or prayer. The presiding minister shall have final say on a musical selection.

The BUMC organist will be the organist for all weddings and is familiar with a wide variety of appropriate music. Our organist will assist the couple in finding selections which will reflect the couple's unique feeling while upholding the integrity of the worship service. The use of soloists and/or instrumentalists must be approved by the Organist. However, it is **not** the responsibility of the Organist to “coach” the soloist on the musical selections. A one hour meeting with the couple and a one-half hour rehearsal with the soloist are included in the fee. Additional meeting and/or rehearsal time may be scheduled with the organist as needed.

(See fee schedule for rates)

## INFORMAL WEDDINGS

Weddings are considered “Informal” only if they are scheduled during normal office hours, have no rehearsal or wedding coordinator, require no custodial services, include no more than two attendants, and guests are limited to immediate family and a few friends. Minimal organ music and flowers are allowed if scheduled in advance. Informal weddings are performed in the Chapel only.

## WEDDING BULLETINS

The use of Wedding Bulletins is permitted. A copy must be submitted for approval from the Minister and Organist. The church office is not responsible for printing wedding bulletins, but preprinted bulletin covers are available from Cokesbury Book Store and other religious bookstores.

7. The caterer is responsible for cleaning the reception location and kitchen, but church's custodial staff will be responsible for moving tables and chairs, discarding of trash containers, mopping of floors, and routine cleaning as necessary.
8. Alcoholic beverages are not permitted anywhere on church property. Failure to abide by this policy may result in cancellation of the reception and forfeiture of all monies paid for the reception.
9. Commemorative matchbooks are prohibited. Birdseed, rice, confetti, bubbles, silly string, etc. are prohibited within the building. Birdseed and bubbles are permitted *in the parking lot only*.
10. All decorations must be removed immediately following the service since Bellaire UMC cannot accept responsibility for the safekeeping of floral arrangements or other equipment.
11. There is no charge for using the church's dishes. However, an hourly charge is assessed for cleaning the dishes. (See Fee Schedule)
12. Clean-up should be completed no later than 10:30pm, and all guests and members of the Wedding Party should leave the building at that time.
13. The Bridal Party will have use of the Bride's Room during the reception, but it will be locked and access will be limited until the conclusion of the reception. After the reception, items should be removed from the Bride's Room as quickly as possible.

## CATERER

**General Philosophy** – Because weddings are joyous time of celebration to be shared with friends and family, we permit the use of our facilities for wedding receptions for church members. If you have any questions regarding this policy, we encourage you to contact the Wedding Coordinator.

*Note: Due to the large number of activities and the limited amount of space, receptions are permitted only for Bellaire UMC members whose weddings are held at the church on the same day.*

1. Receptions should be limited to a maximum of two hours and must be concluded no later than 10:00 p.m.
2. Decorations are permitted but should be coordinated in advance with the Wedding Coordinator.
3. Music and dancing are permitted but should be coordinated in advance with the Wedding Coordinator.
4. The church has 6' and 8' folding tables, round tables and chairs which may be used at no additional charge. Reasonable set-up and break-down will be handled by the church. A diagram must be provided to the Wedding Coordinator one week prior to the wedding. The church does not provide table coverings.
5. The caterer may arrive at the church a maximum of four (4) hours prior to the start of the wedding, and at that time will have access to the reception location and kitchen as necessary.
6. The church keeps a limited supply of kitchen equipment, but the caterer may use it as available. All items used by the caterer must be cleaned and returned to their original location. All items and equipment brought to the church by the caterer must be removed immediately following the reception. The bride will be responsible for any damage to breakage of BUMC's kitchen equipment used during the reception.

## FEES

Fees are all-inclusive and have been adopted by the Administrative Board of the Church. One half of the fee is due at the time the church is booked; the balance is due 30 days prior to the wedding. Payments should be made in a timely manner in the form of check or money order made payable to Bellaire United Methodist Church. (Please see current Fee Schedule.)

## GUIDELINES

**Flower Girl & Ring Bearer** – For liability reasons, the flower girl should not drop flower petals (either silk or natural). For liability and safety reasons, it is advisable the ring bearer not attach the couple's **actual ring's** to the pillow. Legally no one under 16 years is allowed to sign the marriage certificate as a witness. If your honor attendants are 16 years or younger, you will need to have someone else serve as witnesses.

**Rice, Birdseed, Confetti, etc.** – The use of rice, birdseed, confetti, bubbles, silly string, etc. is **strictly prohibited within the church** due to safety concerns. However, the use of birdseed or bubbles only is **permitted in the church parking lot**. If the birdseed is distributed in small packages, the bridal party is responsible for removing all discarded packages from the parking lot prior to departure.

**Smoking** – No smoking is permitted within the church buildings or on church property.

**Alcohol** – The presence or use of alcohol is **strictly prohibited** on all church property. If the Minister discovers the presence or use of alcohol by any member of the wedding party, the **wedding will be subject to immediate cancellation** with no refund of fees. Please inform all members of the Bridal Party of this policy to avoid embarrassment and possible cancellation of the wedding.

**BELLAIRE UNITED METHODIST CHURCH  
WEDDING POLICY**

**\* Member Fee Schedule \***

Fees are all-inclusive and one half of the fee is due at the time the wedding is booked. The balance is due 30 days prior to the wedding. *If the wedding is cancelled after it has been scheduled on the church calendar, a fee of \$200.00 will be forfeited to offset administrative fees, but all other fees will be refunded within a 30-day period if the church has been left in a satisfactory condition.*

**Wedding/Rehearsal**

Sanctuary	\$775.00
Chapel	\$600.00

\*These prices do not include the \$200.00 refundable security deposit.

**Informal Wedding/Rehearsal**

Chapel	\$225.00
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\*This price does not include a \$100.00 refundable security deposit.

**Reception**

Family Life Center	\$400.00
Fellowship Hall	\$250.00
Parlor	\$225.00

\*These prices do not include a \$200.00 refundable security deposit.

**Additional use of the facilities or services:**

Sanctuary/Chapel	\$ 75.00/hour
Parlor/Fellowship Hall/FLC	\$ 65.00/hour
Organist/Pianist	\$ 50.00/hour
Custodial Fee	\$ 40.00/hour
Paradise Candles	\$ 2.00/candle

4. Photographs by the professional photographer, with available lighting only are permitted from the balcony during the service. Noise, movement, changing film packs, etc. should be avoided.
5. Photographic equipment should not be placed in the pews, nor should the photographer stand in the pews to take photographs.
6. All photographs should be concluded within thirty (30) minutes following the service. Additional time will be billed at the current rate (See Fee Schedule) and deducted from the deposit.

**VIDEOGRAPHER**

**General Philosophy** – Since videotapes of the service are popular with many couples, Bellaire UMC permits the use of a video camera from the balcony. The guidelines for the photographer also apply to the videographer.

1. The videographer may arrive no more than two hours prior to the service. The bride or groom is responsible for scheduling the time.
2. The use of available lighting only is required; additional lighting is prohibited. Movement, noise, etc. are prohibited. Equipment shall not be placed in the pews, and standing on the pews is prohibited.
3. Electrical outlets are available in the balcony in the Sanctuary and Chapel.
4. Videographers will **not** be allowed to plug into the church's sound system.

6. All flowers, decorations and other equipment must be removed from the church immediately following the ceremony and picture taking. No storage is permitted since Bellaire UMC cannot be responsible for damage to or loss of the items.
7. Decorations which do not meet the above guidelines will be subject to removal. Failure to comply with these guidelines and/or damage to the premises will result in full or partial forfeiture of the deposit.
8. Brides may elect to donate the Flower Arrangements to the church for use in the Chancel on Sunday morning. A notice will appear in the church bulletin.

### **PHOTOGRAPHER**

**General Philosophy** – The service of Christian Marriage is a worship service, and the solemnity of the ceremony should not be marred by the indiscriminate taking of pictures by either amateur or professional photographers. Adequate time will be given for photographs both prior to and following the service. If a professional photographer is used, other photographers (such as friends, family, etc.) are not permitted during these times.

1. The photographer may arrive at the church no more than two hours prior to the start of the service. The bride or groom is responsible for coordinating the arrival time.
2. Prior to the service, the photographer and Bridal Party will have access to the Sanctuary/Chapel, Bride's Room, Atrium, and Parlor as necessary. However, no other room will be set up for the photographer unless arranged in advance.
3. During the ceremony, the professional photographer will be permitted to use a flash to photograph each attendant/pair of attendants during both the processional and recessional. When the bride and her escort enter, a flash photograph will be allowed. This will be the last flash photograph until the recessional begins. No further flash photography is permitted.

### **WEDDING REHEARSAL**

The rehearsal will begin promptly at the scheduled time and should be concluded within one hour. Rehearsals taking longer than one hour will be charged for the additional time (please see Fee Schedule for rates). The BUMC minister who will preside at the service will also be in charge of the Rehearsal. The couple should encourage all members of the Wedding Party to attend the rehearsal, including all attendants (both adults and children), parents, grandparents, ushers, etc. The photographer, videographer and soloist are also permitted and encouraged to attend the rehearsal.

The bride and groom are responsible for bringing the Marriage License to the rehearsal. In Harris County, marriage licenses are available from the County Clerk's office and become valid 72 hours after being issued and remain valid for 30 days. The closest County Clerk's office is located at 6000 Chimney Rock at Gulfton. (To receive a marriage license, both parties must appear in person with valid state identification and social security numbers).

The bridal party will have access to the Bride's Room at the Rehearsal and may bring items for the wedding at that time. The church does not accept any responsibility for the safety of your items brought onto the premises by the bride, bridal party or guests. No items – including the Bride's Dress – may be delivered before this time.

Some of the questions which will need to be answered prior to the rehearsal are:

- Who will light the candelabra?
- Which usher(s) will escort the bride's mother, the groom's parents, the grandparents, etc.?
- In which order should the attendants enter the church and be standing during the service?

## **THE WEDDING DAY**

The Bridal Party and Florist will have access to the church a maximum of two (2) hours prior to the time of the wedding, plus an additional thirty (30) minutes if all pictures are taken in advance. The bride or groom is responsible for coordinating delivery and/or set-up of the flowers and decorations with the florist. Because photographs are usually done with flowers, the delivery of flowers should be coordinated with the start of photographs.

Based on many successful weddings held at Bellaire United Methodist Church, we suggest the bride and her attendants arrive at the church with their hair and make-up prepared for pictures. While the women are dressing, the photographer may complete pictures of the groom, the groom's family, the best man, the groomsmen, the ring bearer, and the ushers. We suggest the groom and his attendants arrive at the church fully dressed and ready for pictures.

When pictures of the men are complete, the photographer may then take pictures of the bride, the bride's family, the maid/matron of honor, the bridesmaids, the flower girl, and other members of the Bridal Party. Please consult with your photographer regarding the time necessary so all photographs may be completed at least 30 minutes to the start of the wedding.

We ask that no flash photography be taken during the service, and ushers will ask guests with cameras to refrain from flash photography during the service.

Following the service, the photographer and bridal party will have access to the church for 30 minutes to complete all photographs. Additional use of the facilities will be billed at the current rate (see Fee Schedule) and deducted from the deposit. Flowers, decorations, etc. must be removed at that time. Personal items should also be removed from the Bride's and Groom's Rooms as quickly as possible.

## **FLORIST**

### **General Philosophy –**

1. Neither furniture nor furnishings in the Sanctuary/Chapel may be moved or altered, nor their view obstructed by use of decorations. During Advent and at certain other times during the year, special decorations may adorn the facility. These decorations may not be moved or removed and should be taken into consideration when planning the wedding.
2. The use of flowers is permitted on both sides of the altar table. Florists may use the church's flower stands or bring their own. Floral arrangements are not permitted on the altar table, pulpit, lectern, organ or piano. Plastic flowers are not permitted, but both fresh flowers and silk are acceptable.
3. The use of pew decorations is permissible. However, there are only two acceptable ways to attach arrangements to the pews: with covered pew clips or by tying them on with ribbon. No tape, tacks, pins, nails, screws, glue, spray adhesives, or floral clay may be used to attach any decorations to the furniture, walls, floors, or other parts of the church. Candles used in pew decorations must be enclosed with hurricane cover.
4. Bellaire UMC owns two sets of candelabra which are available at no charge, or the florist may choose to use his/her own. However, the use of Paradise candles is required. These may be supplied by the florist or rented through the church office. Decorations are permitted on the candelabra but should be kept away from the candles for safety reasons.
5. Bellaire UMC owns two Unity Candle Stands which may be used at no charge, or the florist may provide his/her own. The couple is responsible for providing the center candle and tapers. The florist is responsible for placing plastic under the Unity Candle to prevent damage to the carpeting. The cost of repairing damage to the furniture and/or carpeting will be deducted from the deposit.