

Wedding Notes

Non-Member
Wedding Policies



Bellaire United Methodist Church

4417 Bellaire Blvd, Bellaire, Texas 77401

Phone: (713)666-2167 Fax: (713)663-6397

Email: info@bellaireumc.org

Website: www.bellaireumc.org

INTRODUCTION

The congregation and staff of Bellaire United Methodist Church wishes to extend to you 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
- ◆ BUMC Clergy & Guest Ministers
- ◆ Music Selections
- ◆ Church Guidelines
- ◆ Non-Member Fee Schedule
- ◆ Florist
- ◆ Photographer / Videographer

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

BELLAIRE UMC FEE SCHEDULE

<u>Sanctuary</u>		<u>Chapel</u>	
Minister	\$ 200	Minister	\$ 200
Organist	\$ 200	Organist	\$ 200
Custodian	\$ 125	Custodian	\$ 125
Utilities	<u>\$ 400</u>	Utilities	<u>\$ 225</u>
	\$ 925		\$ 750

<u>Informal</u>	
Minister	\$ 100
Utilities	<u>\$ 125</u>
	\$ 225

Refundable Security Deposit

\$250-Due at time of booking. \$100 for Informal weddings. 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 \$250 fee will be forfeited to offset administrative fees. All other fees will be refunded within a 30 day period.

Additional use of the facilities or services:

Sanctuary/Chapel	\$ 100.00/hour
Organist	\$ 50.00/hour
Custodian	\$ 40.00/hour
Paradise Candles	\$ 2.00/candle

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 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.

MAKING RESERVATIONS

The initial request for a reservation of facilities for a wedding is made with the church office. 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 90 days prior to the wedding. The balance is due 30 days prior to the wedding.

No rehearsals or weddings 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. and Rehearsals will be scheduled at 6:00 p.m. on the day preceding the wedding, and will begin promptly.

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 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 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.

Although the pastor will schedule the Organist, the couple should contact the Organist. 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)

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.
- 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 but not in the Chapel; 50 foot extension cord or battery packs will be necessary.
- 4 Videographers will not be allowed to plug into the church's sound system.

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.
- 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.
- 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.
- 7 The photographer is encouraged to contact the officiating pastor if there are any questions regarding this policy.

INFORMAL WEDDINGS

Weddings are considered “Informal” only if they are scheduled during normal office hours, have no rehearsal, require no custodial services, include no more than two attendants, and guests are limited to immediate family and a few friends. 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 to the pastor for approval. The church office is not available for printing wedding bulletins, but preprinted bulletin covers are available from Cokesbury Book Store and other religious bookstores.

**BELLAIRE UNITED METHODIST CHURCH
WEDDING POLICY**

*** Non-Member Fee Schedule ***

Fees are all-inclusive and have been adopted by the Administrative Board of the Church. The deposit is due at the time the church is booked; one half of the fee is due 90 days prior to the wedding; and 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.) Fees include building use, supply fees, minister, custodial and organist fees.

Wedding/Rehearsal

Sanctuary	\$925.00*
Chapel	\$750.00*

*These prices do not include the \$250.00 refundable security deposit. (This deposit will be refunded within 30 days after the service if the church has been left in a satisfactory condition)

Informal Wedding/Rehearsal

Chapel	\$ 225.00**
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**This price does not include a \$100.00 refundable security deposit. (This deposit will be refunded within 30 days after the service if the church has been left in a satisfactory condition)

Additional use of the facilities or services:

Sanctuary/Chapel	\$ 100.00/hour
Organist	\$ 50.00/hour
(additional time for consultation or rehearsal with soloist)	
Custodian	\$ 40.00/hour

CANCELLATION PENALTY

If the wedding is canceled after it has been scheduled on the church calendar, a \$250.00 fee will be forfeited to offset administrative fees. All other fees will be refunded within a 30-day period.

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.

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. This should be noted with the church office and placed on the official church calendar. A notice will appear in the church bulletin, and the bride may pick up a copy of the bulletin from the church office if she chooses. After the Sunday worship service, the flowers will then be delivered to home-bound and hospitalized members of our congregation with an acknowledgment they were given by the couple in celebration of their marriage. If the flowers will not be used at the reception, we encourage you to consider donating them to the church for this worthy project.

FLORIST

General Philosophy – The church encourages the use of flowers for weddings; however, in keeping with the concept of Christian marriage, the arrangements should be kept simple and tasteful. We encourage the Florist to contact the officiating pastor before plans are finalized if there are any questions regarding this policy.

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 in 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

GUIDELINES

Flower Girl & Ring Bearer – The use of children under age five are discouraged. 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 outside the building.

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.

WEDDING REHEARSALS

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 groom is 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; however, blood tests and/or physical examinations are not required.)

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:

1. Who will light the candelabra?
2. Which usher(s) will escort the bride's mother, the groom's parents, the grandparents, etc.?
3. Will the groomsmen escort the bridesmaids down the aisle, or will they enter from the side with the minister and groom?
4. 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 is responsible for coordinating delivery and/or set-up of the flowers and decorations with the florist and should inform the church office of these arrangements. 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.

A sign will be posted at the entrance to the sanctuary or chapel saying, "No Flash Photographs During Worship 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.