

2/10/2014

Weddings at St. Mark's United Methodist Church
600 Pecore • Houston, Texas 77009 • 713-861-3104 • office@smumc.org

Policy and Information

The congregation and staff of St. Mark's United Methodist Church extend to you our warmest congratulations and best wishes for your wedding. The ceremony of Christian marriage is both a joyful and sacred occasion during which two people declare before God, their family and their friends their desire to be united by the Church in a new and lasting relationship.

The following guidelines have been prepared to help you plan your wedding and to suggest procedures that are in keeping with the spirit of Christian marriage and worship.

Ceremony and the Pastor

All weddings will use "a Service of Christian Marriage" as published in The United Methodist Hymnal or other services approved by The United Methodist Church. The Order for the Service of Marriage is available as a separate insert. St. Mark's pastor will officiate at all weddings; however, it is permissible for a pastor from another United Methodist church or other denomination to assist.

Appointments for three conferences with the pastor should be made during the church's regular office hours, and should be held no later than three weeks before the ceremony. During the conferences, the pastor will discuss with you the details of the service and the meaning of marriage in the context of the Christian faith.

The marriage license may be given to the pastor at the rehearsal. It must be presented to the pastor before the wedding ceremony begins. After the ceremony, the pastor will sign the license and give it to the church office for recording in the official records of St. Mark's UMC. It is then mailed to the County Clerk for recording, after which it is mailed to the bride and groom for keeping.

Photographs

Photographs of the wedding from the sanctuary floor can be taken at any time other than during the worship service. Please read the detailed instructions for photographers and videographers available in a separate insert for alternative procedures during the service. Both designated photographers and guests of the wedding are asked to honor this directive.

Music

The concept of enhancing a Christian worship service should be the basis for selecting the wedding music. All vocal music must be scriptural or Christ-centered. St. Mark's director of music ministries will help with the selection of appropriate music. Please make arrangements to discuss all music and musicians, including organist, soloists and outside instrumentalists. All music plans must be approved by St. Mark's music staff prior to the date of the wedding rehearsal. The staff organist for St. Mark's will have "first refusal" for any scheduled wedding. Payment for St. Mark's staff musicians is made through the church; payment for outside musicians is made according to arrangements made with them.

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Reservations

Reservations are to be made in the church office. Weddings will not be scheduled on specified dates in the year (to be made available when the date of the ceremony is discussed) to accommodate special days or seasons in the church year or special church activities. Consideration will also be given to the availability of the pastor, a wedding coordinator, and the custodian.

Policies and fees for members of St. Mark's and non-members differ. Non-member weddings are so designated when neither the bride, groom, nor an immediate family member has been an active member of St. Mark's. An active member is defined as one who regularly supports the congregation through his/her prayers, presence, gifts and service and has been a member for at least one year. A non-member wedding will not be confirmed more than six months prior to the date requested but tentative plans with the deposit can be in place so that the date is secure from other non-members.

Weddings scheduled by members will be confirmed upon payment of the deposit.

Fees

Total fees are described on a separate insert. In order to make the church's facilities available to you, there are certain cost factors which have to be taken into account. A \$200 non-refundable deposit is required before a wedding date is scheduled. This deposit will be considered a partial payment for the total fees.

One half of the remaining fees is due three months from the wedding date, or upon scheduling if the wedding date is less than three months from the booking date. The balance of the fees is due no later than 14 days prior to the wedding date. Weddings will be removed from the calendar if fees are not received according to the payment schedule.

Wedding Coordinator

A wedding coordinator from St. Mark's will be assigned to each wedding held in the church facility. S/He will assist the wedding party in coordinating their plans with the policies of the church, will attend the wedding rehearsal and the wedding, and will help the wedding party and the pastor in facilitating the event. His/Her duties will not permit any personal errands for the wedding party.

Please send a copy of the wedding invitation to the church office as soon as it is printed. This will help with a double check for dates and times on the invitation correspond with the church calendar.

Use of the Facility

St. Mark's sanctuary has a seating capacity of 450 and the fellowship hall can accommodate 150 seated guests.

A firm time schedule shall be a part of the planning. The specific times when the facility shall be available for decorating and for vacating the premises are firm. The maximum time frame for the wedding (including decorating before the service, time taken for photographs, and removing all decorations from the facility) will be four hours. This includes all accessories provided by caterers and/or rented. The wedding party is advised to designate individuals for this responsibility. If this time frame is exceeded, additional charges at the rate of \$50.00 per hour will be deducted from the refundable deposit. Access to the sanctuary for decorating is limited to the two hours prior to the wedding ceremony.

We have a Sunday school class-room available to the bride and attendants for dressing two hours before the wedding. Please note that the church cannot assume responsibility for any loss. It is advised that a family member or friend be responsible for watching personal belongings during the wedding. The choral rehearsal

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room behind the chancel area is provided for the groom and his attendants to dress. If another location is desired, arrangements are to be made with the wedding coordinator prior to the wedding rehearsal.

All decorating shall be done in such a way that there is no damage to the physical facilities. If candles are used, the carpet beneath the candles shall be covered. No tacks, glue, tape or staples will be used to attach items. All the worship symbols of the church—the crosses, the Bible, the altar, the pulpit, and the lectern, plus all seasonal decorations of the church—will not be moved and will remain in full view during the ceremony. Instructions for florists and decorators are available in a separate insert.

Rice, bird seed, confetti, rose petals, etc. may not be thrown either inside or on the grounds. Balloon releases are not permitted.

Smoking is not permitted in any part of the church facility. No alcoholic beverages are allowed in the facility or on the grounds. The pastor has the right to cancel a rehearsal or wedding if any member of the wedding party appears to be inebriated.

Rehearsals

All wedding rehearsals are to be scheduled for the evening preceding the wedding and will be between **5 and 7 p.m.** and will last **1 hour**. The officiating pastor and/or the St. Mark's wedding coordinator will direct the rehearsal. The rehearsal date and time must be set at the time the wedding is scheduled.

Please stress that all members of the wedding party be prompt. Any delay will reduce rehearsal time for the wedding. Each wedding party member who cannot attend the rehearsal will need a substitute selected by the bride or groom.

It is the responsibility of the bride and groom to see that their florist, decorator, photographer and videographer are supplied with copies of St. Mark's guidelines and that they are followed. Copies of these guidelines, if not inserted within this brochure are available in the church office. Also included is an insert itemizing fees.

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Florists/Decorators — Policies For Wedding

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Florists/decorators and caterers have access to rooms two (2) hours prior to the event. Any questions or concerns may be directed to the church wedding coordinator assigned. All decorations, equipment and accessories (everything) are removed from the facility within the time period designated for the event. (Two hours prior and two hours after the ceremony, unless prior arrangements have been made.) Any unwarranted extension of this time-frame will be billed at \$50.00/hour and deducted from the wedding party's refundable deposit.

The candles on the altar will be furnished by the church. Free-standing candelabrum may be placed in the chancel area with the carpet covered beneath the candles. "Dripless" candles have been known to drip. Please do not take chances. Use of candles is restricted to the chancel area. (The chancel area is the space enclosed by the altar rail.) No other candles or lights of any kind are permitted in the sanctuary.

Floral arrangements may not impede access to any part of the chancel area or hide from view any worship symbol of the congregation. The urns used for Sunday services may be used for floral arrangements.

Flowers and decorations are not to be attached to the pews or any other woodwork with anything but ribbon or padded clamps made for that purpose. No tacks, pins, glue, floral clay, wire, tape or staples will be used to attach items to any part of the church building or furnishings.

The crosses, the Bible, the altar, church furniture, paraments (cloths and banners), plus any seasonal decoration of the church will not be moved, altered, or hidden from view. It is suggested that, especially in certain seasons (example: before Christmas) any planned decoration include the church's décor.

Use of an aisle cloth or a water fountain is not permitted. Only artificial flower petals may be strewn in the aisles.

Arrangements must be made for removal of all decorations immediately after the ceremony. Items not removed by the florist or family may be discarded by the church to allow preparations for other worship services.

The above policies apply to either professionals or nonprofessional friends or relatives.

To the Florist/Decorator: It is expected that you will comply with these policies, both in letter and spirit. Any florist failing to do so will not be permitted to return to work at St. Mark's and will also be responsible for any damages incurred.

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Policies for Wedding — Photographers and Videographers

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Many couples wish to remember this sacred day through still and/or video pictures. We welcome both professional and amateur photography provided it does not distract attention from worship. To provide couples and their families with photo and video opportunities in keeping with the sanctity and integrity of the worship service, we have established the following policies.

Cameras are not permitted in the main seating area of the sanctuary during the worship service. Ushers are responsible for informing guests of this policy. During the service photographers will be admitted only to the sanctuary balcony where photos may be taken but without artificial lighting including flashbulbs.

Only before the service, during the procession of the bride and the attendants, can the photographer take pictures, standing about half way down the aisle.

The photographer—from the back of the sanctuary—may take photographs of the bride and groom as they recess after the service.

Photography sessions held inside the sanctuary before the service must end at least 30 minutes before the worship service is scheduled to begin. Photos may also be taken after the service and/or at other locations in or around the church building.

There is a 4 hour time frame for the use of the facility, from the arrival to dress until the removal of all decorations after the wedding. Please be aware of the time portion allotted to photographs and help the wedding party adhere to their contract.

Video recording may be done from a fixed position in the balcony at the rear of the sanctuary using only available light.

A location for videotaping behind the wall in one of the transepts can be arranged with approval from the pastor.

No cameras or camera personnel may be located in the chancel area or the choir loft.

In no case can a roving video or still camera be used in the sanctuary during the service.

The bride and groom are responsible for ensuring that family, friends, and professional photographers observe these policies in detail.

To the Professional Photographer/Videographers: It is expected that you will comply with these policies, both in letter and spirit. Anyone failing to do so will not be permitted to return to work at St. Mark's.

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Wedding Fees (member)

Each facility to be used requires that a Non-Refundable deposit of \$200.00 be paid before the scheduled date can be confirmed. The non-refundable deposits are applied to the total amount of the fees.

As an active member (or one of your immediate family) for at least one year, the costs are significantly lower and no cash deposit is requested. We know you will honor the policies of our church as they are stated in the brochure. Please feel free to ask the staff or the pastor if you have any questions.

| | |
|--|-----------|
| Wedding Fee* | \$600.00 |
| <i>(Wedding fee includes Pastor, Wedding Coordinator, Custodian and Facility Usage included)</i> | |
| Sound System Worker | \$100.00 |
| Organist | \$250.00 |
| Soloist (church) | \$200.00 |
| Damage Deposit | \$200.00* |

*Required

Options

| | |
|---|----------|
| Fellowship Hall | \$200.00 |
| <i>(This includes use of tables, chairs, kitchen and custodial cleaning. Setting up and taking down chairs and tables, and kitchen clean-up is to be done by caterer or negotiated with staff custodian as an extra fee.)</i> | |

Child Care

This service must be arranged 2 weeks before the wedding date, including the number of children

2 workers minimum.....\$12.50/hr each

2 hours minimum each, 1 worker for every 4 children

Room use

| | |
|----------------|------------|
| Room use | \$10.00/hr |
|----------------|------------|

Payment schedule

To confirm wedding date.....\$200.00 (Deposit)

3 months before wedding½ of total fees

2 weeks before wedding remainder of fees including additional 200.00 cash damage deposit.

Weddings will be removed from the calendar if fees are not received according to the payment schedule.

| | |
|-------------------|----------------|
| Total fees | \$1,050 |
|-------------------|----------------|

| | |
|------------------|--------------|
| <u>Payment 1</u> | <u>\$200</u> |
|------------------|--------------|

A \$200 non-refundable deposit is required before a wedding date is scheduled. This deposit will be considered a partial payment for the total fees.

| | |
|---------|-------|
| Balance | \$950 |
|---------|-------|

| | |
|------------------|--------------|
| <u>Payment 2</u> | <u>\$475</u> |
|------------------|--------------|

One half of the remaining fees is due three months from the wedding date

| | |
|----------------|--------------|
| <u>Balance</u> | <u>\$475</u> |
|----------------|--------------|

The balance of the fees is due no later than 14 days prior to the wedding date.

| | |
|---------------|---------------------------------------|
| Final Payment | \$675 (Includes \$200 damage deposit) |
|---------------|---------------------------------------|

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Wedding Fees (non-member)

Each facility to be used requires that a Non-Refundable deposit of \$200.00 be paid before the scheduled date can be confirmed. The non-refundable deposits are applied to the total amount of the fees.

A refundable \$200.00 cash deposit will also be required in addition to the wedding fees. This deposit will be returned within three (3) office working days following the event unless any cost is incurred for repairing or replacing damaged items beyond normal usage; for storing items left by florists, decorators, or caterers; or to reimburse staff for time spent beyond the scheduled event and/or cleaning beyond normal usage.

| | |
|---|--------------|
| Cash deposit (refundable) | \$200.00 * |
| Wedding Fee | \$1,600.00 * |
| <i>(Wedding Coordinator, Custodian and Facility Usage included)</i> | |
| Pastor | \$250.00 |
| Sound System Worker | \$100.00 |
| Organist | \$250.00 |
| Soloist (church) | \$200.00 |
| *Required | |

Options

| | |
|-----------------------|----------|
| Fellowship Hall | \$600.00 |
|-----------------------|----------|

(This includes use of tables, chairs, kitchen and custodial cleaning. Setting up and taking down chairs and tables, and kitchen clean-up is to be done by caterer or negotiated with staff custodian as an extra fee.)

Child Care

This service must be arranged 2 weeks before the wedding date, including the number of children

| | |
|--|-----------------|
| 2 workers minimum | \$12.50/hr each |
| <i>2 hours minimum each, 1 worker for every 4 children</i> | |
| Room use | \$10.00/hr |

Payment schedule

| | |
|---|-----------------|
| Deposit to confirm wedding date | \$200.00 |
| 3 months before wedding | ½ of total fees |
| 2 weeks before wedding remainder of fees including additional 200.00 cash damage deposit. | |

Total fees \$1,600

Payment 1 \$200

A \$200 non-refundable deposit is required before a wedding date is scheduled. This deposit will be considered a partial payment for the total fees.

Balance \$1,400

Payment 2 \$700

One half of the remaining fees is due three months from the wedding date

Balance \$700

The balance of the fees is due no later than 14 days prior to the wedding date.

Final Payment

| | |
|---------------------|---------------------------------------|
| Final Payment | \$900 (Includes \$200 damage deposit) |
|---------------------|---------------------------------------|

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Wedding Information Form

Wedding date: _____ Time: _____

Rehearsal date: _____ Time: _____

Wedding location (if different from St. Mark's):

Reception location: _____ Time: _____

Bride's Name: _____

Address: _____

Phone Number: _____

Work Phone: _____

Cell Number: _____

Email: _____

Groom's Name: _____

Address: _____

Phone Number: _____

Work Phone: _____

Cell Number: _____

Email: _____

Additions to Wedding Party: _____

Music: _____

Reviewed and approved by Director of Music Ministry _____

Fees

Church Use \$ _____

*Organist \$ _____

Soloist (church) \$ _____

Fellowship Hall \$ _____

Child Care \$ _____

(Room Use for Childcare) \$ _____

Sub total \$ _____

+ \$200 cash damage deposit \$ _____

Total \$ _____

Amount due on _____ \$ _____
(when confirming wedding date)

Amount due on _____ \$ _____
(3 months before wedding date or when confirming date if less than 3 months)

Amount due on _____ \$ _____
(2 weeks before wedding date—includes cash deposit)

Date Deposit returned: _____

*Staff organist has opportunity of "first refusal."
See brochure for more information.

Checklist – for office use

Date of Preliminary email to Pastor and Wedding Coordinators: _____

Wedding Coordinator possible availability: _____
Name: _____

Pastor's availability: _____

Organist's availability: _____

Date Wedding confirmed with
Bride/Groom: _____

Date of Confirmation email to Pastor and Wedding Coordinator: _____

Date of Confirmation to Financial Secretary and Custodian: _____

Date of Confirmation email to Organist: _____

Substitute Organist and Phone Number (if any):

Date Child Care Confirmed: _____

Names of Workers: _____
