

Wedding Handbook

Arborlawn United Methodist Church



Arborlawnumc.org
5001 Briarhaven Rd
Fort Worth TX 76109
817-731-0701

Policies & Procedures

NOTE: The Property Use Policy and Procedure document is the Primary policy while the Wedding policy is Secondary. The Property Use document takes precedence over the Wedding policy if there are conflicts.

FACILITIES AVAILABLE

- Sanctuary (seats 1,100)
- Elizabeth Cramer Chapel (seats 150, for smaller weddings)
- Upper & Lower Commons (available for receptions following the ceremony)
- Family Life Center (available for receptions following the ceremony)

GENERAL INFORMATION

- To qualify for member status, at least one member of the marrying couple or their parents must be a member of Arborlawn United Methodist Church for a minimum of six (6) months prior to scheduling.
- A non-refundable deposit of \$250 must be made in order to secure the wedding date on the church calendar.

FEES

Sanctuary (for Members)

Without a Reception: \$1100

With a Reception: \$1300

Elizabeth Cramer Chapel (for Members)

Without a Reception: \$850

With a Reception: \$1,050

Sanctuary (for Non-Members)

Without a Reception: \$2000

With a Reception: \$2300

Elizabeth Cramer Chapel (for Non-Members)

Without a Reception: \$1400

With a Reception: \$1600

This includes use of the respective facility for one rehearsal and one wedding ceremony (reception if chosen), custodial services for all previously listed events, a sound technician, a wedding coordinator provided by Arborlawn for all previous listed events, as well as an organist/pianist provided by Arborlawn.

Optional: You can add on security services for an additional fee of \$55/hour (minimum of 3 hours).

THE REHEARSAL

- The Church Wedding Coordinator will be in charge of the rehearsal, which shall begin promptly at the scheduled time.
- One hour is allotted for the Rehearsal.
- All members of the wedding party should be in attendance.
- The officiating minister is required to be present for the rehearsal.
- The Church Wedding Coordinator will be available to assist any guest minister.

THE CEREMONY

Weddings must be scheduled to begin no later than 7:00 p.m. on Saturdays. This allows adequate time for the custodian to prepare the sanctuary and rooms for Sunday morning worship after the wedding is over.

- Decorations within the sanctuary should be kept within the bounds of simplicity and good taste.
- Only a kneeling rail may be placed in front of the altar.
- The area from the center aisle to the altar must be kept clear with the exception of the kneeling rail.
- The chancel rail and furnishings remain in their normal positions.
- Pew bows or any arrangements should be attached in such a manner that they will not damage the structure or finish. Nails, tacks, staples, tape, pins, etc. must not be used. Only wrapped wire or ribbon may be used to fasten the bows or aisle candelabra.
- Fresh flower petals are not permitted on the floor in the sanctuary or chapel. Please consider silk petals or other synthetic petals now available as an alternative.
- Recorded music is not permitted during the ceremony.

RECEPTION POLICIES

- If a wedding reception is desired at the church, it may be held in the Upper or Lower Commons area or the Family Life Center (if available).
- If no caterer is used, the bride will be responsible for coordinating the reception.
- The Church Wedding Coordinator must approve all arrangements and use of equipment.
- We ask that the reception last no longer than two (2) hours after the wedding ceremony so that the custodian can clean the area for Sunday morning.
- The furniture in the reception area may be rearranged within the room but not removed.
- No smoking or chewing of tobacco products or illegal substances can be used within 50 feet of the church's buildings or vehicles. This also includes the new electronic smoking devices. The serving or consumption of alcoholic beverages on the premises is prohibited.
- No Peanuts or Peanut Products may be allowed on Church properties.
- The church provides a bride's room and a groom's room, which are considered part of the sanctuary fee for purposes of this policy.
- Recorded music for the reception requires a sound technician for an additional \$100 fee.
- Bridal party may arrive three (3) hours prior to the start of the ceremony.

Church Personnel

THE CHURCH WEDDING COORDINATOR

The Church Wedding Coordinator is responsible for the direction and rehearsal of the wedding.

The Church Wedding Coordinator will be responsible for:

- Arranging all details with the minister and members of the wedding party, and meet with the bride to go over church policy and the wedding form.
- Directing rehearsals and weddings and be available to assist a guest minister.
- Being available to coordinate and oversee the reception if held in the church (not to be responsible for planning the details).
- Meeting the florist/caterer/decorator on the day of the wedding for setup.
- If an outside wedding consultant is to assist the bride and her attendants, that person will be responsible to the church wedding coordinator and will not assume any responsibility for the direction of the wedding rehearsal or ceremony.
- Coordinating with Church personnel (Minister, Office Manager, Organist, Sound Technician, Custodial Services and Security).

THE MINISTER

- The officiating minister must be ordained or recognized within his/her denomination as ordained clergy.
- At least one wedding conference with the bridal couple and the minister in charge is required. The minister will arrange a meeting time, and will arrange for optional counseling sessions.
- The United Methodist Church's Order for the Service of Marriage or the Alternate Text for Service of Marriage is to be used. Any other service will need to be approved by the minister in charge.

CEREMONY MUSICIANS

The Christian wedding is a service of worship, and the music selected should be appropriate to Christian worship in Arborlawn United Methodist Church. Recorded music is not permitted during the ceremony. Due to the complexity of the Arborlawn pipe organ, only the staff organist or his/her approved organist is allowed to play this instrument. The bride should contact the staff organist as soon as the date is confirmed.

The Organist will be responsible for:

- Providing consultation for appropriate music for the ceremony.
- Assisting in finding vocalists or instrumentalists as needed to enhance the wedding ceremony.
- Attending the wedding rehearsal and/or to rehearse with vocalists/instrumentalists as needed.

Wedding Personnel

PHOTOGRAPHER

Arborlawn United Methodist Church recognizes the value of wedding photographs as lasting remembrances and will be cooperative to uphold the order, dignity and sacredness of the occasion. All photography may be required to be approved in advance by the Church Wedding Coordinator.

The following guidelines are to be observed:

- Photographs may be taken in the sanctuary during the ceremony (prior to the dismissal of the guests) at locations approved by the Wedding Coordinator. All photos taken during the ceremony should be without flash.
- Weddings may be videotaped as long as the operator remains stationary and in a discreet location without additional light.
- The wedding party may return to the sanctuary immediately after the ceremony for photographs if desired.
- Photographers are prohibited from standing or placing equipment on the pews or furniture of the church.

Special Instructions for all photographers and/or video camera operators:

Although you are not an actual wedding guest, you are conspicuous, and a definite part of the occasion. Therefore, during the wedding ceremony, you are able to add to the graciousness of the wedding if you will follow within reason the suggestions below:

- Please position your camera in the least conspicuous place possible. Have equipment in place before the ceremony begins.
- Remain seated or out of sight during solo or special music, because motion is distracting to the soloist.
- Coat and tie are required.
- No chewing gum.

FLORISTS AND DECORATORS

The choice of the florist may require the consent of the Church Wedding Coordinator.

The florist and/or decorator

- Must call the Wedding Coordinator one (1) week in advance to set up a time for decorating, so the Coordinator can meet with them and make arrangements for the building to be open.
- Must remove all decorations immediately following the ceremony (with the exceptions of floral arrangements to be left for Sunday Service).
- Are responsible for leaving the church property in its original condition. At no time should work materials be placed on the furnishings.
- Must adhere to the following:
 - No smoking or chewing of tobacco products or illegal substances can be used within 50 feet of the church's buildings or vehicles. This also includes the new electronic smoking devices.
The serving or consumption of alcoholic beverages on the premises is prohibited.
 - No Peanut or Peanut Products may be allowed on Church properties.

- The furniture in the reception area may be rearranged within the room but not removed.

The Wedding Policy and Procedure is to be reviewed each year by the Board of Trustees and the Leadership Council. Church members may make suggestions to the document by giving a written statement to the Office Manager who will pass to the Board of Trustees.

Approved by:

Board of Trustees Chair – _____

Leadership Council Chair – _____

Dated: _____

