

# Wedding Policies & Procedures



First Methodist Church - Irving  
211 West Third Street  
972-253-3531

First Methodist Church - Irving is pleased that you are interested in our facilities for your wedding. We will extend every possible courtesy to you and hope that your ceremony is as beautiful as you dream. In order that we may assist your wedding party in your use of our facilities, the following policies and procedures have been established. We ask that you read the policies and procedures and acknowledge and agree to abide by them by signing and returning the Acknowledgment Page to [weddings@irvingfirst.org](mailto:weddings@irvingfirst.org) or by mail to the attention of the Wedding Coordinator, Deb Bellew.

**First Methodist Church - Irving**  
**Wedding Coordinator - Deb Bellew**  
**211 W. 3rd St.**  
**Irving, TX 75060**  
**[weddings@irvingfirst.org](mailto:weddings@irvingfirst.org)**

## The Marriage Service

A wedding in our Sanctuary or Chapel is always a Christian worship service. The ceremony is one of the most sacred and beautiful of all the worship services of the Church. A man and a woman, in the company of their loved ones and friends, pledge themselves to each other as husband and wife under the blessings of God, and they are united by God in Holy Marriage.

A service of Christian Marriage should explicitly and symbolically reflect the Christian view of marriage. Customarily, "The Marriage Service" found in The Book of Worship of the Methodist Church, will be followed. Any proposed alteration or addition to the service should express the Christian understanding set forth in that service. A pastor or staff of FMC - Irving will be happy to discuss the service with you.

## **The Role of the Minister**

Couples are encouraged to consult with the FMC - Irving pastor or staff. An outside pastor may be allowed to officiate with the approval of the FMC - Irving pastor.

The pastor of FMC - Irving shall have the authority to make decisions to insure appropriate and responsible implementation of the marriage celebration liturgy and/or other items covered by the wedding policy.

Premarital counseling is a requirement of all wishing to be married at FMC - Irving. Those couples receiving permission to acquire the services of pastors outside the FMC - Irving staff must show evidence that they have fulfilled the counseling requirement.

## **The Role of the Wedding Coordinator**

The Wedding Coordinator is provided by the Church to assist the couple with their wedding plans, to conduct the rehearsal, and to coordinate the ceremony. The coordinator is here to help make your wedding as special as possible and to guide the bride and groom regarding any limitations in reference to Church Policy. The Wedding Coordinator is the source of information regarding wedding procedures at our Church.

If the bride has employed an outside Wedding Planner, he/she must contact the Wedding Coordinator as soon as possible, but no less than 2 weeks prior to the scheduled wedding.

Prior to the wedding, the Wedding Coordinator will sit down with the couple or wedding planner and set a schedule for the upcoming celebration. The Wedding Coordinator will stick to the timetable set by the bride and groom, or additional fees may be charged per hour.

The Wedding Coordinator must be contacted to book the wedding and schedule all activities.

## **The Facilities of the Church**

FMC - Irving has facilities available to support large and small wedding ceremonies. The Sanctuary has a seating capacity of 400. There is a center aisle for the bride to walk down that is 60 feet long. The Chapel is ideal for small weddings with a seating capacity of 200. There is a single center aisle for the bride to walk down that is 90 feet long.

The bride and the bridesmaids will have access to the Bride's Room that leads into the ladies restroom. The groom and groomsmen will have access to a room on the 2nd floor with a restroom down the hall.

Hargrove Hall is a dining facility for smaller wedding receptions that can accommodate seating for 75. The Family Life Center is a dining facility for wedding receptions that can accommodate seating for 200.

## **Scheduling**

The Church Wedding Coordinator will work with the Church's Administrative Assistant to schedule your wedding on the master calendar. Reservations are scheduled for the wedding

facility, rehearsal, and/or reception. It is most helpful to schedule your wedding six months in advance. When reserving the church, designate the date and hour of the wedding. A tentative reservation for a wedding date may be made with the Wedding Coordinator who will work with the church staff for a 72-hour hold. The FMC - Irving minister can be scheduled for your ceremony. (Refer to information about the role of the Minister).

Public announcements of your wedding at the Church may not be made until the scheduling is complete. At the time the reservations are made, a deposit will be required to secure your date, time and chosen facility.

Weddings or rehearsals cannot be scheduled on days when the Church has scheduled worship, or on Church recognized holidays such as Holy Week (Palm Sunday through Easter Sunday), Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day and other scheduled special services or events. Thanksgiving holiday weekend and Christmas Holiday season will incur additional costs.

All schedules are based on availability of facility and staff. Please contact the Wedding Coordinator to schedule your wedding.

### **Flowers and Decorations**

We ask that the florist follow our policies and procedures. It is your responsibility to inform the florist of these requirements as you make your plans.

So that the Sanctuary furnishings will not be damaged, decorations must not be attached to the pews or other furnishings by pinning, gluing, nailing or tacking. Gaff tape or floral tape may be used. Bows may be fastened to the ends of the pews by ribbons, covered pipe stem cleaners or rubber bands. If you are decorating the outside columns, you may only use pipe cleaners or zip ties.

No hanging vines or other greenery may be hung from the walls or furniture.

The scattering of rice, bird seed, real petals, flowers, etc. is not permitted for safety reasons. Only silk flower petals are allowed to be down the aisle by the Flower Girl. An aisle cloth may be used but only with silk flowers.

The altar, baptismal font, chancel furnishings, banners, seasonal decoration, including the flower pedestals, are not to be moved by the wedding party. Only staff can move them since we do not want these obscured by decorations.

Use of a Unity Candle is permitted and must be arranged with the Wedding Coordinator. These candles are not provided by the Church. The candles must be dripleless. The floor must be protected under all candles. Use of other candles must be pre approved.

Access to the building for decorating is limited to two hours prior to the scheduled time of the wedding unless otherwise arranged with the Church Wedding Coordinator in advance.

All decorations in the sanctuary must be removed within one hour after the ceremony unless other arrangements are made in advance with the Church Wedding Coordinator.

If staff is kept overtime because of the florist (such as removing table decorations, tables, etc.) the florist shall be charged a storage and handling fee, payable before items can be picked up.

*Please give a copy of this section to your Florist*

## **Music for Your Wedding\***

The Minister of Music at First Methodist Church - Irving can be helpful in planning the music for your wedding. Keep in mind that a marriage service in the Church is always a Christian worship service, and only music suitable for Christian worship may be used. If solos are sung, the lyrics should reflect the praise or presence of God. All music to be used in the ceremony must be submitted to the Wedding Coordinator two weeks prior to your wedding.

### ***Pianist***

The Pianist of FMC - Irving is available to play for weddings. We ask that you make arrangements through the Wedding Coordinator at least one month before the wedding to arrange the music. If necessary, a consultation may be arranged with the Pianist, by appointment, to listen to music that may be used for the ceremony. The Pianist does not attend wedding rehearsals. Rehearsals with a soloist are scheduled at other times.

### ***Vocalist***

A vocalist may be secured through private arrangements by the wedding party. You or your vocalist should provide the necessary sheet music to be sung in the appropriate key no later than one week prior to the wedding. The Pianist will not transpose music. The vocalist is expected to know the music before the rehearsal with the Pianist. Any solos sung during the ceremony should be discussed with the Minister.

### ***Instrumentalist***

Other instrumentalists may be secured by the wedding party (harpist, flutist, guitarists, hand bells, string quartets, etc.)

*\*Fees for music are not included in the price of your wedding.*

## **Sound Technician**

Any sound, stands, microphones, or technical needs must be discussed with the Wedding Coordinator so she can make arrangements with the Sound Technician.

## **Photography/Videography**

As stated before, weddings are a worship service; therefore, the photographing and video recording of the wedding should not interfere with the flow of people or dignity of the service. Pictures at the time of the wedding are important and the Wedding Coordinator and the Minister in charge will cooperate in every way possible. We ask the photographer(s) to follow our policies and procedures that have been established by our Church Council and Staff.

It is suggested the bride and groom consult with the photographer and/or videographer to predetermine the exact sequence, types, and number of photographs to be taken. This will

not only allow for full coverage of the service but will also help with promptness of the bride and groom leaving for the reception.

- No flash photographs or video lighting equipment may be used during the ceremony.
- Photographs of the wedding party taken before the wedding must conclude 30 minutes prior to the beginning of the service to expedite the seating of guests and to ensure the prompt start of the wedding service. The Wedding Coordinator may remind the party of the time, and we ask that you adhere to her request.
- Video recording equipment must be confined to the rear of the Chapel and Sanctuary. No equipment is permitted around the altar area during the service. Videographers will not be allowed to get a feed from the sound system unless arrangements have been made in advance of the wedding day.
- Photographers and videographers may not wander around the Sanctuary or Chapel once the bride has reached the altar area as this distracts from the dignity of the worship service.
- Photographs of the wedding party may be taken with flash in the narthex or in the aisle preceding the ceremony, provided the photographer stays behind where the guests are seated.
- Photographs with flash may be made from the narthex as the recessional is in progress.
- Following the ceremony, the wedding party may return for pictures. Flash and other lighting equipment may be used at that time.
- Permission must be obtained from the Sound Technician for use of any wireless communication devices as it may interfere with our wireless microphones.

*Please give a copy of this section to your Photographer/Videographer*

### **Rehearsals**

The wedding rehearsal is an integral part of the preparation of a wedding and should proceed in a reverent manner. The purpose of the rehearsal is to familiarize the wedding party with the procedures for the wedding to enable them to be as comfortable as possible with the arrangements and to enhance the beauty of the ceremony. The Wedding Coordinator and Minister oversee the rehearsal.

It is imperative that the rehearsal begin promptly at the scheduled time. The bride and groom will inform all participants to arrive 15 minutes prior to the rehearsal. Parents, bridesmaids, groomsmen, ushers, scripture readers, flower girls, and ring bearers should all attend the rehearsal.

One hour will be reserved for rehearsals. The couple should bring the marriage license to the rehearsal. This is your special day, and we know that you will want your wedding to flow smoothly. Please encourage your wedding party to be on time for the rehearsal and follow the Wedding Coordinator's instructions.

## **Preparation and Set-up/Clean-up**

The church building will be available for setup, decorations and photos, 2 hours prior to the ceremony and 1 hour following the ceremony for additional photos. If you need more time before or after the ceremony, there will be an additional charge per hour.

## **Special Notices**

- Under no circumstances will alcoholic beverages be permitted on the premises. No one under the influence of alcohol will be allowed to participate in the rehearsal nor be in attendance at the wedding.
- Smoking on the premises is prohibited.
- Throwing of rice, bird seed or rose petals is not allowed due to liability.
- Childcare is not provided for weddings. Children are to always be supervised due to liability. If they are not, the Wedding Coordinator or staff will ask the children to return to their seats with their parents.
- Adherence to these policies and procedures is mandatory. A penalty fee of \$500 will be charged for blatant disregard of policy. Any damages of the premises will be the responsibility of the booking party.
- The Church cannot accept delivery of any wedding attire.
- The Church cannot be responsible for personal items such as clothing, jewelry, cameras, purses, or silver which may be brought to the Church. It is strongly recommended that all valuables used in the dressing areas be removed by a designated person to a specific car for safe keeping during the ceremony.
- It is the responsibility of the person making the arrangements for the wedding to see that all members and guests of the wedding are informed of Church policies and procedures.
- Parking for the wedding is available on the church grounds.

## **Wedding Fees\***

A deposit secures your date, time and chosen facility. The balance is due 30 days prior to the ceremony. The Wedding Coordinator will prepare a statement of fees for services provided by the Church.

### **Wedding Fee**

- Chapel \$1600 (4 hours on wedding day + 1 hour rehearsal)
- Sanctuary \$2000 (4 hours on wedding day + 1 hour rehearsal)
- Scheduling Deposit \$150.00 (initial payment when scheduling)
- Damage Deposit \$500 (due when date is approved /refunded following wedding date.)

### **Includes:**

- Building usage, custodial clean up, Sound Technician, and Wedding Coordinator

**Does not include:**

- The Honorarium for Pastor~\$500
- The use of the Screen in the Sanctuary and Camera Technician~\$150.00
- Musicians including instrumentalists and vocalists

\*All events and programs must be concluded by 9:00 PM to facilitate set up/clean-up for Sunday morning worship service. Final payment is due one week before the wedding date.

**Reception Arrangements and Fees**

Hargrove Hall is available for small wedding receptions. Hargrove Hall can be reserved for a maximum of 3 hours following the wedding service for \$250. Receptions must be scheduled so that they are completed (including clean-up) by 9:00 pm. An additional charge of \$100 per hour will be added for each hour over the maximum. The bride will be held responsible and accountable for any damage to the church building, furniture, floors, carpet, or property.

The Family Life Center is available for larger wedding receptions. The Family Life Center can be reserved for a maximum of 3 hours following the wedding service for \$350. Saturday events must be scheduled so that they are completed (including clean-up) by 10:00 pm. An additional charge of \$100 per hour will be added for each hour over the maximum. The bride will be held responsible and accountable for any damage to the church building, furniture, floors, carpet, or property.

**Cancellation Policy**

In the event the wedding is canceled with less than 30 days prior to the scheduled date a refund will be made, less the booking fee of \$150.

# WEDDING RESERVATION FORM

First Methodist Church - Irving  
211 W. 3rd St., Irving, TX 75062  
Office Phone: (972) 253-3531  
E-mail: [weddings@irvingfirst.org](mailto:weddings@irvingfirst.org)

The first step in scheduling is to contact the Wedding Coordinator to inquire about available dates and submit this Reservation Form. The Wedding Coordinator will check with the staff on the availability of the building, wedding staff and pastor. Once the Wedding Coordinator has gotten the approval of all parties, the date will be put on the church calendar and the wedding party will be notified.

WEDDING DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

MEMBER OF FMC - Irving?      BRIDE: \_\_\_\_\_ GROOM: \_\_\_\_\_

BRIDE'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

GROOM'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

\_\_\_\_\_  
Signature of Person Making Reservation

\_\_\_\_\_  
Date



# WEDDING AGREEMENT

I understand that should I cancel my wedding less than 30 days prior to the scheduled date, the church will retain the booking fee of \$150.

I understand that all remaining fees are due one week prior to the wedding date.

I understand that the Pastor assisted by the Wedding Coordinator will direct the rehearsal and the wedding.

I understand that if I use a Pastor not serving at FMC - Irving, I must have the approval of the Pastor at FMC.

I understand that FMC - Irving reserves the right to schedule other weddings or activities in the facilities, allowing 5 hours between event times.

I understand that once my wedding and rehearsal have been approved on the church calendar, changes in the date, time, or room can only be made in writing and are subject to availability.

I understand that decorations may be placed in the church only on the day of the wedding.

I understand the fees according to the information provided.

I understand that all music is subject to approval by the Pastor of FMC - Irving.

I have read and understand the wedding policies of First Methodist Church - Irving as printed in the Wedding Policies document. I agree to abide by all the rules and guidelines in the wedding policies.

\_\_\_\_\_  
Wedding Date

\_\_\_\_\_  
Couple's Name

\_\_\_\_\_  
Signed Date