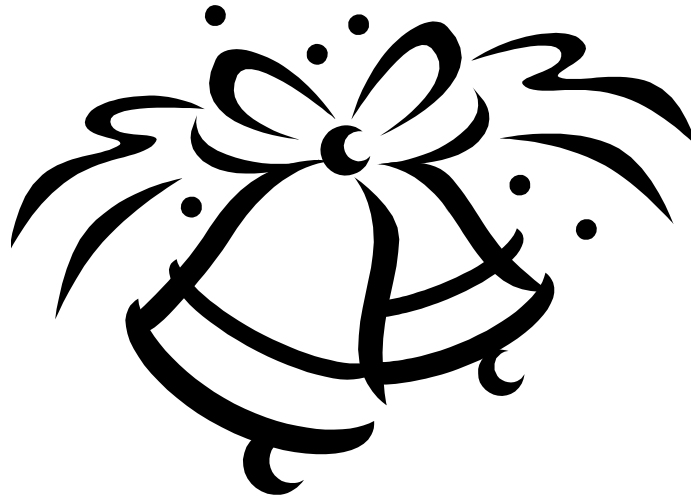


Your Wedding



*First United Methodist Church
4308 West Davis Street
Conroe, TX 77304
(936)756-3395*

*Rev. Bert Bagley
Senior Pastor*

*Rev. Mike Lindstrom
Associate Pastor*

*Rev. Janet Stilwell
Associate Pastor*

*Rev. Mary Tumulty
Associate Pastor*

*Rev. Emigdio Rosales
Associate Pastor*

The Wedding Policy

The marriage ceremony is a worship service and one of the most sacred rites which the minister performs under the ordination and authority of the church. The ministers and staff of First United Methodist wish to extend every possible assistance to you toward the end that your wedding will be a memorable and happy experience.

Careful judgment and study have gone into the preparation of the church's wedding policies and regulations. These policies have been reviewed and approved by the Trustees, the Commission on Worship and the Administrative Board. They have become the official policy and procedures related to weddings and wedding receptions for our church. They are not here to create difficulties for you, but to ensure that your wedding is as beautiful and meaningful as possible. **You are required to read the material carefully and cooperate fully with the church in upholding these high standards.**

Date and Time of Wedding

Weddings may not be scheduled when in conflict with facility use, during Holy Week, on Sundays, or on holidays during which the church office is normally closed. Weddings and wedding rehearsals may not be scheduled on:

New Year's Eve	Sundays
New Year's Day	Labor Day
Holy Week	Thanksgiving Day
Memorial Day	Christmas Eve
Independence Day	Christmas Day (or the week after)

If these days fall adjacent to weekends, the weekend should be avoided. It is necessary for the minister of FUMC to approve all dates to avoid conflict or scheduling problems. Saturday weddings should be scheduled to begin no later than 7:00 p.m.

Making the Reservation

The bride, groom, parents or grandparents must be active members of First United Methodist Church for six months before scheduling a member wedding. To schedule a non-member wedding, please be aware that the wedding will not be scheduled or confirmed any closer than 6 months from the desired date. A tentative reservation for wedding and rehearsal dates can be made by telephoning the Wedding Coordinator or Office Manager; however, the bride and/or groom must personally confer with the Wedding Coordinator, a deposit made and scheduled on the church calendar before the date can be confirmed and announced. The exact hour and date of the wedding and rehearsal must be set at the time the sanctuary/chapel is reserved.

Minister

The minister will perform a wedding only after a conference with the bride and groom. This conference is to be held at least 30 days before the wedding. Guest ministers from another United Methodist Church or other denomination may, at the discretion and invitation of the minister of First United Methodist, officiate at a wedding ceremony. The reading of a ceremony of marriage by the minister is done at the discretion of that minister who is instructed by the *Book of Discipline of the United Methodist Church* on the nature and meaning of Christian marriage.

Wedding Coordinator

The Wedding Coordinators are required by FUMC to assist you and the minister in planning this special occasion. They are trained and experienced and their fee is \$250 for both the rehearsal and wedding. They will be happy to answer any of your questions. Should there be any other wedding consultant participating in your wedding plans, please know that they will need to adhere to all policies of FUMC.

Facilities

Church facilities available for use in the wedding and the reception are Faith Chapel (seating 170), the Sanctuary (seating 1,000) and the Wesley Room, Asbury Room or the Gym. **All evening receptions must be over by 8:30 p.m. so the church can be prepared for Sunday Services.**

Additional Facilities

A dressing room for the bride and groom is available for use at the church. The church is opened two hours before the wedding, **any additional time requires additional pay for the custodian.** The church will not be responsible for personal items such as wedding dresses, wraps, purses, silver and glassware brought to the church for use in the wedding or wedding reception; and will not be liable for such items if lost, stolen or damaged; it is strongly suggested that valuables not be left unattended.

Reception

The church is happy to make facilities available for receptions at the discretion of the Pastor. Reservations for this facility should be made with the Wedding Coordinator or Office Manager when the Sanctuary/Chapel is reserved. The church office will make arrangements to have a church custodian present at ALL receptions. It is the custodian's responsibility to supervise the use and care of church property, not to clean up. In the event a caterer is to be used, the church provides facilities only, including a limited number of tables and chairs. Everything else necessary for a complete reception must be provided by the caterer. All church facilities must be left in the condition in which found.

Responsibilities of the Wedding Party

1. The church will not be responsible or liable for loss, theft, or damage to any items belonging to a member of the wedding party. This includes dresses for the wedding, suits or tuxedos, purses, money, wraps, etc. It is strongly suggested that valuables not be left unattended.
2. No **alcoholic beverages, unlawful substances, or firearms** will be permitted or consumed in the church or on church grounds. **No rehearsal or ceremony will be held if these items are found to be on the premises of the church.**
3. **Smoking** is not allowed in the church facilities or on the church property.
4. **No food or drink** is allowed in the Sanctuary or Chapel.
5. When the couple is leaving the church, no rice, flower petals, confetti, etc. may be thrown. Birdseed or bubbles may be used, but must be distributed and thrown only in the church parking lot.
6. The compliance with these regulations and any loss or damage to the church or furnishings is the responsibility of the bride and groom.

Failure to comply with any of these regulations may result in forfeiture of deposit.

The Minister, Wedding Coordinator and/or church officials maintain the right to correct any violations of these regulations.

Music

The Christian marriage ceremony is a service of worship and reverence before God. All music in worship should represent the best that Christians have to offer God. All music to be used in the wedding must be approved by the First United Methodist Church Director of Music or the Pastor. The Director of Music may be reached at the church office 936-756-3395. You are encouraged to schedule an appointment as soon as possible. The Director of Music or organist of First United Methodist Church will be used as organist/pianist for the wedding. However, under certain circumstances a qualified guest organist/pianist may be used with the consent and supervision of the First United Methodist Director of Music.

No taped music is allowed in the wedding ceremony.

A guest soloist is welcome. A list of local soloists can be obtained through the Director of Music.

The purpose of the music in a wedding ceremony, like the ceremony itself, is to glorify God. First United Methodist Church insists upon music which is sacred in nature, in good taste, is theologically sound, and is suitable for a Christian worship service. There is a wealth of beautiful classical and contemporary music, fitting both vocal and instrumental, which is appropriate to be used in a service of worship. The Director of Music will guide you in selecting music for your wedding ceremony. **Please do not plan the use of music in your service until it has been discussed and approved by the Pastor or Director of Music.**

Responsibility

It is the responsibility of the bride and groom to read this wedding policy carefully and to see that its provisions are kept by all members of the wedding party. The bride and groom shall give the attached instructions to the florist, photographer, videographer and caterer, so there will be no misunderstanding or deviation from the established rules and policies. **Ask these persons to read these instructions carefully and sign the copies to be returned to the church.** Friends and family members are required to observe the same rules concerning the taking of pictures during the ceremony. No flash photography will be allowed during the service. This includes pictures taken by professional photographers or guests.

Summary

These procedures and rules are an effort on the part of the church to strengthen the witness of a Christian marriage and to make it a more meaningful experience for the couple concerned. **All members of the wedding party are requested to assist the church in preserving the dignity and sanctity of the occasion.** We discourage the participation of children under the age of five in the wedding party. Nursery facilities are not available during the rehearsal or the wedding.

FIRST UNITED METHODIST CHURCH

4308 West Davis St.

Conroe, TX 77304

WEDDING INFORMATION

Rehearsal Date _____ Time _____ Sanctuary _____ Faith Chapel _____

Wedding Date _____ Time _____ Reception _____

Time to open the church for decorating _____
(Decorating time allowed is two hours before the wedding; additional time requires additional paid hours for the custodian.)

Minister _____ Address _____

Bride _____ Church _____

Home Address _____ Phone _____

Business Address _____ Phone _____

Groom _____ Church _____

Home Address _____ Phone _____

Business Address _____ Phone _____

Florist _____

Caterer _____

Photographer _____

Pre-Wedding Photography: _____ Time: _____ Post-Wedding Photography: _____ Time: _____

WEDDING INFORMATION:

Formal _____ Semi-formal _____ Approximate Attendance _____

Dress at home _____ Dress at Church _____

Given away: _____ Yes _____ No _____ Ring: _____ Single _____ Double _____

Number of Attendants: Maid of Honor _____ Matron of Honor _____ Bridesmaids _____ Best Man _____

Groomsmen _____ Flower Girl _____ Ring Bearer _____ Candle lighters _____ Ushers _____

Will use church's candelabra: _____ No _____ Yes _____

Kneeler: _____ No _____ Yes _____ Scripture Reader: _____ No _____ Yes _____

Unity Candle _____ No _____ Yes _____

FIRST UNITED METHODIST CHURCH STAFF MEMBERS:

Minister _____

Organist _____

Soloist _____

For church use only:

Coordinator _____

Custodian _____

Light & Sound Technician _____

Remarks:

INFORMATION FOR THE WEDDING COORDINATORS AND MINISTER

Name of the bride and groom: _____

Wedding date: _____

Rehearsal date: _____

Maid/Matron of honor & bridesmaids:

Best man & groomsmen:

Names of persons serving as ushers:

Who will light the candles? _____

What time will the candles be lighted? _____

FAMILY MEMBERS TO BE SEATED BY THE USHERS:

Groom's Family:

Groom's Grandparents:

Name of Usher:

Groom's Parents:

Name of Usher:

Bride's Family:

Bride's Grandparents:

Name of Usher:

Bride's Family

Name of Usher

PLEASE RETURN THIS TO:

FIRST UNITED METHODIST CHURCH
 Attn: Wedding Coordinator
 4308 West Davis Street
 Conroe, TX 77304

PLEASE REMEMBER. THE WEDDING DATE IS NOT OFFICIALLY PLACED ON THE CHURCH CALENDAR UNTIL YOU HAVE PUT DOWN YOUR DEPOSIT. THE DATE OF YOUR WEDDING WILL THEN BE CHECKED AND CLEARED BY ALL OF THE CHURCH STAFF THAT WILL BE INVOLVED WITH YOUR SPECIAL DAY.

I have read the Wedding Policies for First United Methodist Church and agree to abide by the rules.

(Bride)

(Groom)

WEDDING MUSIC

>>>>>**BRING THIS SHEET TO YOUR APPOINTMENT WITH THE DIRECTOR OF MUSIC**<<<<<<

General Information (to be completed by the bride and groom). Please print or type!

Date of Wedding: _____

Time: _____

Date of Rehearsal _____

Time: _____

Bride's name: _____

Groom's name: _____

Phone: _____

Phone: _____

Work: _____

Work: _____

Officiating Pastor: _____

Sanctuary

Faith Chapel

Will there be a soloist? _____

Music for Unity Candle? _____

.....
PLEASE DO NOT WRITE BELOW THIS LINE
.....

pre: _____

pro: _____

rec: _____

soloist: _____

solo: _____

loc: _____

mic? _____

spec: _____

**First United Methodist Church-Conroe
Wedding Contract**

Bride _____

Please print name

Groom _____

Please print name

First United Methodist Church of Conroe, 4308 W. Davis, Conroe, Texas has been chosen by us as the site for our wedding which is to be held on _____.

Each of us has read the Wedding Policy Booklet that FUMC provided for us. We understand that FUMC considers a wedding that is held at their church to be a sacred occasion in which a man and a woman reaffirm their relationship to God and through Him pledge their love to each other. The policies stated in the wedding booklet are written to insure that the wedding ceremony and the actions of the wedding party and guests reflect FUMC's beliefs about a wedding held at their church.

We understand that we are ultimately responsible for seeing that all of the policies stated in this booklet are adhered to by all of the people affiliated with our wedding. We understand that anyone who does not abide by these guidelines will be asked to leave the church property.

These guidelines have been relayed to each person associated with our wedding and the required signed forms have been given to the church as requested.

We agree to abide by the FUMC wedding policies.

Bride _____ Date _____

Please sign name

Groom _____ Date _____

Please sign name

INSTRUCTIONS FOR WEDDING CATERER

RECEPTION:

The church is happy to make the Wesley Room, Asbury Room or the Gym available for wedding receptions. Reservations for these facilities should be made with the Office Manager when the Sanctuary/Chapel is reserved for the wedding. The church office will make arrangements to have a church custodian present at all receptions held in the church. **It is the custodian's responsibility to supervise the use and care of church property, not to clean up.** The church provides facilities only, including a limited number of tables and chairs. Everything else necessary for a complete reception must be provided by the caterer. The caterer shall leave any area of the church for which he/she is responsible in the condition in which it was found. **All evening receptions must be over by 8:30 p.m.**

THE FOLLOWING RULES MUST BE STRICTLY COMPLIED WITH:

1. No alcoholic beverages or unlawful substances will be permitted or consumed in the church or on church grounds. **No rehearsal or ceremony will be held if these items are found to be on the premises of the church.**
2. Smoking is not allowed in the church facilities or on the church property.
3. No food or drink is allowed in the Sanctuary/Chapel.
4. When the couple is leaving the church, no rice, flower petals, confetti, etc. may be thrown. Birdseed or bubbles may be used, but must be distributed and thrown only in the church parking lot.

Failure to comply with any of these regulations will result in forfeiture of deposit.

I have read these instructions and will comply with them. I understand I/we will be held responsible for damages.

Bride's Signature: _____

Groom's Signature: _____

Caterer's Signature: _____

Caterer's Company Name: _____

Address: _____

City

State

Zip

Phone: _____

Date of wedding: _____

(Keep this copy for your information.)

INSTRUCTIONS FOR FLORIST

BUILDING IS OPENED 2 HOURS PRIOR TO WEDDING FLOWERS

Floral arrangements should be limited because of the beauty and significance of the Sanctuary/Chapel. All decorations, including candelabras, shall leave the symbols of the church in clear view. Those symbols are the cross, the Bible, the baptismal font, the communion rail, pulpit, altar and lectern. All altar furniture listed in the previous sentence shall remain in the chancel area. No decorations are to be placed on the pulpit, lectern, altar table, communion rail, or in front of the altar table. The altar candles and Bible are to remain in place.

The church has two brass candelabras and a unity candle available if requested. If you are not using the church candles only metal type tube candles (Non-drip) or votive candles may be used. Protective fireproof material must be placed under the candelabras to protect carpet and marble flooring. For your safety, candles must be kept within the chancel area.

FAILURE TO COMPLY WILL RESULT IN LOSS OF DEPOSIT

INSTRUCTIONS FOR THE FLORIST

The following rules must be observed:

1. No decorations may be hung on the wall.
2. Flowers may be in the altar area but not on the pulpit, lectern, altar table or communion rail. (No decorations may be placed on the pulpit, lectern, altar table or communion rail.)
3. All equipment, candelabras, and flowers must be removed from the church immediately after the wedding. Cleaning must begin **no later than 1 hour following the wedding**. Nothing may be left at the church. Items left will be disposed of.
4. All floral decorations must be completed at least 45 minutes prior to the ceremony.
5. All possible care must be taken to protect our building including the sanctuary and all furnishings within it. Do not fasten decorations with tape, tacks, staples, pins, or glue. Bows may be attached to the end of the pews only if the wood is protected. Please use clamps that are protected on the inside with felt or some other soft material. Candles may not be used on the pew/aisles. (Candles are allowed in the Chancel area only by Rule of the Fire Marshall.) All seasonal decorations will remain in place.
6. Aisle runners may not be used.
7. Flower petals may not be strewn in the aisle, but silk flowers may be used.

I have read these instructions and will comply with them. I understand I/we will be held responsible for damages.

Bride's Signature: _____

Groom's Signature: _____

Florist's Signature: _____

Name of Florist: _____

Address: _____
City State Zip

Phone: _____

Date of wedding: _____

(Please give this copy of the instructions to the florist.)

INSTRUCTIONS FOR WEDDING PHOTOGRAPHER

The wedding is a service of Christian worship when conducted by clergy. While photographs of the wedding and wedding party are important to the couple and their families, the solemnity of the ceremony should not be marred by indiscriminate picture taking. Reverence for the chapel/sanctuary and the wedding ceremony is, therefore, in order.

The photographer should consult with the clergy or wedding coordinator before the ceremony. Photographs may be taken freely in the narthex of the sanctuary, in the bride's room and in the room where the groom and his attendants wait. **Flash pictures may not be taken during the ceremony.** Timed exposures may be made from the rear of the church behind seated guests. Pictures of the bride and her father entering the sanctuary may be made from the back of the center aisle. All others may be taken following the ceremony.

The following rules should be observed:

1. Pictures are not to be made during the ceremony using flash. It is understood that the ceremony begins when family members (grandparents, parents, etc.) are seated. Pictures may be taken in the Narthex as the bridal party is preparing to enter the Sanctuary. Pictures are permitted during the recessional. The photographer may stand in the Narthex doorway, leading from the Sanctuary/Chapel, for these pictures.
2. Noise should be avoided in making time exposures, in changing film and film-packs, excessive moving, etc.
3. Photographers should plan to have as many pictures as possible made prior to the hour of the wedding; hence, arrival time at the church should be timed to finish all work thirty minutes before the ceremony and the Sanctuary will be cleared at that time.
4. Manned videotaping of the wedding service may be done only from the church balcony in the sanctuary, and only from the back corner in the chapel. **Un-manned video cameras will be allowed in the Chancel area of the church at the discretion of the Pastor.**
5. The bridal party may reassemble in the Sanctuary/Chapel after the ceremony and pose for any part of the ceremony. Photographs involving the clergy should be taken first. Equipment should not be placed in pews nor should the photographer stand in the pews.
6. The bride and photographer should plan the poses before the wedding day to conserve the time of the wedding party, guests and staff.
7. Appropriate clothing for worship is required.

I have read these instructions and will comply with them. I understand I/we will be held responsible for damages.

Bride's Signature: _____

Groom's Signature: _____

Photographer's Signature: _____

Photographer's Company Name: _____

Address: _____

City

State

Zip

Phone: _____

Date of wedding: _____

(Please give these instructions to the photographer)

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I have read these instructions and will comply with them. I understand I/we will be held responsible for damages.

Bride's Signature: _____

Groom's Signature: _____

Photographer's Signature: _____

Photographer's Company Name: _____

Address: _____
City State Zip

Phone: _____

Date of wedding: _____

(Keep this copy for your records)

FEE SCHEDULE WORK SHEET

			My Wedding Fees
Damage Deposit (Separate check payable to the church is due upon making your reservation. It will be refunded within 2 weeks following the wedding, if no problems occur.)		\$200.00	\$200.00
Non-member Building Fee- Chapel - \$500 Sanctuary - \$ 1,000			
Church Organist (Rehearsal & Wedding)		\$250.00	
Church Soloist (Wedding)		\$100.00	
Light & Sound Technician Rehearsal (1 1/2 Hr. max) Sanctuary Wedding (4 Hr. max.) Chapel Wedding (4 Hr. max.)		\$250.00	
Custodian Rehearsal Chapel Wedding Sanctuary Wedding Extra Time Needed		\$250.00 \$ 25.00 per hr.	
Reception: (Room Fee + Custodian Fee)			
Wesley Room		\$200.00	
Asbury Room		\$300.00	
Gym		\$400.00	
Custodian (Wesley Room)		\$100.00	
Custodian (Asbury Room)		\$150.00	
Custodian (Gym)		\$200.00	
Church Wedding Coordinators		\$250.00	
Honorarium for Minister (given to Wedding Coordinator with Marriage License at rehearsal)		\$200.00 <i>minimum</i>	
TOTAL: (All fees must be paid 2 weeks in advance of wedding date to First United Methodist Church.)			

Check List for the Bride and Groom:

_____ Read the Wedding Policy and return the signed Wedding Information Form.

_____ Pay Deposit.

_____ Return Florist Agreement Form.

_____ Return Photographer Agreement Form.

_____ Return Videographer Agreement Form.

_____ Return Caterer Agreement Form, if reception is at the Church.

_____ The Marriage License must be delivered to the pastor prior to the rehearsal. The wedding will not be conducted without it in the pastor's hand prior to the rehearsal.