



WEDDING POLICIES

Preston Hollow United Methodist Church 6315 Walnut Hill. Dallas, Texas

THE UNITED METHODIST CHURCH OF PRESTON HOLLOW WEDDING POLICIES



The congregation and staff of The United Methodist Church of Preston Hollow extend to you our warmest congratulations and best wishes for your wedding.

The wedding ceremony is one of the most sacred of all the rituals of the church. At Preston Hollow, we consider it a holy privilege to be a part of the celebration of marriage. The service of Christian marriage is a worship experience. It is not primarily a social event but a sacred rite into which two persons pledge themselves to each other with the blessings of God and are united by God in holy wedlock.

We want to render the greatest service possible to our members and non-members from the community. To accomplish this, the following policies of operation and procedures have been established and approved by the church, which, in its judgement, will help make your wedding a joyous and safe occasion in keeping with the spirit of Christian marriage. Every measure has been taken to make these policies as inclusive as possible. If there are any questions or concerns, please contact the church office or your assigned Wedding Director for clarification.

Checklist

- Read **ALL** Policies and Procedures
- Contact The United Methodist Church of Preston Hollow Wedding Director for date availability
- Sign ***Reservation Acknowledgment Form***
- Pay Deposit (see Fees)
- Forward *Policies and Procedures for Florist*
- Forward *Policies and Procedures for Photographer*
- Forward to Officiant
- Forward to Guest Musician
- Four (4) months prior: Pay fee balance
- Contact the Director of Music Ministry and the Arts to set a date for music consultation. **ALL wedding parties must have a music consultation with the Director of Music Ministry and the Arts for approval of music.**
- Four (4) weeks prior: The Wedding Director will contact you to schedule a consultation to plan the seating, wedding processional, and recessional logistics.

The United Methodist Church of Preston Hollow

6315 Walnut Hill lane. Dallas, Texas. 75230

Phone: 214-363-4393

office@umcprestonhollow.com

Reservations and Time Availability

There are two times available for ceremonies on Saturdays (See schedule below). Sunday afternoons and evenings as well as weekday times may be schedule based on facility availability.

Weddings are scheduled on a first come, first served basis. Deposits and the initial fee payment are required to secure a date and will be placed on the calendar only after the payment is received. Additionally, a signed and dated **Reservation Acknowledgement Form** must be completed and returned, verifying the couple has received, read, and agrees to the wedding policies of The United Methodist Church of Preston Hollow. There are no verbal contracts. Any cancellations by the wedding party will result in forfeiting all nonrefundable payments as discussed in Fees.

Weekend Schedule for weddings and rehearsals:

FRIDAY Evening: Rehearsal Times

Option 1: 5:30 pm – 6:30 pm

Option 2: 7:00 pm – 8:00 pm

SATURDAY Ceremony Times:

Option 1: 10:00 am – 2:00 pm

Ceremony start time: 11:30 am, 12:00 pm, 12:30 pm

Option 2: 4:00pm – 8:00 pm

Ceremony start time: 5:30 pm, 6:00 pm, 6:30 pm

THE UNITED METHODIST CHURCH OF PRESTON HOLLOW WEDDING POLICIES

Building Fee:

\$2,500.00

Fee includes:

- One (1) hour for rehearsal prior to ceremony.
- Four (4) hours for ceremony and related activities on date of ceremony.
- Wedding Director (Assigned approximately four (4) weeks prior to the ceremony date). The Wedding Director will contact the bridal party and schedule a meeting to outline the ceremony structure. The Wedding Director will facilitate the rehearsal and the ceremony concerning the processional, recessional, seating, ushering, and other details. The Wedding Director will be on campus at all times during the rehearsal and the ceremony.
- Custodial Attendant will attend to all building needs.
- Sound/Audio Technician will set up all microphone/amplification requirements and run the audio/visual system during the ceremony.
- Security Deposit (\$500) to cover any damage to buildings, furnishings, additional time expenditures by church employees, and any failure of wedding party and vendors to follow The United Methodist Church of Preston Hollow rules stated in this policy. This fee is refunded via check two (2) weeks after the wedding, pending approval by the Wedding Director. If any damages that exceed the amount of the security deposit shall be the responsibility of the person financially responsible for the event.
- Note: During the Advent/Christmas season when the Sanctuary is fully decorated, an additional \$1,500 fee will be added. (No weddings may be scheduled a week before and after Christmas or during Holy Week)

Payment Schedule

- Initial payment due at the time of booking: \$1,500(building(non- refundable) & deposit) (\$2,000 during Advent/Christmas season)
- Balance in due four (4) months prior to the wedding date: \$1,000 (\$2,000 during Advent/Christmas)

FEES DO NOT Include:

- Minister/Clergy (\$400) to be paid directly to Clergy (4 weeks prior to ceremony)
- Organist/Pianist (\$300) to be paid directly to Organist (4 weeks prior to ceremony)

Optional Fees:

- See **Fellowship Hall Usage Agreement**

Cancellations:

- In the event of a cancellation, all payments made to date are non-refundable. We understand that sometimes it is necessary to change or cancel an event. If the date can be rebooked to another date, the payment will be applied to the new date. All cancellations must be made in writing.
- NO REFUNDS are permitted four months prior to date.

All Checks made payable to Preston Hollow United Methodist Church.

Ceremony and the Officiant

The Preston Hollow congregation is a diverse people united in Christ. As such, we embrace and welcome guest Officiants as long as they have been approved by our Senior Pastor.

One of the Preston Hollow ministerial staff is not required to officiate at your ceremony; however, they stand ready and willing to serve as your Officiant if needed. If you choose to use the Senior Pastor of The United Methodist Church of Preston Hollow, 3 sessions of pre-marital counseling is required.

Announcements are not permitted at the conclusion of the service. Please include reception information, expressions of gratitude to family and congregation, and contact information for the bride and groom in your printed program.

Note: It is our expectation, barring any catastrophic or unforeseeable event that all weddings begin promptly at the scheduled time. Any delay in the ceremony start time may result in the forfeiture of the deposit. All members of the wedding party must be on campus one hour prior to the agreed ceremony start time.

The Minister must be paid 4-weeks before the wedding.

It is imperative that all wedding related activities occur within the allotted four-hour time frame.

MUSIC

Music is an integral part of a church wedding. The following procedures are applicable for music scheduling and approval.

If either the piano and/or organ are used for the music portion of your ceremony, the Director of Music Ministry will accompany your ceremony. (Note: Musician Fee of \$300 is not included in the wedding rental fee. This is an additional fee and **must be paid 4-weeks before the wedding.**)

String quartets, brass quintets, a harpist or other ensembles are very effective in the Preston Hollow Sanctuary. If you are interested in enlisting musicians in addition to, contact the Director of Music Ministry and the Arts or the Wedding Director. **Enlisted musicians must have the approval of the Director of Music Ministry and the Arts eight (8) weeks prior to the ceremony.**

Service Music

All music for the wedding ceremony shall be in keeping with the sacred character and appropriate dignity of the wedding ceremony. To this end, all music must have the approval of the Director of Music Ministry and the Arts. **Service music being performed by enlisted musicians must be submitted eight (8) weeks prior to the ceremony.**

NO PRE-RECORDED MUSIC OF ANY FORM IS ALLOWED.

Printed Music Literature

It is the wedding party's responsibility to provide ample legal print copies of music in the correct key to the Director of Music Ministry and the Arts for approval, as well as for other musicians. Photocopying music, unless it is under public domain or out of print, is against copyright laws and is not allowed.

THE UNITED METHODIST CHURCH OF PRESTON HOLLOW WEDDING POLICIES

Organist

The United Methodist Church of Preston Hollow Director of Music Ministry and the Arts provides:

- A music selection consultation meeting with a wedding party representative(s) approximately six (6) weeks prior to the ceremony.
- List of selected music provided to wedding party for inclusion in the printed program.
- Twenty (20) minutes pre-ceremony music, processional, recessional, accompaniment for vocalist(s) and instrumentalist(s), and any music during the wedding, including a pre-wedding rehearsal (Approximately 1.5 hours before ceremony of the wedding day) with soloists/instrumentalists. (Note: This does not include the “teaching” of musical selections to soloists or instrumentalists. If this is necessary, an additional per hour charge of \$50 will be added.)
- **Only The United Methodist Church of Preston Hollow Director of Music Ministry and the Arts is authorized to play the organ.**

Additional suggestions for your ceremony:

- Before the music selection consultation meeting with the Director of Music Ministry and the Arts, you should have some idea of the ceremony layout the minister will be using. If possible, it is helpful to bring a copy of the ceremony program with you.
- If you would like to utilize additional approved musicians (vocal soloists, string quartet, trumpeter, harpist, flautist, etc.,) you should book them as quickly as possible. Many of the best musicians in our area are in high demand for weddings. If you would like the names and contact numbers of other musicians contact the Wedding Director.
- Begin attending other weddings or listening to wedding music for ideas about the type of music you would like to have played/sung at your ceremony.
- List of selected music provided to wedding party will be supplied by the Director of Music Ministry and the Arts for inclusion in the printed program.

Vocal and Instrumental Soloists

With the exception of the Director of Music Ministry and the Arts, the wedding party is at liberty to engage the services of anyone they desire; however, all vocalists and instrumentalists must be approved and heard by the Director of Music Ministry and the Arts.

It is highly beneficial to engage professional soloists to work with the Director of Music Ministry and the Arts. Use of non-professional soloists may require extra time, which will greatly increase the Director of Music's fees. Soloist fees must be negotiated privately.

An hour and a half prior to the start of the ceremony is the only available time for musicians to rehearse the day of the wedding.

The Director of Music Ministry and the Arts can provide soloists for an additional fee.

Facility Facts

Sanctuary

- Center aisle (for carpet runner) 5'x43'
- Seating Capacity - 185
- Number of Pews - 9 per side
- Pew Height-33 inches
- No food or beverages will be allowed

Fellowship Hall

- **See Fellowship Hall Usage Agreement**
- Seating: theatre seating-135 max., round table -72 max.
- Kitchen may be used for staging and serving only. No cooking is allowed.

Dressing Rooms

- Bride's room is located across from the Sanctuary and is equipped with a lighted vanity, full length mirrors, high garment racks, bathroom and a closet.
- Groom's dressing room is adjacent to the restrooms and is equipped with tables. Food and beverages are allowed in the dressing room area only.

Smoking, Alcohol, and Illegal Substances

Smoking, alcohol, and illegal substances are not allowed on the church premises at any time before, during, or after the wedding. The officiating minister may refuse to perform a wedding at which a member of the wedding party is under the influence. It is the responsibility of the wedding party to see that all participants are informed of and abide by this policy.

Sound System

The United Methodist Church of Preston Hollow will provide a wireless microphone for the minister, microphones for soloist(s) and scripture readers(s) and will provide a sound technician. No persons other than The United Methodist Church of Preston Hollow personnel are allowed to operate our sound system. *(See Audio/Visual Agreement)*

Policies and Procedures for Florist

THE UNITED METHODIST CHURCH OF PRESTON HOLLOW WEDDING POLICIES

Décor

The sanctuary of Preston Hollow is itself an offering of praise to God. It is expected that no decoration will do physical harm to the building or any of the fixtures located therein.

Candelabras/Candles

Florists may supply freestanding candles and/or candelabras (dripless candles only) ALL candelabras must have sheets of clear plastic placed under the candles and candelabra, as damage to the flooring from hot wax may result. The wedding party is responsible for any damage. **Under no circumstances may candles be placed on the piano or organ.** The wedding party must provide all candles.

Chancel

The chairs in the choir loft area will **not** be removed for a wedding. All candles must be enclosed in glass or metal.

Pews and Aisles

Flowers and/or greenery may be attached at the ends of the pews using ribbon or non-damaging plastic clips. Arrangements should be placed in such a way that they allow for maximum “traffic flow” in the aisles. **No candles may be placed in the aisles.**

ADDITIONAL GUIDELINES

- No tape, pins, nails, tacks, or glue may be used to fasten decorations to any part of the church building or furnishings.
- Church furniture, paraments (Cloths) and other furnishings may not be removed or altered.
- Nothing may be placed on the musical instruments.
- No rice or anything of this nature may be thrown anywhere on church property, including the parking lot.
- Bridal attendants, i.e. ring bearers and flower girls, may distribute **artificial** (Silk or paper) petals **ONLY**. The use of real flower petals may stain the carpeting.

THE UNITED METHODIST CHURCH OF PRESTON HOLLOW WEDDING POLICIES

- Food and drinks are not permitted in the Sanctuary, the hallways, or the narthex. Refreshments are permitted in the dressing areas **only** and must be removed following the ceremony.
- If any furniture is damaged, the wedding party will be responsible for replacing it, in addition to losing their deposit.

Setup and Removal Times

Decorating of the facilities may begin no more than two (2) hours before the time of the ceremony. Additional fees may apply for early arrival.

Arrangements by the wedding party must be made for the immediate removal of all decorations following the ceremony. Additionally, leaves, stems, petals (including those distributed in the center aisle) and other pieces of floral decorations should be removed so that general cleaning may occur immediately following the ceremony. Failure to comply may result in the loss of the deposit. **Items not removed by the florist or wedding party will be discarded by church staff to allow preparations for other services. There are NO storage areas available for gifts, clothing, decorations, candelabras, or floral arrangements. Preston Hollow cannot be held responsible for any items left after the approved timeline.**

To the Wedding Party

The above policies apply whether the family chooses to use the services of a professional florist or those of a nonprofessional friend or relative. **It is the responsibility of the wedding party to see that anyone ordering or handling floral or other decorations is supplied with a copy of this information.**

Preston Hollow United Methodist Church reserves the right to deny the privilege of access, present and/or future, to anyone who does not comply with the above guidelines. The wedding party is responsible for ensuring that family, friends, and florist observe these policies in detail. Additional copies of this document are available on request. **Ignorance of these rules will not be considered a valid excuse for failing to abide by them.**

Policies and Procedures for Photographer and Videographer

Many couples wish to remember this holy occasion through still and/or video pictures. Preston Hollow welcomes both professional and amateur photography provided it does not distract 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:

Before the wedding ceremony: Photos of the wedding party may be taken inside the sanctuary before the service and/or at other locations in or around the church buildings. Photography sessions held into the sanctuary before the service must end at least forty-five (45) minutes before the ceremony is scheduled to begin, allowing musicians' adequate time for rehearsal, a sound check, etc.

NOTE: The wedding ceremony begins with the Prelude Music. NO MOVEMENT OR FLASH PHOTOGRAPHY is permitted in the Sanctuary after the music begins.

During the Wedding Ceremony:

Photography:

No flash photography or artificial lighting is permitted inside the Sanctuary. Ushers are encouraged to inform the guests of this policy. While the ceremony is in progress, photographers must remain in the back of the Sanctuary behind all guests.

Cameras with flash attachments will not be allowed in the Sanctuary any later than thirty (30) minutes preceding the ceremony or any earlier than the departure of the wedding guests. Photographs may be made in the Narthex preceding the ceremony, as long as no flashes are aimed down the interior of the Sanctuary. The wedding party may return to the Chancel for photographs following the ceremony should they so desire.

A single flash photograph may be made from the center aisle toward the rear of the Sanctuary during the entrance of the bridal party as long as the photographer goes no further into the Sanctuary than the third pew from the rear. Under no circumstances is the taking of photographs to impede the progress of the processional. Flash photographs directed at the front of the Sanctuary are not allowed since this may distract the clergy and musicians.

Policies and Procedures for Audio Visual System

Services available are as follows:

- Resources available include – video projection and PowerPoint, live band support, thumb drive to be uploaded 4 weeks prior. (prior arrangements with the Wedding Planning Director)
- AV will be used at the rehearsal
- Outside groups are required to supply their own musical instruments; we will supply only appropriate microphones and input points.
- Outside parties are responsible for bringing their own source media (i.e. videos, music compilations)
- Media to be used by outside parties must be in the following formats only:
Audio – Finalized/Closed CD, mp3 Player
Video – MPEG file, AVI file, Finalized/Closed DVD, Microsoft PowerPoint (.ppt)
- Outside groups are solely responsible for any pre- or post-production of media (i.e. source material, video or audio editing, etc.)
- The rates for A/V team will be compiled based upon the needs by the AV Staff member (i.e. set-up, rehearsals, event, and tear-down) – please see fee schedule
- Any changes made within two weeks from the wedding date will not be guaranteed to be accommodated.

NOTE: Outside groups are required to use in-house A/V personnel.

All media content shall be approved by the wedding coordinator for appropriateness of content.

All Media Files must be given to the wedding director 4 weeks before the wedding. Changes may NOT be made one (1) week before the wedding.