



# CHRIST CHURCH UNITED METHODIST

6363 Research Forest Drive, The Woodlands, TX 77381

936-273-2030 \* fax: 888-705-6595 \* [www.cc-um.org](http://www.cc-um.org)

## WEDDING POLICY

### MEMBERS

Christ Church United Methodist is pleased that you have chosen our church to host your wedding. Our campus can accommodate both small and large weddings. The Covenant Chapel can accommodate up to 180 guests and our Sanctuary can accommodate up to 800 guests. In addition, we have an intimate Prayer Chapel that can accommodate up to 25 guests.

### SCHEDULING YOUR WEDDING

Weddings can be scheduled up to 9 months in advance and no later than three months in advance. Once you've chosen a date, your rehearsal will be scheduled for the day prior to your wedding at either 5:30pm or 6:30pm. These times are non-negotiable.

### FEES

The \$1,300 fee includes the following: *wedding coordinator, sound technician, custodians, and music coordinator*. Your balance is due one month prior to your wedding date (no exceptions). No refunds will be issued if the wedding is cancelled within two months of the wedding date.

*Deposit of \$300.00 is required to reserve your date. The deposit will be returned after the wedding if there is no damage to the facilities. If there is damage, the deposit will be used to repair or replace damaged items.*

### CEREMONY OFFICIATING

All services are to be conducted by the appointed pastors of Christ Church United Methodist. If you wish to have a guest pastor perform or assist with the service, you must obtain prior approval from the Senior Pastor.

Guest pastors are to be Christian pastors. Unless given permission by the Senior Pastor they are to be accompanied and supervised by a Christ Church pastor at the rehearsal and wedding service. The Christ Church pastor leads the rehearsal and assists the guest pastor where applicable. The Christ Church pastor conducts the wedding service with the guest administering the wedding vows.

The wedding vows and service order of worship are as officially designated in the United Methodist Church Book of Ritual, or as approved by the Senior Pastor.

## **WEDDING COORDINATOR**

Christ Church United Methodist wants to make your wedding enjoyable and worry free. With that in mind, you will be assigned a wedding coordinator to assist you with your needs at your rehearsal and wedding.

Your wedding coordinator will meet with you once prior to your wedding rehearsal. Any additional time required must be arranged between you and your wedding coordinator.

Your wedding coordinator conducts, with the pastor, your one hour rehearsal. In addition she is the contact person for the wedding parties, florist, caterer, photographer, musicians, participants, and others; supervises the wedding rehearsal, rehearsal dinner, ceremony, and reception; coordinates with caterer for setup of reception/rehearsal dinner; administers the wedding policy of Christ Church.

Outside wedding planners are welcome; however, the coordinator assigned by Christ Church United Methodist will coordinate the rehearsal and wedding. It is your responsibility to contact the coordinator when one is assigned to you to set up the initial meeting.

## **MUSIC**

Your service of marriage is a service of worship. We ask for God's presence in your wedding and his blessing on your marriage. The music in the service should reflect the God-centered focus that characterizes all worship services. The Christ Church United Methodist Music Coordinator must be consulted concerning all music selections and will be glad to suggest appropriate selections.

Only the Christ Church Organist may use the organ. If the bride requests that the Organist be at the rehearsal, this must be arranged with the organist and an extra fee will be charged. If someone other than the church organist is providing instrumental or vocal music for your service, please be sure to discuss possible selections with the Music Coordinator. Recorded music and accompaniment tapes are not permitted unless approved by the Music Coordinator.



## **PHOTOGRAPHY**

Flash photography is not permitted during the ceremony. Photography is permitted during the bridal party processional and recessional only. Pictures may be taken prior to and after the ceremony. Video taping is allowed only by the use of an unattended stationary camera that is turned on at the beginning of the service.

All photographers and videographers will be asked to read and sign the **Wedding Policy Agreement for Photographers and Videographers**. You are responsible for assuring that the Agreement is read, signed, and returned to the church no later than one month prior to your wedding.

## PRE-MARITAL COUNSELING

Pre-marital counseling sessions with a Christ Church pastor are required. If an outside pastor has been approved to conduct the ceremony, he/she must conduct the pre-marital counseling. The counseling sessions should be set up no later than one month prior to the date of the wedding. It is your responsibility to schedule the counseling sessions.

## DECORATIONS

The wedding service is regarded as a sacred worship service in the United Methodist Church, therefore nothing is to be moved or rearranged on or near the altar area and nothing is to be added or subtracted from the sanctuary space that will diminish the physical appearance and detract from the worship setting. The altar is the focus of the service and cannot be removed. It must openly display the cross and two candelabra.

There may be seasonal decorations (i.e. Christmas, Easter) in the Sanctuary or Covenant Chapel. These may not be removed.

## FLOWER ARRANGEMENTS

All florists will be asked to read and sign our **Wedding Policy Agreement for Floral Designers**. You are responsible for assuring that the Agreement is read, signed, and returned to the church no later than one month prior to your wedding.



- ◆ Arrangements are to be made in the church flower containers in the sanctuary.
- ◆ Floral garlands on the communion rails are allowed. Tape is not allowed
- ◆ No floral arrangements, garlands, etc. are allowed on the altar or in front of the altar.
- ◆ Floral arrangements on the pew ends are allowed. No tape is allowed. No candles are allowed on the pew ends. If using pew decorations, please use caution on the wood, so as not to scratch.

## CANDLE DISPLAY



- ◆ No candles, other than the altar candles, are allowed on the altar.
- ◆ No candles are allowed on the pew ends.
- ◆ A 50 candle or less professional candelabra, using **dripless** candles only, may be displayed either behind the altar or to the left and right of the altar. Contact your florist for a unity candle, candelabras, etc.
- ◆ Protective plastic floor coverings **must be placed under** all candle displays.

## OTHER DECORATIONS

Birdseed, rice, or rose petals are not to be thrown inside or outside of the building. Artificial flowers can be strewn down the aisle and **MUST** be picked up after the ceremony.

No runners down the aisles are allowed.

We ask that all flowers, candles and decorations be removed immediately following your pictures.

## **BUILDING ACCESS**

in addition to the use of the Chapel or Sanctuary for your wedding, you will also have access to the *Brides Room, the Parlor, and Grooms Room*. These additional rooms can be used for pre-wedding preparations and dressing.

Access to the church buildings is between 9:00 am and 9:00 pm. Your florist may begin decorating the **four hours** prior to your wedding, but not prior to 9:00 am and decorations must be removed within one hour after the ceremony. Due to additional reservations made in rooms, we ask that you promptly remove all decorations and belongings within an hour following your ceremony.

## **WEDDING RECEPTIONS**

If you wish to have your reception at Christ Church United Methodist, please contact the Staff Wedding Coordinator for information.

Contact: Staff Wedding Coordinator,  
Pam Salter at 936-273-2030  
ext: 7242 or [psalter@cc-um.org](mailto:psalter@cc-um.org).

## **GENERAL INFORMATION**

- Smoking is prohibited within the church building.
- The consumption of alcoholic beverages is prohibited within the church building AND the church campus.
- The use of narcotics and illegal substances is prohibited.
- No guns are allowed on the church campus.
- The failure to adhere to the policy for the wedding ceremony at Christ Church United Methodist can lead to immediate termination of services rendered with forfeiture of fees paid.
- Christ Church United Methodist is not liable for items left on the property.

*Revised: 1/22/13*



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## WEDDING CONTRACT MEMBERS

I, \_\_\_\_\_, enter into this Wedding Contract with Christ Church United Methodist, The Woodlands, Texas 77381, for a wedding to be held in the:  **Sanctuary**  **Covenant Chapel**  **Prayer Chapel**

**Wedding Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Rehearsal Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

The following services will be rendered:

**Staff Coordinator and Wedding Coordinator:** *Calendars wedding & rehearsal dates; sets appointment for pastoral counseling; contact person for wedding parties; florist, caterer, photographer, musicians, participants, others; supervises wedding rehearsal, ceremony and reception; coordinates with caterer for setup of Christian Life Center; administers wedding policy of Christ Church; signs contract; receives deposits and fees.*

**Minister:** *Counsels wedding couple; conducts rehearsal; performs wedding ceremony.*

**Music Coordinator & Organ/Piano Accompaniment :** *The Music Coordinator makes arrangements with the church accompanists and any outside musicians or soloists and must be consulted about any music selections. The organist/pianist does not usually attend the rehearsal. If you wish the organist/pianist to attend the rehearsal, you must make arrangements with them. An extra fee will be charged.*

**Sound Technician:** *In charge of all sound equipment.*

**Custodian:** *Sets up church facility for rehearsal and wedding; sets up tables and chairs for reception/rehearsal dinner; cleans church facility before and after rehearsal, wedding, and reception/rehearsal dinner (excluding kitchen usage).*

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I have received, read, and understand the **Wedding Policy** of Christ Church United Methodist of The Woodlands, Texas. I agree that I **AND** those acting on my behalf will abide by this policy. (Please keep a copy of the **Wedding Policy** so that you may refer to it, when needed.)

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

Approved by:

Name: \_\_\_\_\_ Date: \_\_\_\_\_