

**WEDDINGS**  
**at**  
**UNIVERSITY PARK**  
**UNITED METHODIST CHURCH**  
**Dallas, Texas**

***For Brides and Grooms***

*We are happy that you have chosen to celebrate your marriage covenant in the church. The staff and pastors of University Park United Methodist Church look forward to sharing with you the joy and excitement of this momentous event in your lives.*

*All marriage celebrations at University Park United Methodist Church are first and foremost services of worship. This manual has been prepared to help you, our staff and pastors prepare together a wedding plan and marriage celebration which is both an expression of your love for each other and the worship of God. While many of your questions may be answered best in your conference with the officiating pastor, these pages will describe the official wedding policies of University Park United Methodist Church and the various services that are available to you.*

*Best wishes and blessings!*

University Park United Methodist Church  
4024 Caruth Blvd. at Preston Road  
Dallas, TX 75225  
214-368-1435  
website: [www.upumc.org](http://www.upumc.org)

*PASTORS*

One of the pastors of University Park United Methodist Church shall be the presiding liturgist for all marriage celebrations.

The Pastoral Staff of University Park United Methodist Church shall have the authority to make decisions to insure appropriate and responsible implementation of the marriage celebration liturgy and/or other items covered by this policy manual.

The officiating pastor will require a period of mandatory counseling with the bride and groom after scheduling the wedding. The counseling may be in the form of a 5-week pre-marriage counseling class offered by the church several times a year and/or through private counseling with the officiating pastor. This is the pastor's opportunity to help the bride and groom prepare themselves in such a way that the marriage celebration will represent truly the spiritual union of two persons before God and those who represent God's love.

*WEDDING DIRECTOR*

The Wedding Director will assist the couple with their wedding plans, conduct the rehearsal, and coordinate the marriage celebration. The Director is the source of information regarding wedding procedures at our church and can answer many questions you may have

concerning florists, photographers, and caterers. The Director is here to help make your wedding as special and individual as possible and will guide the bride and groom regarding any limitations in reference to church policy. Wedding services, bridal consultants, and similar persons must confer with the Wedding Director regarding all plans.

### *SCHEDULING THE WEDDING*

The first step in scheduling a wedding at the church is to contact the Administrative Assistant to inquire about available dates, at which time a date may be held for members of the congregation on a tentative basis pending availability of the pastor. For non-member inquiries, the Administrative Assistant will outline the wedding procedures and refer the couple to one of the church's pastors upon receipt of all required paperwork. Non-member weddings cannot be placed on the church calendar more than nine (9) months prior the wedding celebration date.

In all cases, the dates and times for the wedding (rehearsal, marriage celebration, and reception, if held at the church) may not be entered officially on the church calendar until (1) the above conditions have been met; (2) the Administrative Assistant has received a signed *Agreement to the Wedding Policies of University Park United Methodist Church* (form is in back of this booklet); and (3) a deposit of one-half of the projected fees has been received. Public announcement that a wedding will take place at the church on a particular date should not be made until the wedding is officially placed on the church calendar. An administrative fee of \$150 will be retained by the church if a scheduled wedding is canceled for any reason.

No more than two (2) weddings may be scheduled on one day, and weddings must be scheduled with a minimum of four (4) hours between them. Weddings will not be held before 10:00 a.m. or after 8:00 p.m. Access to the building is limited to TWO (2) HOURS prior to the scheduled time of the marriage celebration. All decorations must be removed from the Sanctuary building immediately following the marriage celebration (approximately one-half hour from the time of the marriage celebration), and the Sanctuary must be left in the condition in which it was found. When receptions are also held at the church, it is required that the wedding begin no later than 7:00 p.m. Weddings cannot be scheduled on days when the church is officially closed, other worship services are scheduled, or the facilities are otherwise unavailable because of other church ministries. Such days include: Sundays, Ash Wednesday, Holy Week (Palm Sunday through Easter Sunday), Christmas Eve and Christmas Day, New Year's Eve and New Year's Day, and the weekends of Memorial Day, Independence Day, Labor Day, and Thanksgiving.

Once the wedding has been officially scheduled, all changes in rehearsal and marriage celebration dates and times MUST be made through the Wedding Director. The Pastor, Wedding Director, and musicians must also be notified of any change. Please note that rehearsal times are to be set when the wedding is booked and cannot be changed without permission. Rehearsals are to be at 5:00 or 6:00 p.m. on the Friday preceding the wedding.

### *FACILITIES*

The Sanctuary has a seating capacity of 685 people. There is a single center aisle, and a beautiful pipe organ.

The Chapel is ideal for small weddings that do not need a rehearsal. The seating capacity is 20 people. The Bride's Rooms in the Sanctuary building and the Fellowship Center are available two (2) hours prior to the marriage celebration for the bride and her attendants.

*RECEPTION ARRANGEMENTS*

Receptions may be held in three areas of the church. The rooms and the capacities are as follows:

<i>Room</i>	<i>Capacity</i>
Fellowship Hall	500
Caldwell Room	100
Parlor	75

No more than one reception may be scheduled for one room on any one day to avoid decorating and usage conflicts.

All receptions must be professionally catered. All dishes, silver, coffee urns, and dishwashing services are to be provided by the caterers. Deliveries pertaining to the wedding or wedding reception may be made no more than two (2) hours prior to the scheduled time of the marriage celebration. The caterer must make a deposit of \$100 that will be refunded upon inspection by the Facilities Manager.

Reception areas may be set up by the established caterer by appointment through the Wedding Director. The caterer will be held responsible to leave the room in a clean and orderly condition. Receptions must not last more than two (2) hours following the marriage celebration.

No alcoholic beverages are permitted.

*MUSIC FOR THE MARRIAGE CELEBRATION*

Because the marriage celebration at University Park United Methodist Church is a service of worship that celebrates the marriage covenant in God's grace, music chosen for the marriage celebration must be music appropriate for a service of worship. The music and texts selected must, in general, reflect the praise of God, God's steadfast love in Christ as the foundation of and model for Christian marriage, and the asking of God's presence and blessing; or, the words may be drawn from one of many appropriate passages from the Bible.

No recorded music is permitted and electronic amplification (microphones) of vocal music is not permitted.

Favorite love songs, popular hits, etc. are not deemed appropriate for the marriage celebration. Music of this nature is suggested for use at rehearsal dinners and/or receptions.

*MUSIC CONSULTATION*

Music for your marriage celebration must be chosen in consultation with the Director of Music Ministries and/or the Assistant Director/Organist. The Director of Music Ministries will designate which music staff person will be responsible for playing for your marriage celebration and for its music planning. Appointments for the music consultation should be made directly with the assigned music staff person after your marriage celebration has been officially scheduled.

*ORGANIST*

Our policy is that a member of our music staff shall play for all marriage celebrations in the church. In the event of a schedule conflict, the Director of Music Ministries will arrange for a qualified substitute. The organist's fee is paid through the church as a part of the other church wedding fees incurred.

### *VOCAL SOLOISTS AND INSTRUMENTALISTS*

The Director of Music or Organist will be happy to arrange for an excellent vocal soloist or recommend professional instrumental soloists or ensembles, if desired. Fees for additional musicians are not a part of the church's wedding fees and must be arranged and paid for directly with the musicians involved. Payment of musicians' fees is normally done prior to the rehearsal. It must be assumed that the soloist has learned the appropriate selected music as approved through the music consultation and that the teaching of the soloist's music is not regarded as a duty of the Organist.

Soloists should contact the organist a few days prior to the wedding to schedule a rehearsal period. The soloist should provide the organist with an original copy (no photocopies, please) of the music to be performed in the appropriate key. Transpositions or arrangements of music are not a part of the organist's responsibilities. Again, prerecorded taped accompaniments and electronic amplification (microphones) of vocal music are not permitted.

### *CONGREGATIONAL HYMNS*

The corporate act of congregational singing is encouraged as a means to heighten the festivity of the marriage celebration and as a way to actively involve all those who attend your marriage celebration. Recommended appropriate hymns for the marriage service from The United Methodist Hymnal include:

- 89 Joyful, Joyful, We Adore Thee
- 92 For the Beauty of the Earth
- 102 Now Thank We All Our God
- 139 Praise to the Lord, the Almighty
- 384 Love Divine, All Loves Excelling
- 408 The Gift of Love
- 643 When Love Is Found
- 645 O Perfect Love

### *MARRIAGE CELEBRATION BULLETINS*

A printed order for the marriage celebration is available for a nominal fee. A printed bulletin permits the congregation to join in unison prayers, if desired, and also permits the listing of musical selections you have chosen, names of the persons in your wedding party, parents, grandparents, etc. Samples of marriage celebration bulletins and specific arrangements for this service are available through the Music Office. If bulletins are to be printed elsewhere, a proof copy must be submitted to University Park United Methodist Church for approval by pastoral and music staff prior to final printing.

### *THE REHEARSAL*

The rehearsal should begin promptly at the scheduled time and proceed in a quiet, dignified, and reverent manner. The rehearsal is an integral part of the marriage celebration preparation and is held in a holy place dedicated to the worship of God.

1. To insure punctuality, confirm the location and time with all persons needed at the rehearsal; you may wish to provide maps to assist the wedding party.
2. The Wedding Director is in charge of the rehearsal. The minister and organist are normally not present for the rehearsal.
3. The rehearsal will require approximately 30 minutes to one hour of time.

4. All members of the wedding party, as well as the ushers, should be present for the rehearsal.
5. Both sets of parents should be present for the rehearsal.
6. No rehearsal or wedding will be conducted when any member of the wedding party is under the influence of alcohol or drugs.

#### *RESPONSIBILITY FOR SAFEKEEPING OF PERSONAL ITEMS*

The church staff will make every reasonable effort to secure personal items brought to the church when specific arrangements have been made. The church cannot do more than this and will not be liable for such items if lost, stolen, or damaged. It is advised that money, jewelry, and other valuables not be left unattended in the bride's room, but entrusted to a reliable person of the family's choice, or simply not be brought to the church at all. The wedding party must make arrangements for a family member or other designated person to receive wedding dresses to be delivered to the church, since members of the church staff cannot sign for them. Dresses and other belongings should not be left in the building overnight. All personal items should be removed from the bride's room following the marriage celebration.

#### *PHOTOGRAPHS*

At no time and under no condition shall photographs or pictures be taken from the floor of the Sanctuary while the marriage celebration is in progress, which means once the music has begun. Time exposures may be made from the balcony of the Sanctuary during the marriage celebration provided there is little noise or other distraction.

Pictures may be made in the narthex (vestibule) of the church preceding the marriage celebration but should not interrupt the Processional once it has begun, and as the Recessional is in progress at the end of the marriage celebration. The wedding party may return to the chancel after the marriage celebration. A period of 30 minutes is allowed for photos following the marriage celebration. When time permits, some wedding parties have posed for pictures an hour or so prior to the marriage celebration.

#### *RECORDINGS*

The church recording system may record the marriage celebration if requested. A stereo CD will be provided for you immediately following the marriage celebration. Arrangements for recording the service should be made through the Music Office. There is a recording fee of \$25.

#### *VIDEOTAPING*

Videotape recordings may be made of the marriage celebration by a professional video service or a person agreed upon by the Wedding Director. The following guidelines must be observed:

1. The video camera operator should attend the rehearsal to become familiar with the building and policy restrictions.
2. Only self-contained video equipment systems that do not require patching into the church's public address equipment may be used.
3. Recording must be done in available light; additional lighting sources for videotaping are not permitted.
4. The camera is to be located in the church balcony. The camera position must be stationary;

camera operators may not move about the Sanctuary. A second (remote control only) stationary camera location may be made by special arrangement with the Wedding Director.

5. Check microphones to be sure they are working ahead of time. If wireless microphone equipment is used, it is important to check with the Wedding Director to determine that the transmitter frequency does not interfere with the church's PA and wireless microphone system. Failure to check frequencies may result in a ruined video recording and malfunction of the church's PA system.
6. Camera operator must be appropriately attired (dark suit or dress), since the operator may be visible to the congregation.
7. All video equipment must be in place and tested a full 30 minutes prior to the beginning of the marriage celebration. Equipment setup, operation, and packing must be done quietly and discreetly.

#### *PAYMENT OF FEES*

A fee schedule is available from the Administrative Assistant listing the established fees which cover a portion of the expenditures for utilities and maintenance related to the use of the building, the music, and for the Wedding Director. One-half of projected fees will be the deposit necessary to officially place the wedding on the church calendar. The balance is due thirty (30) days before the wedding.

#### *HONORARIUM FOR THE PASTOR*

It is customary to give an honorarium to the pastor performing the marriage celebration. Couples who desire guidance regarding the appropriate amount of the honorarium may discuss this matter with the Wedding Director or Administrative Assistant.

#### *MARRIAGE LICENSE*

The marriage license is to be given to the pastor immediately prior to the marriage celebration. The marriage celebration may not be performed without a valid marriage license.

#### *MISCELLANEOUS*

Smoking and use of tobacco products of any kind in the church building is strictly forbidden. Alcoholic beverages, including champagne toasts in the bride's room, use of alcohol *in or near* the church facilities and drugs of any kind are *strictly forbidden*. It is the responsibility of the persons making arrangements for the wedding to see that all members of the wedding party are informed concerning these matters.

Rice, confetti, bird seed, rose petals (paper or real), etc. are not to be thrown inside or outside the church building.

#### *FLOWERS AND DECORATIONS*

Modest and reasonable decorations may be placed in the Sanctuary by a responsible florist. No decorations are permitted in the choir loft or on the pipe organ. No decorations are permitted on top of or in front of the Lord's table, the pulpit, or the candle stands. The Lord's table, cross, pulpit, and chancel candles may not be removed from the Sanctuary for marriage celebrations.

The two church-owned brass flower stands may be used at no cost. The chancel candle holders are not to be used as flower stands. The chancel candles should be used for the service

and should be lighted prior to the lighting of any other candles. If using candelabra, please provide taper lighters. Aisle candle holders may not be used. Other aisle decorations may be used, provided that they are safely and securely attached to the pews in a manner that does not harm the finish (no nails, tacks, screws, tape or glue). If one flower arrangement is used, it is to be placed at the choir loft level on the right hand side, opposite the pulpit. If two arrangements are used, they are placed on either side of the Lord's table. Space should be left on the platform in front of the Lord's table for the pastor(s), bride and groom, maid/matron of honor and the best man.

A unity candle, if used, must be provided by the florist, and its specific location in the chancel must be approved by the Wedding Director.

Bows may be placed on the family pews. No tacks, pins, nails, glue, or tape of any kind may be used to fasten any decorations to the furniture (including the pews) or the building.

An aisle cloth may not be used.

Care should be taken to insure that the pastor, organist, and other musicians have sufficient light to carry out their responsibilities. Please check the level of light to be used with the organist. Please remember that all floral arrangements and candelabra must be placed in a position so that the organist is able to clearly see the center aisle for the seating of parents and the Processional.

The furniture and floor must be fully protected at all times from moisture and candle wax. Candles must be of the dripless variety and must be in candelabra which catch and contain any possible drippings. *In addition, all areas under and around the candelabra must be completely protected.* The florist will be held financially responsible for any damage done to floors, furniture and the building, and is responsible for the costs involved for the safe removal and/or cleaning of any wax drippings.

Access to the building for decorating is limited to TWO (2) HOURS prior to the scheduled time of the marriage celebration. All decorations must be removed from the Sanctuary building immediately following the marriage celebration (approximately one-half hour from the time of the marriage celebration), and the Sanctuary must be left in the condition in which it was found.

*IMPORTANT PHONE NUMBERS*

Church Office: 214-368-1435  
Church (after hours): 214-368-0185  
FAX: 214-368-1596  
website: [www.upumc.org](http://www.upumc.org)

*ADMINISTRATIVE ASSISTANT*

Wynn Moore  
214-368-1435, Ext. 104 / [WMoore@upumc.org](mailto:WMoore@upumc.org)

*WEDDING DIRECTOR*

Kathy Champion  
214-987-4661 / [championkk@sbcglobal.net](mailto:championkk@sbcglobal.net)

*CHURCH STAFF MEMBERS*

Leighton Bearden, Pastor  
214-368-1435, Ext. 105  
Rebecca Frank, Senior Associate Pastor  
214-368-1435, Ext 113 / [RFrank@upumc.org](mailto:RFrank@upumc.org)  
Larry Ravert, Associate Pastor  
214-368-1435, Ext. 114 / [LRavert@upumc.org](mailto:LRavert@upumc.org)  
Dick Wilson, Associate Pastor  
214-368-1435, Ext. 146 / [DWilson@upumc.org](mailto:DWilson@upumc.org)  
Rachel Baughman, Associate Pastor  
214-368-1435, Ext. 134 / [RBaughman@upumc.org](mailto:RBaughman@upumc.org)  
Jody W. Lindh, Director of Music Ministries  
214-368-1435, Ext. 115 / [JLindh@upumc.org](mailto:JLindh@upumc.org)  
Damin Spritzer, Associate Director of Music Ministries  
214-368-1435, Ext. 107 / [DSpritzer@upumc.org](mailto:DSpritzer@upumc.org)

The pastors and the staff of University Park United Methodist Church wish for you every happiness in your life together and sincerely hope that your wedding will be a sacred and beautiful occasion. Please know that you are always welcome here and that you are encouraged to discuss with one of our pastors your participation, as a newly married couple, in the life of this congregation.

*A CHECK-LIST FOR THE CHURCH WEDDING*

- Contact the Administrative Assistant to inquire about available dates and secure a copy of the Wedding Policy manual. For members, a tentative date may be granted at this time, pending availability of the requested pastor.
- If non-member, make appointment with the Administrative Assistant who will then refer the couple to a pastor of the church.
- Once a pastor's availability and/or recommendation is confirmed, secure official date of wedding (rehearsal, marriage celebration and reception, if at the church) with the Administrative Assistant by signing the *Agreement to the Wedding Policies of University Park United Methodist Church* and by making the deposit equal to one-half of the projected fees.

- Register for the pre-marital counseling course.
- Make appointments for marriage counseling with officiating pastor.
- Make appointment with Wedding Director.
- Make appointment with music staff person assigned as organist.
- Order invitations.
- Make arrangements with the people you employ to assist you: caterer, florist, photographer, video company, etc.
- Contact all your attendants. Provide clear directions in written form concerning all details such as attire, dates, times, and location of the church.
- Obtain a marriage license. (Licenses are valid in Texas for 31 days.)
- Check final details with Wedding Director.
- Confirm location and times of rehearsal and marriage celebration with all those required to attend (maps help).

*Approved: April 30, 1990  
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Dallas, Texas  
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