



First United Methodist Church  
211 West Third Street  
Irving, TX 75060



Phone: 972-253-3531  
Fax: 972-254-2498  
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[www.fumcirving.org](http://www.fumcirving.org)

# First United Methodist Church of Irving



## Wedding Policy Members

Notes

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*First United Methodist Church of Irving*

Wedding Reservation Form

Date of Wedding: \_\_\_\_\_ Time: \_\_\_\_\_

Location:  Sanctuary  Chapel

**Bride's Name:** \_\_\_\_\_

First

Last

Address: \_\_\_\_\_

Street

City

Zip

Phone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email: \_\_\_\_\_

FUMC Church Member: \_\_\_ Yes \_\_\_ No

Parents and Phone: \_\_\_\_\_

**Groom's Name:** \_\_\_\_\_

First

Last

Address: \_\_\_\_\_

Street

City

Zip

Phone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

Email: \_\_\_\_\_

FUMC Church Member: \_\_\_ Yes \_\_\_ No

Parents and Phone: \_\_\_\_\_ (Cell) \_\_\_\_\_

Reception at church:

\_\_\_ Hargrove Hall \_\_\_ Hospitality Room \_\_\_ Family Life Center

Pastor Officiating: \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

I have received and read the First United Methodist Church Wedding Policies.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\* To confirm wedding date and to be placed on the calendar,  
please return and put down your deposit.

First United Methodist Church of Irving

211 West Third Street

Irving, TX 75060

Office – (972)253-3531

Fax – (972)254-2498

www.fumcirving.org

**Pastors**

Rev. Dr. Jack Wallace, Senior Minister, jack@fumcirving.org

Rev. Sammy Hargrove, Associate Pastor Emeritus

**Director of Music & Worship**

David Lee, music@fumcirving.org

**Wedding Coordinator**

Connie Gifford-Herrington, cepghb@gmail.com

214-649-6268




**Office**

Jessica Jones, Administrative Assistant





churchoffice@fumcirving.org





### The Christian Marriage Service

-  A Christian wedding is not just a social event, but is a service of worship in which two persons, in the company of their loved ones and friends, pledge themselves to each other and are united by God.
-  A service of Christian marriage should symbolically emphasize the Christian view of marriage and should therefore be in harmony with the principles of Christian worship.
-  If Holy Communion is desired, it must be open to all persons and never limited to the bride and groom.

### Scheduling a Wedding

-  It is most helpful to schedule your wedding six to nine 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 in the church office and held for 72 hours.
-  A signed agreement of our policies must be returned before it will officially be put on our church calendar.
-  The Wedding Coordinator will assist the officiating Pastor in facilitating the wedding rehearsal and the wedding ceremony.

### Pre-Wedding Counseling

-  Couples desiring one of our Pastors to officiate must attend premarital counseling sessions with the Pastor.
-  The couple is required to schedule the premarital counseling sessions directly with the Pastor.



### WEDDING AGREEMENT

- I understand that should I cancel my wedding less than 6 weeks prior to the scheduled date, the church will retain the booking fee.
- I understand that the Pastor assisted by the Wedding Coordinator will direct the rehearsal and the wedding.
- I understand that it is my responsibility to secure a Pastor.
- I understand that if I use a Pastor not serving at FUMC, I must have the approval of the Senior Pastor of FUMC.
- I understand that FUMC 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 that there is a separate fee for the organist, other musicians and the officiating minister.
- I understand that all music must be reviewed and approved by the music staff of FUMC. The decision of the Director of Music & Worship is final.
- I have read and understand the wedding policies of First United Methodist Church of Irving as printed in the Wedding Policies booklet. I agree to abide by all the rules and guidelines in the wedding policies.







**MEMBERS**

**Wedding & Reception Fee**




Hargrove Hall, Hospitality Room, or Family Life Center  
(150 people)      (150 people)      (300 people)

Chapel \$675.<sup>00</sup> (wedding & reception)  
Sanctuary \$675.<sup>00</sup> (wedding reception)

**Includes:**

-  Building usage, custodial clean up, Wedding Coordinator and sound controller.
-  Honorarium for guest Pastors is the responsibility of the wedding party
-  The wedding fee paid to FUMC does not include soloist or instrumentalist. These services are above and beyond the set wedding fee and should be paid directly to those musicians.
-  The wedding fee is due in full thirty days prior to the wedding.



**Does not include:**

-  FUMC Pianist/Organist ~ \$150.<sup>00</sup>
-  FUMC Pastor ~ Honorarium
-  The use of the Screens in the Sanctuary~\$100.<sup>00</sup>


\*All events and programs must be concluded by 8:30 PM to facilitate set up/clean up for Sunday morning worship service.







**Non-Member Weddings**

-  Unless the bride, groom, parent or guardian is a participating member of First United Methodist Church of Irving for six months prior to scheduling the wedding, the wedding is regarded as one of a non-member.
-  Non-member couples are encouraged to attend our worship services to better understand our worship tradition.

**Wedding Music**

-  Any couple desiring secular music must submit the names of the songs to the Wedding Coordinator 30 days before the wedding.

**The Facilities of the Church**

-  The **Sanctuary** has a seating capacity of **640** people and the center aisle is 60 feet long.
-  The **Chapel** has a seating capacity of **300** people and the center aisle is 90 feet long.
-  The bride and the bridesmaids will have access to the Bride's Room that leads into a restroom.
-  The groom and groomsmen will have access to the Conference Room (Chapel weddings) or the Sacristy (Sanctuary weddings).



**Food and Drink/Alcohol and Tobacco**

- 🎀 Food and drinks are NOT ALLOWED in the Sanctuary, Narthex, or Chapel at any time.
- 🎀 Alcoholic beverages are not to be consumed on church property, nor will anyone under the influence of alcohol or drugs be allowed to participate in the wedding rehearsal, wedding service or wedding reception.
- 🎀 Tobacco will not be used on church property.
- 🎀 The bride and groom are responsible for informing all members of the wedding party of these policies.

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

- 🎀 The church building will be available for setup, decoration and photos 2 hours prior to the ceremony and 20 minutes following the ceremony for additional photos.

**Reception Arrangements**

- 🎀 Wedding reception at FUMC should be scheduled with the Wedding Coordinator.
- 🎀 Saturday night receptions should be completed by 8:30 p.m. At other times, the wedding reception should be concluded within 2 ½ hours of the time the ceremony begins.
- 🎀 A detailed copy of the Catering policies may be found at the back of this packet.



**MEMBERS**

Wedding Fee

Chapel \$500.00 (wedding only)  
 Sanctuary \$500.00 (wedding only)

Includes:

- 🎀 Building usage, custodial clean up, Wedding Coordinator and sound controller.
- 🎀 Honorarium for Pastors is the responsibility of the wedding party
- 🎀 The wedding fee paid to FUMC does not include soloist or instrumentalist. These services are above and beyond the set wedding fee and should be paid directly to those musicians.
- 🎀 The wedding fee is due in full thirty days prior to the wedding.

Does not include:

- 🎀 FUMC Pianist/Organist ~ \$150.00
- 🎀 FUMC Pastor ~ Honorarium
- 🎀 The use of the video screens in the Sanctuary~\$100.00

\*All events and programs must be concluded by 8:30 PM to facilitate set up/clean up for Sunday morning worship service.



### Wedding Receptions

- 🎀 Wedding receptions may be held in Hargrove Hall or the Family Life Center.
- 🎀 Caterers can use the kitchen in the reception halls. The kitchens are equipped with microwaves, ovens, stoves, sinks, refrigerators, freezer and ice machines.
- 🎀 Caterers will be admitted to the church two hours prior to the wedding.
- 🎀 Table coverings, dishes, silver, etc. are to be provided by the caterer, family or friends.
- 🎀 Alcoholic beverages are not permitted in the church building or on church grounds.
- 🎀 Smoking is not allowed in the buildings and discouraged on church grounds.
- 🎀 Caterers are responsible for removing everything that belongs to them immediately after the reception and leaving the church as it was found.



### The Marriage License

- 🎀 The marriage license must be presented to the Pastor at the rehearsal. Weddings may not be performed without a marriage license.
- 🎀 Marriage licenses may be procured no sooner than 30 days before the wedding and no later than 72 hours prior to the wedding. Apply for your license through the County Clerk's Office in any county courthouse in Texas.
- 🎀 After being signed by the Pastor, the license will be mailed from the church office to the County Clerk, on the first business day following the wedding.

### The Wedding Rehearsal

- 🎀 All rehearsals will be facilitated by FUMC's officiating Pastor, guest Pastor or the Wedding Coordinator.
- 🎀 The bride and groom will inform all participants to arrive 15 minutes prior to the rehearsal.
- 🎀 If the Pastor or the Wedding Coordinator perceives a member of the wedding party to be under the influence of alcohol or drugs during the rehearsal or wedding, that individual will immediately be dismissed.
- 🎀 Keep in mind the following as you prepare for the rehearsal:
  - The rehearsal will begin at 6:00 PM the night before your wedding.
  - The rehearsal will last approximately one hour.
  - Parents, bridesmaids, groomsmen, ushers, scripture readers, flower girls, and ring bearers should all attend the rehearsal.
  - All outside musicians and soloists should attend the rehearsal or arrive 1 ½ hours before the wedding.



### Photography and Videotaping

- 🎀 All photography will be approved by the Wedding Coordinator at the time of scheduling.
- 🎀 All photography and videotaping must be done in such a way as not to distract from the spirit of worship.
- 🎀 Photographers may NOT take flash photos after the bride has processed down the aisle.
- 🎀 Flash pictures may ONLY be taken during the recessional.
- 🎀 Any special photography considerations are subject to the approval by the officiating Pastor or Wedding Coordinator. A detailed Photography policy may be found on the next page.

### Personal Valuables

- 🎀 The church is not liable for items that are lost, stolen or damaged.
- 🎀 It is suggested that friends or family members be assigned the responsibility of overseeing valuables such as dresses, purses, silver, and gifts during the wedding and reception.
- 🎀 **Please remove all items from the Bride's room and Groom's room before the wedding begins for security purposes.**



### Wedding Photography

- 🎀 Photographs may be taken before, during and after the wedding.
- 🎀 Pictures made before the ceremony should be completed 30 minutes prior to the beginning of the service. Pictures taken after the service are to be concluded within 20 minutes of the wedding ceremony.
- 🎀 Video recordings are permitted only from the rear of the sanctuary or chapel or in the choir loft from a tripod (no movement). No spotlights on video cameras will be permitted.
- 🎀 No flash photos after the bride has processed down the aisle.
- 🎀 Noise should be avoided in making time exposures, excessive moving, etc.
- 🎀 The photographer may NOT stand on the pews or on chairs.

### Floral Decorations and Arrangements

- 🎀 The church office should be notified in advance of the disposition that you wish to be made of your flower arrangements. Seasonal decorations may not be removed.
- 🎀 Pews and chairs may be marked with ribbon, bows or bouquets, and pew clips or ribbon can be used to attach them. You cannot staple or tape anything to the pews.
- 🎀 Arches and/or decorations of any kind may not block the altar.
- 🎀 When live candles are used they have to be the non-drip candles.