



Crosby United Methodist Church

P. O. Box 1385 - 1334 Runneburg Rd.

Crosby, Texas 77532-1385

**Wedding Policy
Effective 2-1-11
Revised 1-16-19**

Your Wedding at Crosby United Methodist Church

The congregation and staff of Crosby United Methodist Church extend to you their warmest congratulations and best wishes for your wedding. The Service of Marriage is a sacred occasion and every part of it has deep significance. The Minister and staff will be glad to help in the plans and rehearsal so that the service will be most meaningful to your family.

The following guidelines have been prepared and approved by the Trustees and Administrative Council governing the use of the facilities of the Church. The family agrees to assume responsibility for the conduct of the members of the wedding party and guests to assure that the dignity and religious atmosphere of our church is respected and that no physical damage is inflicted on the facilities.

THE SERVICE OF THE EVENT COORDINATOR

The use of our facilities *requires* the services of our Event Coordinator. Our Event Coordinator is not a Wedding Coordinator. Their responsibilities are to act as an agent for CUMC to see that all guidelines are met so to make sure your experience here at CUMC as pleasant and no unexpected issues arise. The fees associated are covered on the last page of this document.

RESERVATIONS

The use of the Church's facilities must be scheduled through the church office during regular business hours (Monday-Thursday, 8:00-3:00, Friday, 9:00-12:00). The request shall be submitted to the Board of Trustees for approval before the date is placed on the church calendar.

Weddings shall not be scheduled on Sundays, holidays, the last two Sundays of December, or during Holy Week. Reservations may be made by church members up to twelve months in advance. Reservations by non-members must be made at least six months prior to the wedding date. Unless the bride or groom, their parents or guardians, or their grandparents are members of Crosby United Methodist Church, the wedding shall be regarded as one of non-members. A \$100 deposit is required to secure the availability of the facilities and all fees and honoraria for building use, minister, organist and/or vocalist, and audio/visual operator shall be due no later than 7 days prior to the wedding date.

THE SERVICE AND THE MINISTER

The Minister of the church shall officiate the approved service; however, it is permissible for a minister from another United Methodist church to assist the minister. The appointed minister of CUMC will offer the invitation to the guest pastor to assist in the ceremony. The Minister's fee is listed on the last page.

It is required that the couple schedule a meeting with the Minister of the church to make plans concerning the service and for a minimum of four weeks of premarital counseling, which is required by The United Methodist Church. Time for this meeting should be set with the minister at least 8 weeks prior to the wedding date.

REHEARSALS

A rehearsal is necessary for all weddings that include music and processional. Approximately one hour is needed, and the time will be arranged at the mutual convenience of the Minister and the bride and groom. Weddings take precedent over rehearsals and thus it may be necessary to change the time of a previously scheduled rehearsal to avoid conflicting with another wedding. The Minister of the church will direct the rehearsal. The Marriage License should be delivered to the minister at this time. The bride shall arrange for all members of the wedding party, including parents, grandparents and ushers to be present at the rehearsal at least 15 minutes prior to the scheduled time.

MUSIC

In keeping with the understanding of the sacred nature of the service, only music appropriate to worship shall be chosen. The Music Director and / or Minister may be consulted on this matter for suggestions. All music shall be cleared in advance through the officiating minister. Musicians may be invited only upon the approval of the Music Director and/or Minister. The Music Director may suggest vocalists if necessary. Arrangements and fees are handled directly with all the individuals involved.

AUDIO/VISUAL EQUIPMENT

Due to training necessary to operate the sanctuary's audio/visual system equipment, only those approved by the church will be allowed to operate the sound system in the sanctuary and the sound equipment in the Family Life Center. There is a fee associated with this service and covered on the last page.

PHOTOGRAPHY

The photographer, as well as guests and family members, shall take no flash pictures in the Sanctuary during the service. Pictures may be taken before and after the ceremony in any part of the building. It is suggested that some photographs be made prior to the wedding, thus reducing the time guests are kept waiting if a reception is to follow. The service begins with the prelude and ends with the recessional. Time exposures may be taken from the back of the Sanctuary. A video may be shot with the consent of the Minister from a place agreeable to him / her. No extra floodlights may be used. The Minister will be

available, if requested, to re-enact the service for photos after the service is concluded. At no time during the ceremony should the presence of a photographer or videographer be obvious to the guests. The bride is responsible for seeing that the photographer is notified of these instructions.

FLORAL ARRANGEMENTS/DECORATIONS

All decorations shall be in keeping with the church and its appointments. The Altar is the center of worship and no flowers or decorations will be placed in front of the Altar. A simple setting will be more appropriate than extreme adornment.

Decorations and / or flower arrangements must be placed to leave walk space for the Minister and others involved in the ceremony. No tacks, pins, nails, glue, staples or tape shall be used to fasten any decoration to the pews or to any other church furniture. Furnishings in the church building shall not be moved. To protect furniture and carpets, plastic must be used under candle areas.

The florist shall call the church office at least one week prior to the wedding date to set a time for decorating the church facilities. Decorations must be completed at least one hour prior to the start of the wedding ceremony. The florist is expected to remove all decorations and equipment immediately following the ceremony. The wedding flowers may be left for the Sunday morning service as long as arrangements have been made with the church office prior to the wedding. The bride is responsible for seeing that the florist is notified of these instructions.

RECEPTION: The caterer and family are responsible for leaving the facilities clean and orderly.

OTHER INFORMATION

Rooms are available for the bridal party to use for dressing. It will be the responsibility of the wedding party to insure that all clothing, hangers, laundry bags and personal items are removed from the designated changing rooms at the conclusion of the wedding and / or reception. The church will not be held liable for any such items if stolen, lost or damaged.

All principles of the wedding should be on the premises no later than thirty minutes before the appointed hour of the wedding.

No alcoholic beverages may be used on the church premises as a part of the celebration of marriage. **NO EXCEPTIONS.** The officiating minister may refuse to perform a service at which a member of the wedding party is under the influence of alcohol. No smoking is allowed in any of the church buildings.

Use of food or drinks, shall be confined to the kitchen, fellowship hall or family life center. The use of rice and birdseed is strictly prohibited on church property.

CHARGES AND FEES: It is not intended that a profit be made on the use of the church facilities, but it is necessary that the church be reimbursed for the expenses incurred through usage of the facilities. There is a \$100 refundable deposit for the Fellowship Hall and a \$250 refundable deposit for the use of the Family Life Center. This is required for both members and non-members. Other sections of our facility may be used, subject to availability, if reserved under the Building Use Policy.

Weddings, Receptions, Rehearsal Dinners and Bridal Showers are considered to be private parties and as such are subject to the Building Use Policy. A statement of other fees is attached.

The church reserves the right to ask for additional reimbursement in case of damage to facilities or unauthorized removal of any church equipment. Any utility usage over a standard timeframe may result in an extra charge.

If you have any questions regarding this Wedding Policy, please call the church office at 281-328-2616.

Fees:

Weddings	CUMC Member	Non-member
Sanctuary Only, Narthex, Bride's Room, Groom's Room, Restrooms		
Rental Fee	No Charge	\$750.00
Utility Fee	\$225.00	\$225.00
Custodial Fee	\$180.00	\$175.00
Minister Fee includes pre-marital counseling, rehearsal, wedding		
	\$300.00	\$400.00
Audio/Visual Operator	\$ 125.00	\$175.00
Event Coordinator	\$300.00	\$450.00
Fellowship Hall only (maximum 4 hours)		
Rental Fee	No Charge	\$425.00
Utility Fee	\$125.00	\$125.00
Custodial Fee	\$125.00	\$175.00
Event Coordinator	\$125.00	\$200.00
Fellowship Hall and Kitchen Privileges (maximum 4 hours)		
Rental Fee	No Charge	\$525.00
Utility Fee	\$125.00	\$125.00
Custodial Fee	\$150.00	\$175.00
Event Coordinator	\$125.00	\$200.00
Family Life Center only (maximum 4 hours)		
Rental Fee	No Charge	\$750.00
Utility Fee	\$175.00	\$175.00
Custodial Fee	\$175.00	\$250.00
Event Coordinator	\$125.00	\$200.00
Family Life Center and Kitchen Privileges (maximum 4 hours)		

Rental Fee	No Charge	\$850.00
Utility Fee	\$200.00	\$200.00
Custodial Fee	\$200.00	\$250.00
Event Coordinator	\$125.00	\$200.00
Deposit for Fellowship Hall	\$100.00	\$100.00
Deposit for Family Life Center	\$250.00	\$250.00

(Deposits are refundable if facilities are left in acceptable undamaged condition.)

