Weddings

Policies & Procedures

Lake Highlands United Methodist Church
9015 Plano Road at McCree
214-348-6600

Wedding Policies and Procedures

Lake Highlands United Methodist Church is pleased to have our facilities available for your wedding. We will extend every possible courtesy to you and hope that your ceremony is as beautiful as you dream. In order that we may assist your wedding party in their use of our facilities to the best possible advantage, the following policies and procedures have been established. We ask that you read the policies and procedures and acknowledge and agree to abide by them by signing and returning the Acknowledgment of Services page by fax to 214-349-0888 or by mail to the address given, to the attention of the Wedding Coordinator, Mindy Clark.

The Marriage Service

A wedding in our Sanctuary or the Marshall Chapel is always a Christian worship service. The ceremony is one of the most sacred and beautiful of all the worship services of the Church. In this setting, a man and a woman in the company of their loved ones and friends pledge themselves to each other as husband and wife under the blessings of God, and they are united by God in Holy Marriage.

A service of Christian Marriage should explicitly and symbolically reflect the Christian view of marriage. Customarily, "The Marriage Service" found in *The Book of Worship* of the United Methodist Church, will be followed.

The Facilities of the Church

Lake Highlands United Methodist Church has services available to support large and small wedding ceremonies.

The Sanctuary	has a seating capacity of 550. There is a beautiful Robert Sipe pipe organ in the front of the Sanctuary. There is a single center aisle.
Chapel	is ideal for small weddings with a seating capacity of 60. There are 8 pews on each side and a center aisle.
Great Hall	is appropriate for contemporary services and can accommodate seating for 350.
Fellowship Hall	an informal setting that can accommodate seating for 125 or can be used as a dining facility for medium wedding receptions.

Scheduling

The Church Wedding Coordinator will schedule your wedding on the master calendar for weddings. Reservations are scheduled for the wedding facility, rehearsal, and/or reception.

One of the LHUMC ministers will be scheduled for your ceremony. (Refer to information about the role of the Minister).

Public announcements of your wedding at the Church may not be made until the scheduling is complete. At the time the reservations are made, a deposit will be required to secure your date, time and chosen facility.

Weddings or rehearsals cannot be scheduled on days when the Church is officially closed, worship services are scheduled, or on Church recognized holidays, e.g., Holy Week (Palm Sunday through Easter Sunday), Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Years Eve, New Years Day and other scheduled special services.

All schedules are based on availability. Please contact the Wedding Coordinator to schedule your wedding.

Flowers and Decorations

Policies and Procedures

We ask that the florist conform to our policies and procedures. It is your responsibility to inform the florist of these requirements as you make your plans.

Sanctuary

So that the Sanctuary furnishings will not be damaged, decorations must not be attached to the pews or other furnishings by pinning, gluing, nailing or tacking. No tape of any kind may be used. Bows may be fastened to the ends of the pews by ribbons, covered pipe stem cleaners or rubber bands.

No hanging vines or other greenery may be hung from the walls or furniture.

The scattering of rice, bird seed, real petals, flowers, etc. is not permitted for safety reasons. Only silk flower petals are allowed to be down the aisle by the Flower Girl.

An aisle cloth may not be used.

The altar, baptismal font, pulpit and chancel furnishings, including the flower pedestals, are not to be moved or obscured by decorations.

There are four (4) candelabrum that may be used.

Use of a Unity Candle is permitted and must be arranged with the Wedding Coordinator. These candles are not provided by the Church. The candles must be dripless. The floor must be protected under all candles.

No other candles may be used.

Florist may deliver flowers two hours before the wedding.

Marshall Chapel

So that the Chapel furnishings will not be damaged, decorations must not be attached to the pews, carpeting or other furnishings by pinning, gluing, nailing or tacking. No tape of any kind may be used. Bows may be fastened to the ends of the pews by ribbons, covered pipe stem cleaners or rubber bands.

No hanging vines or other greenery may be hung from the walls or furniture.

The scattering of rice, bird seeds, real petals, flowers, etc. is not permitted for safety reasons.

An aisle cloth may not be used.

The altar and chancel furnishings are not to be moved, removed or obscured.

There are two candlesticks on the altar. Candelabrum may be used.

Use of a Unity Candle is permitted and must be arranged with the Wedding Coordinator. These candles are not provided by the Church. The candles must be dripless.

No other candles may be used in the Chapel.

Please give these two pages (5 & 6) to your Florist

The Role of the Minister

All weddings at Lake Highlands United Methodist Church will be conducted by members of the United Methodist clergy. One of the clergy staff of LHUMC will be assigned to each wedding. Members may request any of the clergy staff to perform their wedding. Non-member weddings will be assigned a clergy staff member according to the church's schedule.

Upon request, a LHUMC officiating minister may invite another ordained minister to assist in the wedding. The LHUMC officiating minister will establish the role of this assisting minister.

Pre-marital conferencing between the couple and LHUMC clergy is required before the wedding may be held at the church. Couples should contact the officiating minister to schedule these conferences. The officiating minister must approve the Order of Worship, scriptures, music, and all bulletins before final printing.

If you include the sacrament of Communion in your service, the elements (juice and bread) for the service must be provided by the bride and groom. The linens, chalice and paten will be provided by LHUMC and will remain the property of the church. The Officiating minister or the Wedding Coordinator can advise you as to where to purchase the elements.

The Role of the Wedding Coordinator

The Wedding Coordinator is provided by the Church to assist the couple with their wedding plans, to conduct the rehearsal, and to coordinate the ceremony. The Coordinator is here to help make your wedding as special as possible and to guide the bride and groom regarding any limitations in reference to Church Policy. The Wedding Coordinator is the source of information regarding wedding procedures at our Church and can answer many questions about florists, photographers, videographers, and caterers.

If the bride has employed an outside Wedding Planner, he/she must contact the Wedding Coordinator no less than 2 weeks prior to the scheduled wedding.

The Wedding Coordinator must be contacted to book the wedding and schedule all activities.

Music

The Minister of Music at Lake Highlands United Methodist Church will be very helpful to you as you plan the music for your wedding. Keep in mind that a marriage service in the Church is always a Christian worship service, and only music suitable for Christian worship maybe used. If solos are sung, the lyrics should reflect the praise or presence of God.

All decisions regarding appropriateness of the music are the specific responsibility of the Minister of Music. Tanya Allen can be reached at the church by calling 214.348.6600.

Organist
The Organist of Lake Highlands Church will play for all weddings. We ask that you contact the organist at least one month before the wedding to arrange this music. If necessary, a consultation may be arranged with the Organist, by appointment, to listen to music that may be used for the ceremony.

The Organist attends wedding rehearsals. Rehearsals with a soloist are scheduled at other times.

Vocalist
The Minister of Music can make arrangements for one of our vocalists to sing for your wedding. If you choose your own vocalist, please choose someone who has experience singing solos. You or your vocalist should provide the necessary sheet music. Plan ahead for it may take several weeks to get music which has to be ordered. All songs to be sung must be approved by the Minister of Music. The vocalist is expected to know the music before the rehearsal with the Organist. Any solos sung during the ceremony should be discussed with the Minister.

Instrumentalist
Various instruments may be used upon approval by the Minister of Music. Fees for these musicians will vary.

Fees
Fees for music are not included in the price of your wedding. The Minister of Music will determine all fees associated with your special day according to your needs.

Any sound, stands, microphones or technical needs must be discussed with the Wedding Coordinator.

Photography/Videography

Policies and Procedures

Pictures at the time of the wedding are important and the Wedding Coordinator and the Minister in charge will cooperate in every way possible. We ask the photographer(s) to conform to our policies and procedures that have been established by our Administrative Council and Staff.

No flash photographs or video lighting equipment may be used during the ceremony.

Video tape equipment must be confined to the rear of the Chapel or of the Sanctuary. No equipment is permitted around the altar area during the service.

In the Sanctuary, permission must be obtained from the sound technician for use of a wireless microphone.

Pictures without flash or other lighting equipment may be taken from the narthex of the Chapel or the Sanctuary balcony during the ceremony, providing there is no noise or other distraction.

Photographs with flash may be made from the narthex as the recessional is in progress.

Following the ceremony, the wedding party may return for pictures. Flash and other lighting equipment may be used at that time.

Photographs of the wedding party may be taken with flash in the narthex or in the aisle preceding the ceremony, provided the photographer stays behind where the guests are seated.

Photographs of the wedding party taken before the wedding must conclude 30 minutes prior to the beginning of the service to expedite the seating of your guests and to insure the prompt start of your wedding service. The coordinator may remind the party of the time, and we ask that you adhere to her request.

Please give this page (14) to your Photographer/Videogapher

Rehearsals

The wedding rehearsal is an integral part of the preparation of a wedding and should proceed in a reverent manner. The purpose of the rehearsal is to familiarize the wedding party with the procedures for the wedding so as to enable them to be as comfortable as possible with the arrangements and to enhance the beauty of your ceremony. The Wedding Coordinator is in charge of the rehearsal.

It is imperative that the rehearsal begin promptly at the scheduled time.

One hour will be reserved for rehearsals.

The Church facility cannot be held after the scheduled time since there are often other rehearsals scheduled for a particular day.

This is your special day and we know that you will want your wedding to flow smoothly. Please encourage your wedding party to be on time for the rehearsal and follow the Wedding Coordinator's instructions.

Special Notices

Under no circumstances will alcoholic beverages be permitted on the premises. No one under the influence of alcohol will be allowed to participate in the rehearsal or be in attendance at the wedding.

Smoking on the premises is prohibited.

Throwing of rice, bird seed or rose petals is not allowed due to liability.

Adherence to these policies and procedures is mandatory. A penalty fee of $500 will be charged for blatant disregard of policy. Any damages of the premises will be the responsibility of the booking party.

The Church cannot accept delivery of any wedding attire.

The Church cannot be responsible for personal items such as clothing, jewelry, cameras, purses, or silver which may be brought to the Church. It is strongly recommended that all valuables used in the dressing areas be removed by a designated person to a specific car for safe keeping during the ceremony.

Child care is not provided for weddings.

It is the responsibility of the person making the arrangements for the wedding to see that all members and guests of the wedding are informed of Church policies.

Parking is available on the church grounds. If you are having a large wedding, it is recommended that you hire a Police Officer to assist people who may park across Piano Road at McCree Park.

Established Fees

A deposit secures your date, time and chosen facility. The balance is due 30 days prior to the ceremony.

The Wedding Coordinator will prepare a statement of fees for services provided by the Church.

Cancellation Policy

In the event of a cancellation within the first 30 days from the date of booking, a refund will be made, less a service fee of $100. The deposit will not be refunded for cancellations made more than 30 days after the original booking date.