

WEDDING AND WEDDING RECEPTION POLICIES
Chambersville United Methodist Church



Contacting the Church

The minister generally can be reach by phone. Pastor Phil D. Mercer cell phone number is 972-940-6005 or home is 972-867-6005.

Address: Chambersville Church and Community Center
6869 County Road 206
McKinney, TX 75071

The administrator of the Chambersville Community Center is Gene Adkins and can be reached at 972-837-4248. If Mr. Adkins is out of town call Jim Drury at 972-838-4576.

RENTAL FEES MUST BE PAID PRIOR TO CONFIRMATION OF FACILITIES RENTAL AND TURNED IN WITH RENTAL FORM.

NON-REFUNDABLE CLEANING FEE FOR WEDDINGS AND RECEPTIONS IS TO BE PAID PRIOR TO CONFIRMATION OF RENTAL.

immediate persons participating in the wedding for close observance.

florist/ caterer/ consultant/ photographer to abide by. This will help in the maintenance of our facilities and everyone will have a uniform policy to follow. We are glad to have you involved in this process.

The minister representing the church is always in complete charge of the wedding ceremony. Wedding consultants, bridal secretaries, caterers, florist, and photographers must confer with the minister regarding plans for the ceremony. The wedding rehearsal is customarily held the evening before the wedding.

No greenery, flowers or other decorations may be hung from the walls or over the furniture.

If candles are to be used, they must be the drip less variety and must be in holders which will catch and contain the drippings. The floor and the carpet must be thoroughly protected. Candles may be used in the chancel area only. Florists will be held responsible for cleaning of the wax from the floors, carpets and furniture in every case. The church does not furnish candelabras.

Use of a unity candle is permitted, provided the florist has the three branch free standing professional candelabra.

All decorations, flowers and other equipment must be removed from the church building immediately following the ceremony, unless the flowers are to be used for Sunday morning worship service.

Each florist shall leave the area clean and arranged as it was found.

Florists, caterers and their employees are prohibited from the use of obscene language, discourteous actions, smoking or drinking in any part of the buildings. Caterers and florist should know that the Fellowship Hall is open only as scheduled. Chambersville sanctuary remains open only as scheduled.

Alcoholic Beverages

Under NO circumstances is alcohol to be brought onto church premises! This includes either church sanctuary or in the Chambersville Community Center.

Miscellaneous

Smoking in all church buildings is prohibited. It is the responsibility of the person making the arrangements for the wedding to see that all members of the wedding party are informed concerning this matter.

The bride and groom are to be showered with bird seed only outside the building as they leave. Do not distribute birdseed until everyone is outside. No throwing material should be distributed inside the building.

The bride and her attendants may use the Children's Sunday School Room for dressing before and after the ceremony. The groom and his attendants may use the Adult Sunday School Room. These rooms are to be left the way they were found as well as any supplies used from these rooms replaced.

Responsibility for Safekeeping of Personal Items

Every possible effort will be made to protect personal items such as wedding dress, purses, jewelry, etc. but the church cannot be responsible for such items if lost, stolen or damaged. It is suggested that all personal items be checked to one of the

WEDDING AND WEDDING RECEPTION POLICIES

Chambersville United Methodist Churches

Purpose

The Christian wedding service is a service of worship. To insure clarity of meaning of the wedding as a service of worship. The Chambersville United Methodist Church United Methodist Church have established the following policies for the expression of ministry of the church for those seeking to be joined in Holy Matrimony.

Arrangements

Proposed dates for use of the church sanctuary need to be made with the Pastor. Dates may be cleared by telephone, but are not considered confirmed until a meeting with the Pastor has been conducted.

Proposed dates for use of the Chambersville Community Center must be cleared through the administrator, Gene Adkins at (972) 837-4248 or Jim Drury at (972) 838-4576.

Facilities Available

For Weddings:

Chambersville UMC sanctuary seats 150

For Receptions:

Chambersville Community Center seats 250

Dates excluded:

No services may be held during Holy week, New Year's Day, Memorial Day, July 4, Labor Day, Saturday before Thanksgiving Day, Thanksgiving Day, Christmas Eve and Christmas Day. Services during the last two weeks of the year should also be avoided.

CHURCH RENTAL FEES
PAID AT TIME OF CONFIRMATION

WEDDING CEREMONY WEDDING RECEPTION	MEMBERS	NON-MEMBERS
Sanctuary	No Charge	\$200
Minister	No Charge, however, a monetary gift usually given	\$150
Chambersville Community Center	\$50 per day	\$200 per day
NON REFUNDABLE CLEANING FEE	\$250	
SPECIAL OCCASIONS (Reunions; Parties; Private Functions/Meetings; Kitchen Rental; etc.)	MEMBERS	NON-MEMBERS
Chambersville Community Center	\$50 per day	\$175 per day

Pre-Marital Counseling

All couples to be married at the Chambersville United Methodist Church are expected to arrange for pre-marital counseling with the officiating minister at a time suitable to all concerned. The pastor of the Chambersville Church must be consulted if another minister is to officiate at the ceremony. In most cases the pastor of the Chambersville Church will be present during ceremonies conducted by visiting ministers.

Wedding Music

There is a piano in each sanctuary, but neither church makes arrangements for music at the wedding service. As a guideline we suggest that sacred rather than secular must be used during the

wedding ceremony. Secular music is appropriate and may be used at the reception. Instrumental groups such as string quartets, woodwind quintets are permissible, but “pop”, or “rock” and/or combos are inappropriate for weddings. Musical selection should be discussed with the minister.

ALL FACILITIES ARE NON-SMOKING AND NO ALCHOLIC BEVERAGES ALLOWED.

ANY DAMAGES TO FACILITIES ARE RESPONSIBILITY OF BRIDE AND GROOM OR PERSON MAKING ARRANGEMENTS.

Photographs

Cameras with flash attachments or other kinds of external lighting will not be allowed in the sanctuary during the progress of the sacred service. Photographs may be made prior to the beginning of the ceremony or after the service. The wedding party may return to the altar after the ceremony for pictures, if they so desire. Videotaping is permissible in consultation with the minister.

Rehearsals

Members of the wedding party are reminded that throughout the entire rehearsal they are in a holy place, dedicated to the worship of God. Rehearsals should begin properly and should be conducted in a quiet, dignified and reverent manner. No rehearsal will be conducted when any member of the wedding party is under the influence of alcoholic beverages or drugs. One hour will be set aside for the wedding rehearsal. Church staff will not be expected to remain after that time. The minister is in charge of the rehearsal, unless he/she designates someone else.

Flowers or Decorations in the Sanctuary

The decorations are an important part of the wedding and the church and the minister in charge wants to cooperate in every way. However, there are a few special requests that we ask the

COMPLETE & RETURN TO PASTOR OR COMMUNITY CENTER ADMINISTRATOR WITH FULL RENTAL PAYMENTMADE PRIOR TO CONFIRMATION.

PERSON RESPONSIBILE FOR RENTAL;

CURRENT ADDRESS:

FUTURE ADDRESS:

CELL PHONE #: _____

HOME PHONE # _____

I HAVE READ THE WEDDING AND WEDDING RECEPTION POLICIES AND AGREE WITH THESE POLICIES AND WILL BE RESPONSIBLE FOR FEES DUE AS WELL AS ANY DAMAGE TO FACILITIES OR REPLACEMENT OF SUPPLIES USED.

SIGNATURE OF RESPONSIBLE PARTY/PARTIES

COMPLETE & RETURN TO PASTOR OR COMMUNITY CENTER ADMINISTRATOR WITH FULL RENTAL PAYMENTMADE PRIOR TO CONFIRMATION.

PERSON RESPONSIBILE FOR RENTAL;

CURRENT ADDRESS:

FUTURE ADDRESS:

CELL PHONE #: _____

HOME PHONE # _____

I HAVE READ THE WEDDING AND WEDDING RECEPTION POLICIES AND AGREE WITH THESE POLICIES AND WILL BE RESPONSIBLE FOR FEES DUE AS WELL AS ANY DAMAGE TO FACILITIES OR REPLACEMENT OF SUPPLIES USED.

SIGNATURE OF RESPONSIBLE PARTY/PARTIES