

Greenland Hills United Methodist Church Wedding Policy



*We are grateful that you are considering having your wedding at
Greenland Hills United Methodist Church.
Our goal is to provide both the personnel and the setting which
will uphold the sacred worship service of Christian marriage.*

Table of Contents

Scheduling of Weddings -----	2
Facilities Available-----	2
Definition of Member-----	2
Member Scheduling Policies -----	2
Definition of Non-Member -----	2
Non-Member Scheduling Policies-----	2
Scheduling a Wedding Date -----	3
Pre-Marital Counseling and Who Can Officiate your Wedding	3
Established Fees for Weddings and Receptions -----	3
Payment of Fees-----	4
Refunding of Fees-----	4
Damage Deposit -----	4
Sanctuary Requirements -----	5
Reception in Glory Be Hall Requirements -----	6
Obtaining the Marriage License -----	7
Right of Refusal -----	7
Drugs and Alcohol-----	8
Safekeeping of Personal Items -----	8
December Weddings -----	8
Children -----	8
Wedding Coordinator-----	9
Wedding Ceremony-----	9
Music-----	9
Wedding Rehearsals -----	9
Wedding Send-Off-----	10
Dressing Areas -----	10
Parking-----	10
Photographs-----	10
Video-----	11

Scheduling of Weddings

The scheduling of a wedding is arranged by contacting our Administrative Assistant, Trish Major at 214.826.2060 or emailing info.greenlandhills.org.

At this time we are only able to accommodate weddings on Saturdays with a rehearsal on the Friday night before the wedding. Saturday weddings can occur between the hours of 11:00 am and 7:00 pm. Rehearsals on Friday evenings will be scheduled at 5:30 or 6:00 p.m.

The wedding party may arrive 90 minutes before the scheduled time of the wedding and must be out 90 minutes after the scheduled time, unless the reception is also at the church (see further information about a reception in this document).

Facilities Available

For your ceremony:

Sanctuary – Capacity: 175

For your reception:

Glory Be Hall – Capacity: 150

(For photos of the facilities, please visit our wedding page on our website.)

Definition of Member

For purposes of this policy document, “member” can be either partner, or their parents. The term “member” denotes persons who have been official members for more than a year at the time of scheduling.

Member Scheduling Policies

Members of Greenland Hills United Methodist Church may reserve GHUMC facilities as far in advance of the ceremony as they wish.

Definition of Non-Member

Non-members are persons who either do not attend GHUMC or who have been official members for less than a year at the time of scheduling.

Non-Member Scheduling Policies

Non-members may schedule their weddings not more than one year prior to the ceremony.

Scheduling a Wedding Date

Tentative dates may be checked by telephone (214.826.2060) or email (info.greenlandhills.org) and can be held for one week by members. Arrangements must be completed and finalized during this one-week period by a responsible member of the wedding party acting on the couple's behalf. This is accomplished by coming to the church in person during regular office hours (Monday-Friday 9:00 a.m. – 1:45 p.m.) for the purpose of signing a contract. Appointments are encouraged to ensure that our administrative assistant will be present when you come by. Appointments may be made during regular office hours by calling 214-826-2060 or by emailing info@greenlandhills.org

Pre-Marital Counseling and Who Can Officiate Your Wedding

The minister at Greenland Hills will schedule at least 3 appointments for pre-marital counseling prior to the ceremony and oversees all weddings at Greenland Hills. Guest Pastors from other Methodist churches may, at the discretion of the minister at Greenland Hills, oversee your premarital counseling and officiate at the wedding ceremony. Upon invitation of the minister at Greenland Hills, ministers from other denominations may assist the minister at Greenland Hills in the wedding ceremony.

Established Fees for the Wedding Ceremony and Reception

After the \$100 reservation fee and \$200 refundable damage deposit are paid, these are the costs. Fees for **non-members** and for those persons who have been members for less than one year at Greenland Hills United Methodist Church at the time of scheduling are as follows and are due 30 days before the wedding:

The Sanctuary Only fee of \$1,450 includes the use of the Sanctuary, two dressing rooms for both partners and their respected party members for 90 minutes prior to the ceremony to 90 minutes after the scheduled start of the ceremony. Included is help with set-up, the services of a Greenland Hills Wedding Coordinator (required), and the pianist (wedding ceremony only). It is required that the Greenland Hills pianist be retained as pianist for weddings unless he is not available. Also included is the Greenland Hills minister including a minimum of three appointments for premarital counseling. If additional time is needed prior to the wedding ceremony, the Greenland Hills Wedding Coordinator's fee is \$50 per hour.

The Glory Be Hall fee for a reception is \$750. The reception can last no longer than 4 hours from the beginning of the wedding ceremony and cannot last past 11:00 pm. This fee includes the use of tables (round and rectangle), chairs, and the AV system with projection screen. This fee also includes a wedding reception facilitator on the day of your reception that will help with any needs you may have. Set-up for the reception can begin three hours prior to the wedding time.

After the \$100 reservation fee and \$200 refundable damage deposit are paid, these are the costs. For those persons who have been **members** for a year or more at the time of scheduling, the fees are as follows and are due 30 days before the wedding:

The Sanctuary Only fee of \$850 includes the use of the Sanctuary, two dressing rooms for both partners and their respected party members for 90 minutes prior to the ceremony to 90 minutes after the scheduled start of the ceremony. Included is help with set-up, the services of a Greenland Hills Wedding Coordinator (required) and the pianist (wedding ceremony only). It is required that the Greenland Hills pianist be retained as pianist for weddings unless he is not available. Also included is the Greenland Hills minister including a minimum of three appointments for premarital counseling. This fee for members covers the cleaning costs for the Sanctuary.

The Glory Be Hall fees for a member reception is \$500. The reception can last no longer than 4 hours from the beginning of the wedding ceremony and cannot last past 11:00 pm. This fee includes the use of tables (round and rectangle), chairs and the AV system with projection screen. This fee also includes a wedding reception facilitator on the day of your reception that will help with any needs you may have. Set-up for the reception can begin three hours prior to the wedding time.

Payment of Fees

The \$100 reservation fee and \$200 refundable damage deposit are due when the wedding is scheduled. These are to be paid in two separate checks to GHUMC. The fees for the sanctuary, wedding coordinator, pianist and minister are to be paid 30 days prior to the wedding. Separate checks are to be made to all parties involved.

Refunding of Fees

Refunds shall be made to those who cancel at least thirty (30) days in advance of their scheduled date. The initial reservation fee of \$100 will be retained by the church for administrative costs.

Damage Deposit

A refundable damage deposit of \$200 is also required at the time of booking your wedding and/or reception. We must require this deposit in the event that any damage to the facility is incurred during your wedding or reception. If no damage to the facility or grounds occurs during your wedding or reception, the deposit will be returned to you in full through the mail the day after your wedding and/or reception. Please keep in mind that if the beginning of the wedding ceremony is delayed for more than ten minutes, a fee of \$3 per minute will be deducted from the damage deposit to cover additional musician costs. We thank you for your understanding. Prior to the wedding ceremony a responsible representative of the wedding party may request a visual review of the Sanctuary or Glory Be Hall to note any existing damage or blemishes.

Sanctuary Requirements

-Candles can be used in the chancel area (the area at the front of the Sanctuary with wood flooring) **but must be non-drip candles or contained in glass containers so that no wax will drip on the floors.**

-No candles may be placed in the carpeted area of the Sanctuary, including the narthex (foyer area). No candles may be attached to the pews or carried in the aisles.

-No tape, tacks, pins, glue, or nails may be applied to the floors, or any structure in the Sanctuary, including the pulpit, communion table, pews or door. Flowers or other decorations may be secured to the pews by tying with fabric or string. We have 26 pews in our sanctuary, 13 on each side.

-An aisle runner may be used.

-Real flower petals may be dropped in the center isle only if an isle runner is used. Otherwise, fabric petals must be dropped in order to protect the carpet.

-Nothing may be placed upon the piano.

-The choir chairs must remain in the Sanctuary as they are set up, but can be moved back against each other to create more space.

-The pulpit and piano cannot be moved.

-The altar (communion table) must remain in the chancel area, but can be moved to the top level of the chancel in front of the choir chairs to create

more space for the wedding party.

-Any liturgical cloths or banners in the chancel area can be removed for the ceremony but must be removed by the church's Wedding Coordinator. (See the exceptions for December weddings.)

-Flowers or other decorations must be removed after the wedding.

-Wedding party is responsible for any damage done to the building and/or furniture. Damage deposits may be held, if necessary, to satisfy damages by florists.

Reception in Glory Be Hall Requirements

The fee for your reception includes a reception facilities coordinator. This person is available to help your coordinator on the day of the wedding but will not plan your reception in advance or perform set up duties.

Reception Items Included:

- 18 Round Tables
- 12 and 6 foot Rectangular Tables
- Chairs
- Electrically ignited gas Fireplace
- Beautiful Lighting
- Outside lawn space

You must set this room up yourself. No chairs or tables from the church may be used outside; you must provide your own tables and chairs for outside.

Use of the Kitchen:

Any kitchen items used must be returned in a clean condition. The kitchen itself must be cleaned after use.

Use of the Kitchenette (adjacent to Glory Be Hall in the hallway):

A sink and an ice machine are available; note that the ice machine is very small – for a large reception you may want to bring your own ice and store in the main kitchen.

AV equipment:

Use of the AV equipment is allowed. Any needs for this AV equipment must be communicated to your Greenland Hills Wedding and Reception Coordinator at least one month in advance of your reception. The Reception Coordinator may not serve as a "DJ" or facilitate the music but can simply make sure all the equipment is up and running.

Included:

- 2 wireless mics
- 2 handheld mics
- Built-in sound system capable of supporting a small band/group of musicians

- CD Player/iPod capability
- Screen and projector (the projector has to be in the center of the room on a cart, so keep this in mind if you want to show a video or slide show, as you will need room for a cart or table in the middle of the room).

Set-Up:

You must set up your own tables and chairs in Glory Be Hall. They are all available to you in closets in the room and are easy to set up with a group to help. Tablecloths are not available at GHUMC.

Clean-Up:

You must remove all items that you bring for your reception and leave Glory Be Hall in a clean condition. The wedding party must take down the tables and chairs and return them to the storage closets in the room. All flowers, decorations, food and drink items must be removed by the time you leave. GHUMC will be responsible for vacuuming the carpet.

Any tables and chairs or decorations used outside on the lawn must be removed by you and cleaned up by the time you leave.

Any cleanup required by Greenland Hills beyond vacuuming of the carpet will be deducted from the damage deposit.

Obtaining the Marriage License

How Do I Get A Marriage License?

Marriage licenses are issued and filed at the county level, and marriage registration is primarily a county-level function. A couple that intends to be married in Texas must apply in person for a marriage license at a Texas County Clerk's office. The application for a license must be signed by both partners in the presence of the county clerk. If this is not possible, any adult or the other applicant may apply on behalf of the absent applicant (certain terms must be met, contact your County Clerk for details). Applications must be filled out and Social Security numbers and proof of age and identity must be shown. (Certified Birth Certificate, Drivers License).

Online Applications

Marriage applications may also be started online. Once the application is submitted, the applicants must go to the County Clerk's office to pay the required filing fee and then obtain their license.

How Long Must I Wait Between The Time I Get My License and The Actual Ceremony?

There must be at least 72 hours between the date and time of day of issuance of a license and the time the ceremony occurs (i.e., the license must be 72 hours old at the time of the wedding) unless one applicant is on active duty in the

armed forces, or a waiver is granted. See County Clerk for more details. A marriage license is valid for only 30 days, so with the 72-hour waiting period, there is only a 27-day period in which the marriage ceremony can take place.

Right of Refusal

All weddings at the church take place at the discretion of GHUMC. GHUMC reserves the right to refuse to book weddings at any time.

Drug and Alcohol Policy

Smoking in Greenland Hills United Methodist Church is forbidden. Alcoholic beverages or drugs of any kind are forbidden anywhere on the premises. This includes the parking lots and dressing rooms. The officiating minister may refuse to perform a wedding at which a member of the wedding party is under the influence of alcohol or drugs. If any of the wedding party appears to be intoxicated, our minister at GHUMC or guest minister reserves the right to refuse to participate in the marriage ceremony and possibly cancel the wedding. If GHUMC cancels a wedding due to this policy, no fees will be returned and the deposit will be retained.

The only exception to this alcohol policy is that one champagne toast for guests at the reception in Glory Be Hall is permissible as long as the church is treated with the appropriate decorum.

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. GHUMC also prohibits the carrying of guns or weapons onto its property as specified by Texas State law. Anyone found in violation of this policy will be escorted off the grounds.

Safekeeping of Personal Items

While the designated dressing/preparation rooms are made available to be used by wedding party for storage or safekeeping, the church cannot be responsible for valuables or any items that are lost, stolen or damaged. We cannot accept delivery of dresses, tuxedos, etc. here at the church, and we cannot store things for your wedding or reception. It is imperative that money, jewelry and other valuables not be left unattended in either of those designated rooms but entrusted to a reliable person of the family's choice.

December Weddings

The Sanctuary is decorated beginning with the first Sunday of Advent. Greenery and other Advent/Christmas decorations will be present. Once these decorations are in place, they are not to be removed until after the first Sunday in January.

Children

We will not have a separate room or facility available for children during the ceremony or reception. Use of the preschool rooms or other rooms at the church for childcare is not permissible. Children at the church should always be accompanied by an adult during a wedding and reception.

Wedding Coordinator

A Greenland Hills Wedding Coordinator will be available to you to answer questions you may have through email or phone. This person will also be available to meet with you for one appointment at the church to answer any questions you may have about having your ceremony at the church. This person will be present at your rehearsal and ceremony to open the building and provide any help you may need with accessing the facilities. Greenland Hills Wedding Coordinator will be in charge of the rehearsal; they will also assist the minister and wedding party during the actual ceremony. This person will also facilitate your reception in Glory Be Hall.

The Greenland Hills Wedding Coordinator is here to facilitate your use of our Sanctuary for your wedding; however, their duties do not extend to planning the wedding or reception.

Wedding Ceremony

Wedding services are expected to begin on time. After a ten-minute grace period wedding musicians will be paid an additional \$3 per minute (deducted from damage deposit) until wedding officially starts.

Music

The wedding is a service of worship at which a couple comes to unite their lives in the eyes of God and in the company of those dearest to them. The music for their wedding should reflect this Christian joy! Our pianist is familiar with a wide variety of music and will be happy to assist the couple in choosing sacred music which reflects the couple's unique feelings, yet upholds the integrity of the

worship service. All musical selections should be discussed and approved by the pianist at an appointment in person, via email or on the phone at least 30 days prior to the wedding ceremony.

The Greenland Hills pianist must be retained to play at your wedding. If he is unavailable, he can suggest a substitute. He will be happy to accompany any guest instrumentalists or other musicians but must be provided with sheet music to whatever piece of music he is asked to play or accompany at least two weeks in advance of wedding. Please keep in mind that if the beginning of the wedding ceremony is delayed for more than ten minutes, a fee of \$3 per minute will be deducted from the damage deposit to cover additional musician costs.

The prelude is normally 15 to 20 minutes of solo piano music.

Wedding Rehearsal

Wedding Rehearsal times will be scheduled at 5:30 or 6:00 p.m. Rehearsals will be conducted exclusively by our staff Wedding Coordinator in cooperation with the officiating minister. Rehearsals should be no longer than one hour in length. Please have the wedding party arrive at the scheduled time. If the wedding party is more than 30 minutes late to a rehearsal, it may result in the cancellation of the rehearsal.

Rehearsals are usually unnecessary if the wedding attendants do not exceed one each for the couple. These plans can be arranged with our Wedding Coordinator and officiating minister. Staff musicians do not usually attend rehearsals, as the music details are planned at an earlier appointment but they may attend, if their schedule permits, for an extra fee. Any wedding planners, coordinators, photographers, and videographers become consultants to and subordinate to our Wedding Coordinator.

Wedding Send-Off

Before planning on throwing birdseed or bubbles talk to wedding coordinator. If thrown, birdseed must be aimed at street.

Dressing Areas

Dressing rooms for attendants and members of the wedding party are provided. Arrival times for these dressing areas are scheduled to begin 90 minutes prior to the start of the ceremony. Please make every effort to clear all personal items and pick up any trash within one hour after the ceremony begins.

Parking

You and your guests may park in both parking lots on the church property. Parking is also allowed along the streets in the neighborhood. There is handicap parking in both parking lots of the church, as well as spots directly in front of the Sanctuary doors on Penrose Ave.

Photographs

GHUMC recognizes the value of wedding photographs as a lasting remembrance of this most special occasion. GHUMC wants to preserve the intimacy and sanctity of the wedding ceremony by not having flash photography in the front of the church during the wedding service. Photographers are advised to use care with flash photography to not interfere with the eyesight of the musicians, minister or wedding party. To this end we expect photographers to follow the regulations below.

- Flash photography is only allowed in the rear of the sanctuary during the wedding ceremony.
- Please advise your friends and relatives not to take pictures with a flash during the ceremony. This reminder should also appear on your wedding bulletin. Ushers should remind wedding guests whom they observe with cameras that no flash photography is allowed during the ceremony. Photographers may not be on the altar or in the center aisle during the ceremony.
- The wedding party is welcome to return to the altar for photographs after the ceremony if they so desire, following the conclusion of the recessional.

Video

The videotaping must be done from a single, stationary position, and it must not involve any lighting changes or additional portable lighting in the Sanctuary. It is preferred that videotaping be done from the rear of the Sanctuary, and equipment may be manned at this location. An unmanned stationary position on the chancel, in a discrete location, is permissible. Aisles must be kept clear.

The staff of Greenland Hills United Methodist Church wishes you every happiness in your life together and sincerely hopes that your wedding in our church will be a sacred and beautiful occasion.