

# *Your Wedding at Christ United Methodist Church*



*3300 Austin Parkway  
Sugar Land, Texas 77479  
281-980-6888  
[www.cumcsl.org](http://www.cumcsl.org)*

*Christ Church*  
**3300 Austin Parkway**  
**Sugar Land, Texas 77479**  
281-980-6888 / 281-980-0003 fax  
WWW.CUMCSL.ORG  
Church Office Hours:  
M-Th 8:30 am – 5:00 pm  
Fridays 8:30 am– 2:00 pm

## *General Information*

### *Church Staff:*

#### **Assistants to the Pastors**

Debbie Meier  
ext. 4740  
dmeier@cumcsl.org

Sandy White  
ext. 4777  
sandyw@cumcsl.org

#### **Wedding Coordinators**

Marsha Hayden  
713-319-5152  
marsha.hayden@yahoo.com

Joyce Nordquist  
Home: 281-499-4188  
Cell: 281-222-7653  
jcnordquist2004@yahoo.com

#### **Pianist / Organist**

Beth McConnell  
281-846-2710  
bethmcc@cumcsl.org

#### **Music Director**

Lahonda Sharp  
ext. 4741  
Lahonda@cumcsl.org

#### **Ministers**

Rev. Morris Matthis, Senior Pastor  
ext. 4742  
morrism@cumcsl.org

Rev. Linda Summers Pierce, Executive Pastor  
ext. 4779  
lindasp@cumcsl.org

Rev. Kathy Kirkpatrick, Associate Pastor  
ext. 4787  
kathyk@cumcsl.org

#### **Facilities Manager**

Carla Clark  
ext. 4760  
carla@cumcsl.org

#### **Director of Media Production (A/V)**

Gerald Brewer  
ext. 4772  
gerald@cumcsl.org

#### **Carole & Ronald Krist Samaritan Center**

Mrs. Samiha Boutros, MA, LPC  
Psychotherapist  
281-480-7554 ext. 68  
www.samaritanhouston.org

Weddings at Christ Church are considered sacred worship services. Every part of the ceremony has deep significance and is one of the most sacred rites that the minister performs under the authority of the church. Certain guidelines are imposed to insure that your wedding will be an appropriate ceremony and a memorable experience. **Please read this material carefully** so you will understand your responsibilities.

## *The Wedding Application*

Wedding date availability is obtained through the church office. If a date is available, the bride and groom may complete the wedding application and submit it at the church office along with 50% of the fees to reserve the date. No dates will be held without the 50% deposit. **If your wedding is a Sanctuary wedding and not a Chapel wedding, you may choose your Wedding Coordinator subject to their availability.** If you have no preference, one will be assigned to you.

**Your wedding date is not confirmed and is not calendared until your deposit is paid and you have scheduled your first appointment with the officiating minister.** A cancellation fee of \$100 will be applied if the bride or groom cancel within 30 days of the confirmed date. If the church has to cancel due to a scheduling conflict or some other unforeseen event, the couple will not be charged the cancellation fee.

The bride, groom or parents must have been members of Christ Church for *at least six months* at the time the wedding date is reserved.

Wedding rehearsals, weddings or wedding receptions cannot be scheduled on Sundays or on special days including the following holidays: New Year's Eve, New Year's Day or weekend, Easter, Independence Day or weekend, and Thanksgiving Day or weekend. No weddings may be scheduled from Thanksgiving through January 2nd. Saturday weddings will be scheduled at either 1:00 p.m. or 6:00 p.m. Wedding rehearsals (for Sanctuary weddings) are scheduled for 6:00 p.m. on the day preceding the wedding. When more than one rehearsal is scheduled on a given date, the rehearsals are scheduled at one-hour intervals, beginning at 6:00 p.m.

Weddings are scheduled for five hours of building use; three hours before the service, **one hour for the service**, and one hour following the service for pictures and clean-up.

Your application must be received at least eight weeks prior to the wedding date. Requests for dates sooner than eight weeks in the future will be accepted at the discretion of the officiating minister. All requirements of the policy must be met whether the wedding takes place in the Sanctuary or in the Chapel. **Remember the couple must meet with the officiating minister at least three times before the wedding date and must also schedule and keep two appointments with the Krist Samaritan Center counselor (see next page).** No wedding will take place if these requirements have not been met.

## *Fee Schedule*

50% of the total fees due are required at the time of your application.

The balance is due two weeks prior to the wedding.

### Wedding Fees

	<b>Sanctuary</b>	<b>Chapel</b>
Use of space	\$500.00	\$300.00
Minister's Honorarium	\$200.00	\$200.00
Organist/Pianist	\$200.00	\$200.00
Wedding Coordinator	\$150.00	N/A
Custodial Fee	\$ 50.00	\$ 50.00
Sound Fee	\$ 75.00	N/A
<b>TOTAL</b>	<b>\$1175.00</b>	<b>\$750.00</b>

Additional Services (Optional):*(to be paid to Christ U.M.C. two weeks prior to the wedding)*

Gymnasium for Reception	\$ 50.00/hour**
Reception Coordinator	\$150.00
Church Soloist	\$125.00
Nursery	\$100.00
*Visuals (projection on screens)	\$ 50.00
*Basic Video (no editing)	\$100.00
*Live Streaming	\$350.00
Instrumentalist(s)	Artist's fee
Extra Music Rehearsal	Negotiable

\* must be arranged with Director of Media Production

\*\* an additional \$150.00 deposit is required for use of the Gymnasium

*Officiating Minister & Pre-Wedding Conferences*

A minister of Christ Church will be in charge and will officiate at the wedding. Other ministers may assist with the approval of, and at the invitation of, the minister-in-charge. Special exceptions to this can be made by a request in writing to the Senior Minister.

The minister-in-charge will perform the wedding ceremony only after conferences with the bride and groom. During the pre-wedding conferences, the minister-in-charge will discuss the United Methodist theology of marriage and go over the wedding ceremony. All weddings will use "A Service of Christian Marriage" as published in the United Methodist Hymnal, or other services approved by the United Methodist Church.

**The couple should be prepared to answer the following questions before the first pre-wedding conference:**

1. If a unity candle is to be used, will the mothers or ushers light the individual candles?
2. Do you want to have scripture read as part of the wedding ceremony? If so, who will read?
3. Have you, or will you, be inviting another pastor to participate?
4. Will the bride want to be "presented" (given away)? If so, by whom and how?

*Wedding Coordinator*

A Christ Church Wedding Coordinator will be the officiating wedding coordinator for all Sanctuary weddings and will assist the Christ Church minister-in-charge. Any other wedding coordinator or planner working with the wedding party may assist the Christ Church Wedding Coordinator, pending his/her approval. The Christ Church Wedding Coordinator will be in charge.

**Please be prepared to answer the following questions for the Wedding Coordinator:**

1. Who will seat the mothers? Grandmother(s)? On which pew would you like them to sit?
2. How many pews will need to be reserved for family?
3. Who are the attendants and in what order do you want them to process/recess? What are their names?
4. Will children be a part of the wedding party (must be at least five years of age)? What are their names?
5. How many ushers will there be? (Plan for one usher for every 30 to 40 persons expected.)  
Groomsmen may serve as ushers.
6. Will you have any special needs? If so, what are they?

### *Pre-Marital Counseling*

All couples married at Christ Church will have pre-marital counseling with the Krist Samaritan Center for Counseling and Education. Prior to the marriage ceremony the couple will meet twice with a counselor from the Krist Samaritan Center. **It is the responsibility of the couple to make and keep both appointments with their counselor.**

### *The Pianist/Organist and Ceremony Music*

A Pianist/Organist obtained through Christ Church, will be the accompanist for all weddings. If an additional instrumentalist is requested (Violin, Harp, Trumpet, etc.) arrangements must be made with and approved by the church Pianist/Organist and/or Music Director.

The purpose of music in a church wedding is to glorify God. The Pianist/Organist is available for a consultation regarding proper wedding music for the ceremony. Such music may cover the "Entrance of the Family", "Bridal Processional" and "Bride's Entrance" and "Recessional" (in short, music that accompanies the wedding party as they travel down the aisle). No taped music is allowed. In the case that the Pianist/Organist is unavailable for the wedding, a knowledgeable substitute will be made available. Consultations for Sanctuary weddings are typically held in the Sanctuary. Consultations for Chapel weddings are done by phone.

### *Music Director and Vocalists*

If the bridal party is needing assistance finding suitable vocalists and/or wedding repertoire for such vocalists, contact the Music Director.

If an outside vocalist(s) is contracted, sufficient contact information (email and phone number) should be given to the Pianist/Organist in order to arrange a rehearsal prior to the wedding. There may be one vocalist(s) rehearsal no more than 20 minutes in length, usually scheduled about an hour before the wedding. A brief sound-check is available upon request for Sanctuary weddings, but must be completed 15 minutes before the wedding. There will be no rehearsal or sound-check in the Sanctuary within 15 minutes of time for the service. Photographers must be through with Sanctuary photos 45 minutes prior to the wedding, to allow for rehearsal time. Preludes for Sanctuary weddings start 15 minutes before the wedding.

Musicians and sound people typically do not attend the wedding rehearsal the night before the wedding. Extra musical rehearsals and rehearsal sound checks are negotiable.

### *Miscellaneous*

The Sanctuary at Christ Church seats approximately 950 and the Chapel seats no more than 58.

Christ Church has a kneeler and unity candle stand with tapers for use when requested. The **bride and groom will supply the unity candle (the large candle in the center)**, and the church will provide the dripless side candles.

If the couple wishes to have a printed program for their wedding, all details must be discussed with both the Christ Church minister-in-charge and the Pianist/Organist before the order of service is finalized. **Only programs that have been approved may be distributed at the wedding service.** Printing of the program is the responsibility of the couple.

## *The Rehearsal (Sanctuary Weddings Only)*

The rehearsal will begin *promptly* at the time scheduled. The bride and groom are asked to urge all members of the wedding party (including parents and grandparents) to be on time for the rehearsal, as well as for the wedding. This is mandatory because of other scheduled activities. The following information will help you prepare for the rehearsal:

1. The minister will be in charge of the rehearsal with assistance from the Wedding Coordinator.
2. The rehearsal will require at least one hour.
3. All parents and grandparents should be present for the rehearsal.
4. All members of the wedding party, including the ushers, should be present.
5. The marriage license should be given to the Wedding Coordinator at the rehearsal.

## *Building Policies*

1. Only a few silk flower petals may be dropped in the aisle during the processional.
2. No rice, birdseed or any other material may be thrown on the bride and groom as they recess or leave the building. The one exception is that bubbles may be used outside the church building.
3. Ushers are asked to inform guests with cameras that pictures *may not* be taken in the Sanctuary at any time during the wedding.
4. Members of the wedding party should be told by the bride and groom that church regulations *do not* allow smoking in any part of the Christ Church facility or anywhere on church property, including the parking lots. No rehearsal or wedding will be conducted when any member of the wedding party is under the influence of alcohol. **PLEASE NOTE: THE SERVING OR USE OF ANY FORM OF ALCOHOLIC BEVERAGE IS NOT PERMITTED AT ANY TIME ON THE CHURCH PREMISES. NO WEAPONS ARE PERMITTED ON CHURCH PROPERTY.** (VIOLATIONS WILL RESULT IN IMMEDIATE CANCELLATION.)

## *Wedding Dress and Other Valuables*

The church *will not be* responsible for receiving dresses unless special arrangements are made with the Wedding Coordinator prior to the wedding date.

The church will not be responsible for personal items such as wedding dresses, wraps, purses, silver and glassware brought to the church for use in the wedding or wedding reception, nor shall the church be liable for such items if lost, stolen, or damaged. Every reasonable effort will be made to assist the wedding party in protecting such property.

### *Instructions for Others Involved in Your Wedding*

Instructions covering the church's policies regarding floral decorations for the wedding and the use of photographic or video equipment are attached for you to distribute to your florist, photographer, and videographer.

**It is the responsibility of the bride or her representative to review these instructions with the florist, photographer and videographer in making plans for the wedding**, so that there will be no misunderstanding or deviation from these established rules and policies. The Wedding Coordinator is available to consult via telephone with the florist and videographer should there be any questions.

### *Reception Coordinator*

Should you decide to have your wedding reception at Christ Church, you must contact the Facilities Manager. The Reception Coordinator will see that your choice of space is set up and ready, and will meet your vendors and caterers in order to receive items directly related to the reception. (Vendors must make direct contact with the Reception Coordinator.) The Reception Coordinator is not responsible for food service, coffee service, or clean up. The Reception Coordinator does not manage the event. There is an additional fee of \$150 for the Reception Coordinator.

## **PHOTOGRAPHER'S POLICY**

### **Your Copy**

The wedding is a service of worship. Therefore photographers (amateur and professional) are asked to refrain from doing anything that would detract from the reverence and meaning of the service.

1. The photographer must meet with the Wedding Coordinator upon arrival at the church.
2. The photographer may take photographs up to 45 minutes before or up to one hour after the service in any part of the building.
3. The ceremony begins when the family/special guests are being seated. Photographers are permitted to take flash photographs during the processional. Following the processional, photographs may be taken from the back of the sanctuary or the balcony - provided no flash and no noise is involved in the procedure.
4. Photographs are permitted during the recessional. The photographer may stand behind the back pew area for those photographs.
5. The wedding party may reassemble after the ceremony to pose for photographs of the ceremony or for any other photographs of the wedding party and families.
6. The photographer shall not stand on the pews or place camera equipment on the pews or on any furniture in the church.
7. The photographer will be held responsible for any damage done to the building or furniture that resulted from his/her actions.

**PHOTOGRAPHER'S POLICY  
PHOTOGRAPHER'S COPY**

The wedding is a service of worship. Therefore photographers (amateur and professional) are asked to refrain from doing anything that would detract from the reverence and meaning of the service.

1. The photographer must meet with the Wedding Coordinator upon arrival at the church.
2. The photographer may take photographs up to 45 minutes before or up to one hour after the service in any part of the building.
3. The ceremony begins when the family/special guests are being seated. Photographers are permitted to take flash photographs during the processional. Following the processional, photographs may be taken from the back of the sanctuary or the balcony - provided no flash and no noise is involved in the procedure.
4. Photographs are permitted during the recessional. The photographer may stand behind the back pew area for those photographs.
5. The wedding party may reassemble after the ceremony to pose for photographs of the ceremony or for any other photographs of the wedding party and families.
6. The photographer shall not stand on the pews or place camera equipment on the pews or on any furniture in the church.
7. The photographer will be held responsible for any damage done to the building or furniture that resulted from his/her actions.

## **VIDEOGRAPHER'S POLICY YOUR COPY**

The wedding is a service of worship. Therefore videographers (amateur and professional) are asked to refrain from doing anything that would detract from the reverence and meaning of the service.

1. The videographer must meet with the Wedding Coordinator upon arrival at the church.
2. Video cameras, without additional lighting, may be used.
3. Video cameras will be set on a tripod at a location to be designated by the Wedding Coordinator or minister and are not to be moved during the ceremony. Possible locations include and are limited to the back row of either transept, the side aisles, the balcony in the Sanctuary and behind the last row of seats in the Chapel.
4. Wireless microphones may be used in Sanctuary weddings, provided they are given to the groom or minister well in advance of the hour the ceremony is to occur. Please inform the Wedding Coordinator prior to the rehearsal.
5. The ceremony begins when the family/special guests are being seated.

## **VIDEOGRAPHER'S POLICY VIDEOGRAPHER'S COPY**

The wedding is a service of worship. Therefore videographers (amateur and professional) are asked to refrain from doing anything that would detract from the reverence and meaning of the service.

1. The videographer must meet with the Wedding Coordinator upon arrival at the church.
2. Video cameras, without additional lighting, may be used.
3. Video cameras will be set on a tripod at a location to be designated by the Wedding Coordinator or minister and are not to be moved during the ceremony. Possible locations include and are limited to the back row of either transept, the side aisles, the balcony in the Sanctuary and behind the last row of seats in the Chapel.
4. Wireless microphones may be used in Sanctuary weddings, provided they are given to the groom or minister well in advance of the hour the ceremony is to occur. Please inform the Wedding Coordinator prior to the rehearsal.
5. The ceremony begins when the family/special guests are being seated.

## FLORIST'S POLICY YOUR COPY

No decoration shall hide from clear view the worship symbols and the furnishings in the chancel area. In no instance will the altar Bible be moved from the altar. Candles should not be used in close proximity to flowers or greenery.

The following are detailed guidelines with which we expect full cooperation:

1. The florist must consult with the Wedding Coordinator.
2. No furnishings shall be moved—church furniture, paraments (altar cloths) and other furnishings are part of the worship setting and may not be removed or altered.
3. Only silk flowers may be strewn in the aisles.
4. If candles are used outside the chancel area, they must be **enclosed completely**.
5. Lighted candles are not to be carried by participants.
6. There will be no alteration of the physical appearance of the chancel (such as the construction of a trellis or the addition of other equipment) that would detract from the altar.
7. **No tacks, pins, nails, glue or tape** shall be used to fasten any decorations to the furniture or the building. Only **wrapped wire or ribbon** that will not mar the pew ends shall be used to fasten bows.
8. The florist shall be responsible for furnishing dripless candles and is required to use wax savers to prevent candle drippings from falling on the floor or furniture. There must be ample plastic or similar fireproof material used under the candelabra to protect the carpets and furniture. This includes unity candles.
9. The florist will be held responsible for any damage done to the building or furniture that may have resulted from the decorations.
10. The florist is expected to remove all decorations and equipment immediately following the ceremony. **We do not have provisions for storing equipment.**
11. The florist shall call the Wedding Coordinator in advance of the wedding to set a time for decorating the Sanctuary. Decorations must be completed at least one hour before the ceremony.

## FLORIST'S POLICY FLORIST'S COPY

No decoration shall hide from clear view the worship symbols and the furnishings in the chancel area. In no instance will the altar Bible be moved from the altar. Candles should not be used in close proximity to flowers or greenery.

The following are detailed guidelines with which we expect full cooperation:

1. The florist must consult with the Wedding Coordinator.
2. No furnishings shall be moved—church furniture, paraments (altar cloths) and other furnishings are part of the worship setting and may not be removed or altered.
3. Only silk flowers may be strewn in the aisles.
4. If candles are used outside the chancel area, they must be **enclosed completely**.
5. Lighted candles are not to be carried by participants.
6. There will be no alteration of the physical appearance of the chancel (such as the construction of a trellis or the addition of other equipment) that would detract from the altar.
7. **No tacks, pins, nails, glue or tape** shall be used to fasten any decorations to the furniture or the building. Only **wrapped wire or ribbon** that will not mar the pew ends shall be used to fasten bows.
8. The florist shall be responsible for furnishing dripless candles and is required to use wax savers to prevent candle drippings from falling on the floor or furniture. There must be ample plastic or similar fireproof material used under the candelabra to protect the carpets and furniture. This includes unity candles.
9. The florist will be held responsible for any damage done to the building or furniture that may have resulted from the decorations.
10. The florist is expected to remove all decorations and equipment immediately following the ceremony. **We do not have provisions for storing equipment.**
11. The florist shall call the Wedding Coordinator in advance of the wedding to set a time for decorating the Sanctuary. Decorations must be completed at least one hour before the ceremony.

### *Statement of Acknowledgement*

This is to acknowledge that I have received a copy of Christ Church's Wedding Policy. I understand that it provides the guidelines and policies relating to all weddings. I further understand that it is my responsibility to read, understand, and comply with the policies that have been established.

I hereby accept the responsibility to make and keep the required appointments with the minister-in-charge and with the counselor.

Wedding: Month, day, year, and time: \_\_\_\_\_

\_\_\_\_\_  
Bride or Groom's Name

\_\_\_\_\_  
Bride or Groom's Signature

\_\_\_\_\_  
Date



Wedding Application

Please complete and return to the church office.

Office Use Only:
Pastor:
Coord:
A/V:
Building:
Music:
Finance:
File:

Date of Application: \_\_\_\_\_

Circle One: Sanctuary Chapel

Requested Wedding Date: \_\_\_\_\_ Time: 1:00 pm or 6:00 pm

Requested Rehearsal Date: \_\_\_\_\_ Time: 6:00 pm

Bride's Name: \_\_\_\_\_ Phone (home): \_\_\_\_\_

Address: \_\_\_\_\_ Phone (work): \_\_\_\_\_

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

Church Affiliation: \_\_\_\_\_ Member? : \_\_\_\_\_

Groom's Name: \_\_\_\_\_ Phone (home): \_\_\_\_\_

Address: \_\_\_\_\_ Phone (work): \_\_\_\_\_

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

Church Affiliation: \_\_\_\_\_ Member? : \_\_\_\_\_

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

Bride's Parents Name: \_\_\_\_\_

Groom's Parents Name: \_\_\_\_\_

Maid/Matron of Honor: \_\_\_\_\_ Best Man: \_\_\_\_\_

Number of Bridesmaids: \_\_\_\_\_ No. of Groomsmen: \_\_\_\_\_

Flower Girl/Ring Bearer: \_\_\_\_\_ No. of Ushers: \_\_\_\_\_

Name / Address of Contact (if other than the bride): \_\_\_\_\_

Phone Numbers: Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_

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

One-half of the total costs for the wedding (with the exception of optional services) is due at the time of this application.

Sanctuary Weddings: \$587.50

Chapel Weddings: \$375.00



*Our Wedding at Christ Church*  
*Check-off List*

**At Time of Application**

- Contact minister to schedule initial consultation.
- Pay one-half of total costs (with the exception of optional services).

**Eight Weeks Prior to Wedding Date** (last possible time to schedule a wedding)

- Contact Minister to schedule remaining sessions.
- Contact Pianist/Organist and/or Music Director.
- Contact Director of Media Production (Sanctuary weddings only).
- Give your Florist the information sheet from the wedding packet.
- Give your Photographer the information sheet from the wedding packet.
- Give your Videographer the information sheet from the wedding packet (Sanctuary weddings only).
- Submit your wedding bulletin to the Minister for approval (Sanctuary weddings only).
- Contact Reception Coordinator if reception is at church.

**Two Weeks Prior to Wedding Date**

- Make final payment for your wedding to the church office.

**Rehearsal**

- Bring Marriage License and give it to the Wedding Coordinator (Sanctuary weddings).
- There is no rehearsal for Chapel weddings; bring your Marriage License to the minister-in-charge on the day of the wedding.