



WEDDING GUIDELINES AND POLICIES

Oak Lawn United Methodist Church

3014 Oak Lawn Avenue • Dallas TX 75219 • 214-521-5197

Congratulations on your engagement and upcoming wedding! We are pleased that you have given Oak Lawn United Methodist Church an opportunity to share its ministries with you through the event of your wedding. Our goal is to provide both the personnel and the setting which will uphold the sacredness of the service of Christian marriage. The ministers and staff of this church are ready to assist you so that your wedding will be an inspiring Christian worship experience.

A wedding acknowledges the couple's commitment to God and invites family and friends to witness their new covenant. The wedding is a time of dedication and commitment, one in which the couple seeks the blessing of God on the establishment of a Christian home.

Serious study and careful judgments have gone into the preparation of the church's wedding policies. You are urged to study the following material carefully and to cooperate fully in upholding the high standards of this church.

SCHEDULING YOUR WEDDING

All inquiries regarding weddings shall be made to the church's Administrative Assistant. Tentative dates may be cleared by phone or e-mail; a date can be held for one week without a deposit. After that time, a deposit must be made to secure the date on the church's calendar.

Weddings are scheduled only on Saturdays and are to begin no later than 8:00 p.m. Weddings will not be scheduled during:

- Sundays or when there are scheduled worship services
- New Year's Eve & Day
- Palm Sunday Weekend
- Holy Week
- Easter Weekend
- Thanksgiving Day & Weekend
- Christmas Eve & Day
- Any other church holiday

If these holidays are adjacent to weekends, the weekend should be avoided. If the wedding is scheduled during the adjacent weekends, the Minister, Wedding Coordinator, Director of Music Ministry and custodial fees are charged at our holiday rate.

Weddings can be scheduled up to 15 months in advance. All weddings must be booked at least three months in advance. You must be a member in good standing of Oak Lawn UMC at least 12 months prior to reserving the church to receive member status. Once your wedding date is confirmed, your rehearsal will be scheduled for 6:00 p.m. on the day prior to your wedding. If there is another wedding scheduled, the rehearsal will be set at 7:00 p.m. Any changes in the rehearsal time and/or wedding time must be scheduled through the church's Administrative Assistant.

Weddings begin promptly at the scheduled time, no exceptions. Weddings and rehearsals that begin later than scheduled time will be in danger of losing the amount of the deposit. Rehearsals are typically scheduled on the Friday evening before the wedding for ONE HOUR. We strongly encourage you and your wedding party to arrive approximately 15 minutes prior to the scheduled rehearsal time. Also the bride or groom should have the marriage license ready to give the minister, at or before the time of the rehearsal. Failure to comply with these policies will result in the forfeiture of your deposit.

The Wedding Coordinator of Oak Lawn UMC will conduct your one-hour rehearsal. Outside wedding coordinators/planners are welcome, however, outside consultants must comply with the direction of the church's Wedding Coordinator at all times.

If you choose to have communion during your ceremony, the entire congregation must be invited to partake in the communion.

FACILITIES

Weddings may be scheduled in the following areas:

- Sanctuary, capacity 450
- Chapel, capacity 45

Dressing rooms for the bride, groom and attendants are available. The bride's room will be locked by the Wedding Coordinator prior to the ceremony and reopened after the wedding. The church will not be responsible for personal items such as wedding dresses, wraps, coats, purses, etc., which are brought to the church in preparation of the wedding, and, therefore, will not be held liable if such items are lost or stolen.

There is no food or drink allowed in the Sanctuary or Chapel.

You will have access to the building for two hours before and for two hours after the wedding. An additional fee may be charged for weddings requiring extra time or the services of two custodians.

All church facilities must be left in the condition in which they are found and care must be taken by the bridal party to protect the church furnishings or the deposit will be forfeited.



CODE OF CONDUCT

The bride and groom are responsible for ensuring that all members of the wedding party, family and friends behave in a manner appropriate for a worship service. Absolutely no alcohol, illegal drugs, or firearms are allowed in the church building or on the church property, grounds, or parking lot. If any member or guest of the wedding party is found with either, or containers are found on the property, the \$500 damage deposit will be forfeited. No member of the wedding party under the influence will participate in the rehearsal or wedding.

Smoking is also not permitted in the church building or on the church grounds.

MARRIAGE PREPARATION SESSIONS

All couples are required to attend four marriage preparation sessions. The sessions will be scheduled between you and the Senior Minister at Oak Lawn UMC.

PASTOR

Guest Pastors from other Methodist churches may, at the discretion of the Senior Minister, officiate at the wedding ceremony. Upon invitation of the Senior Minister, ministers from other denominations may assist our Oak Lawn UMC Pastor. The Service of Christian Marriage found in the United Methodist hymnal must be followed and the policies of the church observed. Our Wedding Coordinator will oversee the rehearsal and wedding.

MUSIC

The music used in the wedding must be within the standards of worship and dignity of the ceremony. There is a wealth of beautiful and fitting music, both vocal and instrumental, suitable for the wedding ceremony. It is your responsibility to contact the Director of Music Ministry of Oak Lawn to discuss your selections 4-6 weeks before your wedding date.

The Director of Music will be the organist for your wedding. If the Director of Music is unavailable, the church will provide another organist. A guest soloist is welcome; however there may be an additional fee for extra rehearsals. The Director of Music must approve all music selections and the use of other musical instruments. Pre-recorded tapes and/or CDs are NOT permitted.

Oak Lawn UMC's Handbell Choir and Chancel Choir are available to perform for weddings by special arrangement through the Director of Music.

Failure to comply with these policies will result in the forfeiture of your deposit.

FLOWERS AND DECORATIONS

The Oak Lawn UMC sanctuary requires very little decoration. Wedding decorations should not detract from the symbols of the church and the simple elegance of the Chancel area. The placement of all the sanctuary's furnishings has been set by the church and they may not be moved. Included are the cross, Bible, pulpit, altar, paraments, pulpit chairs and hymnals. Also included are the pew Bibles and hymnals.

Flowers may be placed either:

- on the two outside posts on either side of the chancel area
- in the center back of the choir loft against the back wall

No flowers may be placed on the altar, piano or organ.

No aisle cloths or runners may be used.

Only silk flower petals may be thrown.

Only bird seed or bubbles may be used when exiting the church.

Nails, tacks, staples, clamps, pins or anything which can mar the woodwork or walls may not be used. Pew bows may be attached with ribbon only.

Candles may be used outside the chancel area only with special permission by the Operations Facility Administrator.

The candelabra set and unity candle is included in the fee. Any candles supplied by a florist must be dripleless. A dripleless candle is one that is encased in steel or an oil burning candle. No wax candles are to be used. Ample polyethylene or similar plastic material must be used under the candelabra to protect the flooring.

The florist is expected to remove all decorations and equipment immediately following the ceremony and leave the altar clean.

The church property must be left in the condition in which it was found. The florist will be held responsible for any damages. The church reserves the right to exclude particular florists.

The bride or groom must provide these rules and regulations to the florist of their choice.

Failure to comply with these policies will result in the forfeiture of your deposit.



PHOTOGRAPHY AND VIDEOGRAPHY

Photography is an important part of your wedding day. Oak Lawn UMC and its staff wish to cooperate with you in every way possible. We expect you to follow our policies regarding wedding photography.

All photographers, amateur and/or professional are asked to respect the ceremony and the church. Photographers may take pictures freely before and after the ceremony in any part of the building.

At no time and under no conditions shall flash photographs be taken or videotape lighting equipment be used while the ceremony is in progress. A few time exposure pictures may be taken from the center balcony of the sanctuary during the ceremony, provided there is no noise, distraction, or movement.

Placement of video equipment must not detract from the worship service and must be approved by the church's representative.

Following the ceremony, the wedding party may return to the sanctuary for pictures, at which time flash and other lighting equipment may be used. The photographer should limit post-wedding photography time to 30 minutes.

Pictures of the wedding party may be taken in the foyer or in the rear aisle of the church before and during the processional and recessional, provided that the photographer stays behind the congregation and does not delay the wedding. The photographer must check with the church's representative for information about the exact areas from which photographs may be made at these times.

Photographers must not mar the furniture. They may not stand or place camera equipment on the pews or other church furnishings. The photographer will be held responsible for any damage.

Oak Lawn UMC reserves the right to exclude particular photographers and videographers.

The bride or groom must furnish these rules and regulations to the photographer and/or videographer of their choice.

Failure to comply with these policies will result in the forfeiture of your deposit.

WEDDING FEES

An initial deposit of \$1000, of which \$500 is the refundable damage deposit, is needed to secure the wedding date. Your fee includes all expenses related to the wedding, except for guest pastors and additional musicians. Your final payment is due one month prior to your wedding date, no exceptions. The deposit of \$1000 will not be refunded if the wedding is cancelled within three months of the wedding date.

-Member -	Sanctuary \$1000
	Chapel \$200
-Non Member -	Sanctuary \$3000
	Chapel \$800

*Fees do not include additional charges for holidays.

YOUR RESPONSIBILITY

I have received a copy of the Wedding Guidelines and Policies and the Wedding Contract of Oak Lawn UMC. I will review these guidelines and policies and discuss them with my wedding party, florist, photographer, and wedding coordinator so there will not be any misunderstandings or deviation from them.

My fiancé and I agree to attend the marriage preparation sessions as discussed above.

I understand the Wedding Fees as outlined in the Wedding Guidelines and Policies and Wedding Contract and agree to pay these fees. I understand that my initial deposit of \$1000 will not be refunded if the wedding is cancelled within three months of the wedding date. I also understand that final payment of the remaining balance is due one month prior to the wedding date.

BRIDE _____ DATE: ____ / ____ / ____

GROOM _____ DATE: ____ / ____ / ____

Approved: May 16, 2010 by action of the Worship Committee and Church Council,
Oak Lawn United Methodist Church, Dallas, Texas

Policy and rates effective June 1, 2010



WEDDING RESERVATION FORM

Oak Lawn United Methodist Church

3014 Oak Lawn Avenue • Dallas TX 75219 • 214-521-5197

BRIDE'S INFORMATION

Member

Non-Member

Name _____

Address _____

Home Phone _____ Cell _____

E-mail _____

Parents _____

GROOM'S INFORMATION

Member

Non-Member

Name _____

Address _____

Home Phone _____ Cell _____

E-mail _____

REHEARSAL AND WEDDING INFORMATION

Wedding Date ____ / ____ / ____ Time _____

Rehearsal Date ____ / ____ / ____ Time _____

Officiating Pastor: _____

Guest Pastor's Mailing Address: _____

FEES

Deposit Received \$ _____ Date Paid _____

Damage Deposit \$ _____ Date Paid _____

Balance Due \$ _____ Date Paid _____

Date Paid _____

Date Paid _____



WEDDING CONTRACT
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We are pleased that you have given Oak Lawn UMC an opportunity to share its ministries with you through the event of your wedding. Our goal is to provide both the personnel and the setting, which will uphold the sacredness of the service of Christian marriage.

Serious study and careful judgments have gone into the preparation of the Church's wedding policies. They are the official policies and procedures relating to weddings at Oak Lawn UMC. You are urged to carefully study the materials provided and to cooperate fully in upholding the high standards of the church. Some of the policies outlined in the booklet will be reviewed with you again and your signature acknowledging your intent to abide by these policies will be requested below.

A \$1000 deposit will be required at the time the wedding is booked at Oak Lawn UMC. If all policy requirements are met as listed below, the \$500 damage deposit will be refunded.

Initials: _____

Weddings and wedding rehearsals are scheduled for specific times. At times there are multiple weddings scheduled for the same day; therefore, the scheduled events must begin on time. Rehearsals are limited to one hour. If there is to be a guest minister, the minister must be present at the rehearsal.

Initials: _____

Only an ordained United Methodist Minister may officiate a wedding at Oak Lawn UMC. If you or your family desires a minister of a denomination other than Methodist, the minister of that denomination may assist the Oak Lawn UMC Minister.

Initials: _____

Only the Director of Music Ministry of Oak Lawn UMC is authorized to play the organ. Only a substitute approved by the director will be allowed to play for weddings. Also, the Director of Music must approve all musical selections.

Initials: _____

An additional fee may be assessed for soloists due to extra rehearsals or for having the Director of Music Ministry of Oak Lawn UMC make a key change when transposing music.

Initials: _____

No alcoholic beverages, illegal drugs, or firearms are allowed on the church premises. If members of the wedding party are found with alcohol, illegal drugs, or if alcoholic containers are found, your deposit will be forfeited.

Initials: _____

The Minister of Oak Lawn UMC, the Wedding Coordinator, the Director of Music, or the Administrative Assistant, is in complete charge of the rehearsal and the wedding. Outside wedding coordinators, consultants and other persons of similar position must confer in advance with the Wedding Coordinator and/or the Minister performing the wedding ceremony. Such outside consultants must comply with the direction of the Wedding Coordinator at all times.

Initials: _____

The Oak Lawn UMC custodian will provide access to the building for two hours before and for two hours after the wedding. No other access to the building will be allowed without prior arrangement with the Administrative Assistant. An additional fee may be charged for weddings requiring extra time or the services of two custodians.

Initials: _____

We have read and understand the policies relating to flowers and decorations as well as the general building policies and agree to comply with them. We also agree to provide a printed copy of these policies to the florist of our choice. We understand that failure to comply with these policies may result in the forfeiture of our deposit.

Initials: _____



WEDDING CONTRACT

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We have read and understand the policies relating to videos and photographs during the wedding ceremony and agree to comply with them. We also agree to provide a printed copy of these policies to the videographer/photographer of our choice. We understand that failure to comply with these policies may result in the forfeiture of our deposit.

Initials: _____

We understand that the Administrative Assistant must approve any changes made after the wedding reservation made.

Initials: _____

We acknowledge that the Administrative Assistant of Oak Lawn UMC reviewed these items with us prior to the wedding reservation being made. Any issues, concerns or questions have been addressed.

Bride _____

Groom _____

Oak Lawn UMC Administrative Assistant _____



WEDDING PHOTO RELEASE FORM

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Permission to Use Wedding Photographs

Date of Wedding: _____

I grant to Oak Lawn United Methodist Church, its representatives and employees the right to take photographs of our wedding and our property in connection with the above-identified wedding date. I authorize Oak Lawn United Methodist Church, its assigns and transferees to copyright, use and publish the same in print and/or electronically.

I agree that Oak Lawn United Methodist Church may use such photographs of us with or without our name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content.

I have read and understand the above:

Signature _____

Printed name _____

Organization Name (if applicable) _____

Address _____

Date _____