

University Presbyterian Church

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WEDDING POLICY For Non-Members

Thank you for choosing University Presbyterian Church for your wedding. Our prayers are with you as you prepare for marriage. Please feel free to communicate any questions you may have with our staff or pastors.

Marriage is a gift God has given to all humankind for the well-being of the entire human family. Marriage involves a unique commitment between two people to love and support each other for the rest of their lives. The sacrificial love that unites the couple sustains them as faithful and responsible members of the church and the wider community. In the Reformed (Presbyterian) tradition, marriage is also a covenant in which God has an active part, and which the community of faith publicly witnesses and acknowledges.

—Excerpt from the Presbyterian Church (U.S.A.) *Book of Order*

This Wedding Policy has been prepared as a means to affirm the dignity and sacred nature of Christian marriage within the worship life of University Presbyterian Church. Since a wedding is a worship service of the congregation, scheduling priority is given to church members and their families for use of the Sanctuary and other UPC facilities for weddings. All weddings are subject to the approval of the Session (our governing board of Elders) and the officiating UPC pastor.

I. PRE-WEDDING PLANNING

- A. All couples wanting to be married in our church must:
 - 1. Talk with one of our pastors to begin the approval process
 - 2. Complete the wedding reservation form
 - 3. Pay the total fees to book the wedding
 - 4. Complete the counseling program prescribed by the officiating pastor

II. THE WEDDING SERVICES TEAM

- A. **THE OFFICIATING PASTOR** is responsible for meeting with the couple for a pre-wedding consultation, developing the liturgy and order of worship, and prescribing a pre-marital counseling program. The officiating pastor may also be available to provide pre-marital counseling services. The officiating pastor will attend the wedding rehearsal, be available an hour prior to the wedding, and will sign and mail the marriage license. The officiating pastor will also have final approval on all music selections, readings, rites, service order, additional wedding participants, and decorations.

- B. **THE WEDDING/RECEPTION COORDINATOR TEAM** is responsible to the pastor and for carrying out the wedding policies. Upon approval of wedding date and receipt of the completed contract/fees by the church office, the contract will be sent to the wedding coordinator. The wedding coordinator will then make contact with the wedding couple. The wedding couple may also contact the wedding coordinator directly once the wedding has been scheduled. We require couples to use the services of our church wedding coordinators. The UPC wedding/reception coordinator team is Jennifer Bradford and her partner Fabiola Vergara. The Wedding Coordinator can be reached at (512) 574-4727 or by email at jennifer_cbradford@yahoo.com.

- C. **THE UPC CHURCH ORGANIST** will play for the **rehearsal** and the **wedding service**. The UPC organist, Keith Womer, can be contacted through the church office. If the UPC organist is unable to play, he will provide the couple with a list of approved substitutes. If the couple desires to choose their own organist, the guest organist must be approved by the UPC organist and the UPC organist will be paid a consultation fee of \$400. The guest organist must arrange a consultation with the UPC organist regarding the use of the organ at least 60 days before the wedding day.

- D. **THE BUILDING MONITOR** is required to be present for all events that take place outside of regular office hours. The fees for this service per day are \$14 an hour for a 4 hour minimum or \$56, then \$17 per hour after the first 4 hours. This fee should be paid directly to the building monitor on the day of the wedding - it may include time for rehearsal, the wedding and reception, etc.

- E. **THE OFFICE MANAGER** is responsible for assisting the couple with the scheduling and contract process and facilitating communication between the couple and the members of the wedding services team. The office manager will also coordinate parking garage usage (which is included in the building use fees). Please contact the office manager, Jan Hames, at upc@upcaustin.org.

III. WEDDING POLICIES

A. GUEST PASTOR GUIDELINES

A UPC pastor will officiate at all weddings and wedding rehearsals held in our sanctuary. Guest pastors may be invited to participate in the service; however, the guest pastor must be approved by the officiating UPC pastor and will participate at the discretion of the officiating UPC pastor.

B. PLANNING A DATE

No weddings, rehearsals, or receptions, at the church, may be scheduled for weekends of UT home football games, New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve,

Christmas Day, Holy Week, Sunday mornings or Sunday evenings.

- C. **MUSIC** for the service must be approved by the officiating pastor. That pastor will approve the content and form of the music for the service.
- D. **PROFESSIONAL SOLOISTS** may be requested to sing, through the UPC Director of Music, Ara Carapetyan, **at least three (3) months prior to the wedding**.
- E. **USE OF A PRINTED ORDER OF WORSHIP** is encouraged. The couple will be responsible for the cost and production of the order of worship. Final approval for the printed order of worship will be made by the officiating pastor.

F. **CHURCH BUILDING & GROUNDS RULES**

No smoking in the church building or on church grounds is permitted.
No rice, birdseed, or confetti may be thrown on the premises.
No handguns, concealed or open carry, are permitted anywhere on UPC grounds.
Sparklers may be used only outdoors and away from buildings.

G. **PHOTOGRAPHY GUIDELINES**

The photographer may take photographs in the sanctuary up to **30 minutes** before and anytime after the service. **No flash equipment** may be used during the service. Photos may be taken from the balcony without a flash. A flash photo may be taken after the benediction as the couple returns up the center aisle. Video equipment may only be used from the balcony and **without** the aid of additional light.

H. **WEDDING DECORATION GUIDELINES**

- ⌘ The communion table will not be removed from the chancel area and flowers or other decorations may NOT be placed upon it, nor may it be covered in **any way**. However, the table may be moved to the choir loft (next higher level). A white wedding parament will be draped on the communion table.
- ⌘ The wedding coordinator will contact the florist to set a time for decorating the church. Decorating should be completed at least **one hour** before the ceremony.
- ⌘ All decorations and equipment must be removed promptly following the ceremony. Or, floral arrangements may be donated to the church for Sunday's worship service.
- ⌘ Non-drip, smokeless candles are to be used in the chancel area. The wedding couple is responsible for providing protective covering (heavy plastic) to be used under any decorations to protect the carpet, floor, and tables. If cleaning or repair becomes necessary, the couple will be responsible for the cost. No candles may be used in or along the aisles of the sanctuary.
- ⌘ No nails, tacks, staples, tape or anything that will mar the furnishings may be

used. Pew bows must be clipped on or tied around the ends of the pews.

- ✦ Other ecclesiastical or liturgical decorations will not be removed for a wedding.

IV. RECEPTION & KITCHEN POLICIES

1. The wedding coordinator will attend and represent the church in all matters.
2. The bridal couple will be responsible for having:
 - All catered and rented items removed immediately after the reception;
 - All decorations removed immediately after the reception; and
 - Reception space and kitchen cleaned after use.
3. Tables and chairs are available from UPC. Set up plans must be made **one week ahead** with the office manager. The wedding couple is responsible for set up and take down of all tables and chairs.
4. No church dishes, silverware, punch bowls, tablecloths, etc. are available for use at the reception.
5. Reception area must be cleared **four hours** from the beginning of the reception. Clean up must be complete by 11:30 pm.
6. Catering staff may have access to the Great Hall kitchen for food and service staging only. Catering staff and wedding party do not have access to and may not use the refrigerator, freezer, ovens, range, dishwashers, microwave, washing machine, dryer, counter top appliances, hot/cold food service buffets, or cabinet spaces. Catering staff and wedding party may use sinks and countertops. Cleaning supplies and trash bags are available in the Great Hall kitchen. No food, drinks, catering equipment, or decorations may be left in the kitchen after the wedding reception.
7. The A/V cabinet may be accessed by the UPC wedding coordinator and the wedding party may use the sound system, wireless microphones (2), and the audio connections. All UPC A/V equipment must be returned to the A/V cabinet by the end of the reception. The wedding party will be billed for any lost or damaged A/V equipment. No sound equipment may be set up or used in the North Courtyard out of consideration for our neighbors. The roll down projector screen may not be used.
8. The following tables and chairs are available for use:
 - ✦ Thirteen (13) 6-foot aluminum rectangular tables
 - ✦ Six (6) 8-foot aluminum rectangular tables
 - ✦ Eleven (11) 5-foot aluminum round tables
 - ✦ Three (3) 6-foot aluminum serving tables
 - ✦ One (1) 8-foot aluminum serving table
 - ✦ Thirteen (13) 8-foot plastic rectangular tables
 - ✦ 240 padded chairs

The wedding party will be billed for any damaged tables or chairs.

Aluminum tables and chairs may not be used in the North Courtyard.

9. Maximum Recommended Occupancy for the Great Hall: 225 people.

V. UPC ALCOHOL POLICY

Except as permitted below, no consumption of alcoholic beverages is permitted on the grounds of University Presbyterian Church.

The exceptions:

1. Communion Wine served by Elders and Deacons during Worship
2. Champagne, wine and beer served by a licensed TABC bartender at wedding receptions of members of UPC at UPC.
 - a. Subject to a stated and communicated expectation (to the wedding party) of moderate consumption (and prohibition of excessive consumption).
 - b. Nothing stronger than beer and wine served or consumed under any circumstances.
3. Special Events (such as fundraising, farewell parties or other *receptions) at UPC approved on a case-by-case basis by the Session.

**Note: For specific questions regarding the UPC Alcohol Policy or the approval process to serve alcohol, please consult with the Wedding Coordinator.*

VI. NON-MEMBER FEES

Ceremony

Sanctuary	\$2000
Pastor's Honorarium	\$400
Organist's Fee	\$400
Wedding Custodial Fee	\$200.00*
Wedding Coordinator	\$300.00*
Building Monitor	\$56 minimum for 4 hours; \$17/hour after 1st 4 hours on same day

*Requests made beyond the standard expectations of the time of the event described will be negotiated directly with the persons involved.

Reception

Reception Facility Fee	\$300.00
Reception Coordinator Fee	\$300.00
Reception Custodial Fee	\$250.00
Building Monitor	\$56 minimum for 4 hours; \$17/hour after 1st 4 hours on same day

Musician

Professional Soloist	\$300.00
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VII. CANCELLATION AND REFUND POLICY

Please notify the Office Manager promptly in the event of a cancellation.

All facility fees and custodial fees will be fully refunded if a wedding is cancelled.

Payment made to the Wedding Coordinator will become non-refundable 180 days prior to the date of the wedding.

Payments made to the Pastor, the Organist, and, if applicable, the Soloist will become non-refundable 90 days prior to the date of the wedding.

**UNIVERSITY PRESBYTERIAN CHURCH
WEDDING RESERVATION FORM
FOR NON-MEMBERS**

Pastor requested to lead service: _____

Bride's Name: _____

Home Address: _____

Email: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Faith Background: _____

Groom's Name: _____

Home Address: _____

Email: _____

Home Phone: _____ Cell Phone: _____ Work Phone: _____

Faith Background: _____

Date of Rehearsal: _____ Time: _____

Date of Wedding: _____ Time: _____

Location of Reception:

Approximate number of guests anticipated: _____

Please pay the following fees at the time you make reservations for your wedding:

___ **\$2,600** Includes: Sanctuary Fee \$2000
Organist Fee \$400
Custodial Fee \$200

Please make check payable to UPC. Check # _____

___ **\$400** Pastor's Honorarium - Make check payable to pastor: _____.

___ **\$300** Wedding Coordinator Fee - Make check payable to: Jennifer Bradford.

___ Building Monitor Fee – payable to monitor on day of wedding/reception and should be calculated then (\$56 minimum for 4 hours; \$17/hour after 1st 4 hours on same day)

Pay the following fees at the time you make reservations for the reception:

___ **\$550** Facility and Custodial Fees – Make payable to UPC. Check # _____

___ **\$300** Reception Coordinator Fee – Make check payable to: Jennifer Bradford.

I have read and understand the UPC Wedding Policy and agree to abide by these policy statements. *(initial)* _____

Signature _____ Date _____

Reservations are confirmed upon receipt of the **signed reservation form** and payment of fees for the sanctuary use, pastor, organist, and custodian, as well as reception fees, if applicable.