

**WEDDING POLICY
for Members**

A Christian wedding is a service of worship and a public acknowledgment of a sacred covenant between a man and a woman. The wedding is a celebration of the marriage. The vows are spoken publicly affirming to God, family and friends, the commitment being made.

A Christian wedding is a time for celebration and a time for solemn and serious reflection of purpose. The couple commits to sharing in the fellowship of the church. Policy statements are prepared as a means to affirm the dignity and sacred nature of Christian marriage in the worship life of the Christian congregation.

I. PRE-WEDDING PLANNING

- A. All couples wanting to be married in our church must first:
 - 1. Talk with one of our pastors to get approval
 - 2. Complete the wedding reservation form
 - 3. Complete the counseling program prescribed by the officiating pastor

II. RESERVATIONS AND SCHEDULING GUIDELINES

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

- 1. No weddings, rehearsals, or receptions, at the church, may be scheduled for New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, Holy Week, Sunday mornings or Sunday evenings (*unless the wedding takes place during the regular worship service*), or on weekends of UT home football games.
- 2. Only one (1) wedding is permitted, per day.

C. RECEPTION RULES

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
 - Fellowship hall and kitchen cleaned after use.
3. Tables and chairs are available from UPC. Set up plans must be made one week ahead with the custodian.
4. No church dishes, silverware, punch bowls, tablecloths, etc. are available for use.
5. Reception area must be cleared three hours from the beginning of the reception.

D: THE WEDDING COORDINATOR is responsible to the Pastor and for carrying out these policies. Upon approval of wedding date and the completed contract/fees (if applicable) is received by the church office, the contract will be sent to the wedding coordinator, who will make contact with the wedding couple; the wedding couple should be sure that this happens. We require couples to use the services of our church wedding coordinator. UPC wedding coordinator is **Jennifer Bradford**. She can be contacted at 512-574—4727 or Vandbevents@gmail.com

E. THE CHURCH ORGANIST will play for the rehearsal and the wedding service. The UPC organist, **Scott McNulty**, can be contacted at 512-431-6696. 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 bench fee of \$300. The guest organist must arrange a consultation with the UPC organist regarding the use of the organ 60 days before the wedding day.

F. THE BUILDING MONITOR is required to be present for all events that take place outside of regular office hours. The fees for this service are \$17 an hour for a 3 hour minimum access or \$56, then \$17 per hour after the initial time. This fee should be paid directly to Barbara Litchford or other assigned building monitor on the day of the wedding - it may include time for rehearsal, the wedding and reception, etc.

G. 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.

H. CHOIR may be requested to sing, through the music director, at least 3 months prior to the wedding.

I. 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.

III. CHURCH BUILDING & GROUNDS RULES

- A. **No smoking** in the church building or on church grounds is permitted.
- B. **Consumption of alcohol.** See the UPC policy on the consumption of alcoholic beverages.
- C. **No rice, birdseed, or confetti** may be thrown on the premises.

IV. PHOTOGRAPHY GUIDELINES

- A. The photographer may take photographs in the sanctuary up to 45 minutes before and anytime after the service.
- B. 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.
- C. Video equipment may only be used from the balcony and without the aid of additional light.

V. WEDDING DECORATION GUIDELINES

- A. 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 communion table may be moved to the choir loft (next higher level).
- B. 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.
- C. All decorations and equipment must be removed promptly following the ceremony. Or, you may choose to leave the floral arrangement(s) at the church for Sunday's worship service.
- D. 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.
- E. 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.
- F. A white wedding parament will be draped on the communion table. Other ecclesiastical or liturgical decorations will not be removed for a wedding.

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

Pastor requested to lead service: _____

Bride's Name: _____

Home Address: _____

Email Address: _____

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

Church Membership: _____

Groom's Name: _____

Home Address: _____

Email Address: _____

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

Church Membership: _____

Date of Rehearsal: _____ Time: _____

Date of Wedding: _____ Time: _____

Location of Reception: _____

Approximate number of guests anticipated: _____

Pay the following fees at the time you make reservations:

If Utilized: Reception Facility Fee: \$150.00
(make check payable to **UPC**)

Signature _____

Reservations are confirmed upon receipt of the **signed reservation form** and the **reception fee** (if applicable) of \$150.00.

When paying fees for service, please pay by check, at least one week before the wedding rehearsal. Make the check payable to the individual providing the service.

MEMBERS FEES

Ceremony

Sanctuary	none
Pastor's Honorarium	<i>member's discretion, \$400 suggested</i>
Organist's Fee	\$300.00
Wedding Custodial Fee	\$200.00*
Wedding Coordinator	\$300.00*
Building Monitor	\$56 minimum for 3 hours access; \$17/hour following 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

Wedding Coordinator Fee	\$300.00
Reception Facility Fee	\$150.00
Reception Custodial Fee	\$150.00
Building Monitor	\$56 minimum for 3 hours access; \$17/hour following on same day

Chancel Choir

Choir Director	\$100.00
Choir	\$150.00

Payment

A. When paying fees for service, please pay by check, at least one week before the wedding rehearsal. Make the check payable to the individual providing the service.

Pastor: payable to ***John Leedy***

Organist: payable to ***Scott McNulty***

Custodial Fee: payable to assigned custodian

Wedding Coordinator: payable to ***Jennifer Bradford***

Building Monitor: payable to ***Barbara Litchford or assigned monitor***

Choir Director: payable to the choir director

Choir: Payable to UPC (music ministry on memo line)

B. When paying for the use of the facility, make checks payable to **UPC**.

C. All facility fees are refunded in case of wedding cancellation. Speak promptly to the church office.