

*Weddings at  
First United Methodist Church  
Dallas, Texas*



*Guidelines*

**First United Methodist Church**

1928 Ross Avenue  
Dallas, Texas 75201  
214-220-2727  
www.firstchurchdallas.org

**Clergy**

Dr. John Frederick Fiedler, Senior Minister  
Rev. Jay Cole, Associate Minister of Mission, 214-560-2511, ext. 401  
Rev. Tom Downing, Senior Adult Programming/Technology Manager, ext. 207  
Dr. Dale Hunt, Pastor Emeritus, ext. 225  
Rev. Linda Roby, Associate Minister, ext. 214

**Wedding Scheduling**

Reagan O'Brien  
Wedding Coordinator  
214-220-2727

**Wedding Directors**

Sandra Torenko  
972-226-6481

Susan Harrison  
214-384-5780

Lindsay Webster  
214-770-3341

**Organist/Associate Director of Music and Arts**

Tim Effler, ext. 220

**Videography**

Rob Ray, ext. 217

**Receptions/Director of Events**

Elise Daniel, ext. 204

**Building Supervisor**

Curtis Pilot, ext. 221

*Guidelines are subject to change.*

## **Christian Marriage**

The Service of Christian Marriage is one of the sacred rituals of the church, a worship service that marks the beginning of a lifelong covenant of grace for the bride and groom. In a legal wedding, the state establishes a contractual relationship. In Christian marriage, the church adds the blessing of the faith community and invokes God's blessing on the covenant established between the bride and groom.

First United Methodist Church is committed to upholding the holy joy of persons making such a commitment to each other. We want to help you prepare not only for the wedding service but also for your marriage relationship. Thus, we offer premarital/newly married classes on a regular basis and all couples are required to meet with a member of the FUMC clergy before the wedding.

To emphasize the Christian view of marriage within the life of the church, the Service of Christian Marriage from the United Methodist Book of Worship shall be followed.

## **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. Members of the wedding party are reminded that throughout both the wedding rehearsal and service they are in a holy place dedicated to the worship of God. Wedding parties and guests are expected to dress and act accordingly. The officiating minister may halt a wedding service if improper behavior occurs. If this happens, all fees remain the property of First United Methodist Church and are not refundable. It is the policy of the church that no one possess or consume alcoholic beverages, illegal drugs or be in possession of a weapon on church property. Smoking is not permitted in the building. No one under the influence will participate in the rehearsal or the wedding.

## **Facilities**

The Sanctuary has a seating capacity of 1,200 guests, including the balcony. The wedding party has the use of the facility for 1 hour on the evening of the rehearsal and 3 hours (2 hours prior to the start time and 1 hour after the start time) on the day of the ceremony. All ceremonies are conducted on the floor of the Sanctuary at the Chancel Railing. Dickerson Chapel has a seating capacity of 60 guests.

## **Receptions**

Receptions may be scheduled by contacting the facility manager, signing the reception agreement and paying the reception deposit. Crossroads Center can accommodate 200 guests or be divided into two smaller rooms. Wesley Hall, Texas Room and the Dining Room can accommodate larger groups. The wedding party has the use of the reception facility for two hours. At an additional fee, these rooms may be scheduled for a longer period.

## **Parking**

Due to recent administrative changes in the Central Parking lot located across the street from the church, the cost per vehicle to park in this flat lot is \$10 per car. The church parking lot is adjacent to the church building on the corner of Harwood and San Jacinto and is complimentary parking. This lot can accommodate 42 vehicles and is recommended for the family and wedding party.

## **Officiating Minister**

All weddings at First United Methodist Church will be conducted by one of the United Methodist clergy on staff. Members may request any of the clergy staff to perform their wedding. Non-member weddings will be assigned a clergy staff member according to the church's schedule.

Upon request, the FUMC host minister may invite another ordained minister to assist in the wedding as a guest minister. The guest minister is prohibited from changing or altering the service which is from The United Methodist Book of Worship. The FUMC host minister will establish the role of the guest minister. Pre-marital conferencing between the couple and FUMC clergy is required before the wedding and may be held at the church. Couples should contact the FUMC host minister to schedule these conferences.

The FUMC host minister and the FUMC wedding director must approve the Order of Worship, scriptures and all bulletins before final printing.

## **Wedding Coordinator**

The wedding coordinators at FUMC are paid professionals and take pride in the appearance of the ceremony and the details involved in the planning process. Due to the nature of planning a worship-filled wedding ceremony, we do not plan wedding ceremonies with outside wedding coordinators, family members or friends as a substitute for the bride. It is the bride and groom's responsibility to maintain contact with the FUMC coordinator to ensure the ceremony is presented at its best. The staff coordinator, in conjunction with the minister, will conduct the rehearsal and the ceremony and has final approval on the wedding program and the format of the service. She will be present during the entire period booked for the wedding. Without specific, prior arrangements, the wedding director will not be present for receptions at the church.

## **Wedding Rehearsals**

Rehearsals will be conducted exclusively by our staff wedding coordinator, in cooperation with the officiating minister, if he or she is present.

They will begin promptly and not extend beyond the 1 hour reserved time. Often there are several rehearsals scheduled in an evening, making punctuality imperative. It is suggested that you tell your wedding party to arrive 30 minutes in advance as a safeguard against delays with downtown traffic.

Please park in the San Jacinto parking lot directly behind the church. Easy access is through the ramp entrance directly to the security area. The Ross Avenue doors will be locked during the hours of the wedding rehearsal.

## **Children Participating in Wedding Ceremonies**

Flower girls and ring bearers ages 6 and under are to be seated immediately into a pew after processing. In accordance with the FUMC Child Protection Policy, an adult or guardian must be in attendance with the child at all times.

## **Childcare**

For an additional fee childcare may be arranged. A minimum of 2 trained childcare workers may be scheduled for a 2 hour event minimum. No outside workers will be allowed. To obtain childcare contact the wedding coordinator for additional information.

## **Music**

A wedding ceremony is a worship service of the church. Music should serve to enhance the consciousness of God's presence both in the minds of those who witness and those who participate in the service. Our standard is that the music chosen for the service be consistent with what is used regularly in worship services. All music selections, vocalists and instrumentalists will be discussed with and approved by the organist, Associate Director of Music at FUMC. To aid in the planning process for the ceremony, the bride will be sent a CD entitled "Wedding Music Sampler" which will provide specific musical selections to enhance the ceremony. All musicians and vocalists will be approved by the organist and rehearsal times scheduled prior to the date of the ceremony.

Taped music is not allowed. Additional services for musicians or vocalists may be contracted with the organist. Call for further information.

## **Decorations**

**An approved florist** may decorate the Sanctuary or Dickerson Chapel. The florist will be held responsible for any damage done to the building and/or furniture and is responsible for cleaning wax from the floor and furniture should an accident occur. No tacks, pins, glue, nails or tape of any kind may be used to fasten any decoration to the furniture or building. No decorations will be hung from walls or pillars. Flower arrangements on the altar table are prohibited. Worship furnishings including the pulpit, communion table and accessories, pulpit chairs, altar candles and candlesticks and seasonal banners may not be moved.

The unity candle and stand is available through the wedding coordinator and is included in the fee. Additional candles and candelabra furnished by the florist may be used with approval of the wedding director. All candles must be dripleless, springloaded and placed well away from walls, furniture and banners. No candles are allowed in aisles, walkways or in the Sanctuary choir loft. Due to space limitations in Dickerson Chapel only two candelabra may be placed behind the communion rails and minimal flower arrangements. Polyethylene or similar material must be placed under all candelabra to protect carpeting and furnishings. **For safety reasons, scattering of petals, flowers, bubbles, bird seed, rice, streamers or confetti is not permitted in or outside of the church building.** An aisle cloth may not be used. After the ceremony, flowers and equipment must be removed from the building within the time allotted for the wedding. The church assumes no responsibility for items left in the building.

It is the responsibility of the wedding coordinator to schedule delivery and set-up time with the florist. The bride and groom are responsible for ensuring that the florist is aware of the church policies. Any florist who fails to uphold these policies may incur an additional charge or may be denied the opportunity to provide future services at FUMC.

## **Photography**

First United Methodist Church recognizes the value of wedding photographs as a lasting

remembrance of this most special occasion, and we expect photographers to respect, honor and abide by the rules and regulations which follow. An approved photographer may participate in wedding services of First United Methodist Church.

FUMC will not allow flash photography in the Sanctuary or Dickerson Chapel from thirty minutes before the ceremony start time until after the dismissal of the congregation. In the Sanctuary time exposures may be taken during the ceremony from a single, stationary position in the rear of the balcony. No auto-winding or motor-driven cameras are allowed during the ceremony. In Dickerson Chapel no photographs are allowed during the ceremony. The wedding party may return to the altar for photographs after the ceremony if they so desire, following the conclusion of the recessional. To maintain the quality of the furnishings in the Sanctuary **no one is to stand on the chancel railing, kneeler or pews.**

To respect the spiritual atmosphere of a church wedding, please advise your friends and relatives not to take flash photographs during the ceremony.

### **Videotaping**

Videotaping is allowed in the Sanctuary and must be done from a stationary position in the rear balcony, must not involve any lighting changes or additional portable lighting. Aisles must be kept clear. Care must be taken to ensure that there is not noise or other distraction. Audio will not be supplied from the Sanctuary sound system for recording on an outside photographer's videotape. The Sanctuary sound engineer has final control over the type, number and position of microphones for music before and during the wedding.

Videotaping in Dickerson Chapel is not allowed due to size and noise constraints.

The Communications Department of FUMC can arrange to videotape your wedding for an additional fee. Please contact them for additional information.

### **Scheduling of Weddings**

The scheduling of a wedding is arranged through our Wedding Booking Office, where the details of the policies and procedures will be discussed. After an available date has been agreed upon, the receipt of the wedding fee and completion of the wedding application must be received to initiate the booking process. The wedding and wedding rehearsal will then be scheduled on the church calendar. Upon final processing, a letter will be sent to the couple to confirm the scheduled event. The application is not considered complete until the confirmation letter has been sent to the bride. Public announcement that a wedding will take place at First United Methodist Church should not be made until this process has been completed.

A member wedding is defined as one in which the bride or groom, or one of their parents, grandparents, or children has been a member of FUMC for one year before the wedding is scheduled. This membership criterion is used to determine the respective fee which the applicant will be charged.

Non-members may reserve the facilities as far in advance as one year from the date of the ceremony. Members may reserve the facilities as far in advance as the church calendar permits.

No weddings or rehearsals, whether for members or non-members, may be scheduled on Sundays or holidays. Holidays are defined as New Years Eve, Easter, Thanksgiving and Christmas.

### **Safekeeping of Personal Items**

Every possible effort will be made to protect personal items. However, the church cannot be responsible for any items lost, stolen or damaged. It is imperative that money, jewelry and other valuables not be left unattended. It is suggested that you appoint someone to be responsible for collecting personal items and removing them before the ceremony.

Members of the church staff are not permitted to sign for wedding dresses. Dresses must arrive with the responsible wedding party. Items must not be left in the building overnight.

*March 2009*

Dr. John Fiedler, Senior Minister  
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