

Congratulations on selecting

*Sierra Vista
United Methodist
Church*

*as the sacred place to exchange
your wedding vows.*

*Wedding Planner
and Policy Guide*

Sierra Vista United Methodist Church
4522 College Hills Blvd.
San Angelo, TX 76904
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Congratulations on your decision to get married!

The Bible clearly tells us that marriage is one of the Means of Grace that God lays out for His people (Mark 10:6-12). It is a means of connecting us in a sacred way to God, as well as to our spouses. We hope your experience at Sierra Vista will enhance your special day and help fulfill your unique dreams for your wedding.

This booklet will help answer questions as you plan your event at our church. Please become familiar with the guidelines and understand that they are set in place to help you plan ahead. Weddings are important to Sierra Vista, and, toward that end the Church has a specific staff person to help you with these guidelines and guide you through this special event in your life. Please keep the SV Wedding Director's name and phone number available so that she can help in any way. The Church Office is also available to answer questions during business hours.

Thank you for selecting Sierra Vista United Methodist Church to host your wedding. We pray that, as you begin your new life together as husband and wife, you will be irresistibly drawn to worshiping God as a family. If you are not already a member and you do not have a church home, please consider making Sierra Vista your permanent home church. We welcome you in worship!

The Wedding Director for Sierra Vista United Methodist Church
can be reached by leaving her a message
at the Church during business hours
or by calling her direct:

Kelly Duke
Church: 944-4041
Home: 947-8068
Cell: 656-8068
Email: kduke@sierravista.org

Sierra Vista UMC Wedding Checklist

General items:

- ◇ Call the Church Office to check for available dates and to reserve your date as soon as possible.
- ◇ Contact one of the Church's pastors to insure his or her availability or to receive the approval of an alternate pastor.
- ◇ Mail or deliver your completed reservation form with the \$100 fee to SVUMC to secure your date. Dates are not secured until deposits are received. Make checks payable to SVUMC. The person who signs the reservation form is responsible for seeing that all guidelines laid out in this manual are followed.
- ◇ Contact the Wedding Director within a week of selecting your date to arrange the preliminary meeting.
- ◇ Complete your Wedding Wishes Worksheet with the Wedding Director.
- ◇ Request meetings, Sanctuary viewings, walk-throughs, and the like as needed.
- ◇ Attend all required counseling sessions with the Pastor.

One month before the wedding:

- ◇ Check with the Wedding Director to discuss any changes that need to be made.
- ◇ Notify the Wedding Director if nursery care is required for the wedding and estimate the number and ages of children needing attention.
- ◇ Meet the Wedding Director at the Church to walk through positions for the wedding party and to address last minute decoration needs. Complete a list of names for the Director to use at the Rehearsal.

Wedding Rehearsal:

- ◇ Bring your marriage license with you to the Church.
- ◇ Bring the balance of your fees. Again, make checks payable to SVUMC.
- ◇ Ensure that you and the entire wedding party are punctual to your wedding rehearsal.
- ◇ Relax and be guided through the service by the Pastor and Wedding Director.

Wedding Day:

- ◇ Ensure that you and the entire wedding party are punctual to your wedding.
- ◇ Glow, and enjoy your day!

Reservation Guidelines

1. Weddings are discouraged on Sundays and during Holy Week. No weddings will be held on New Year's Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, or Christmas Day.
2. Saturday daytime Chapel Hall weddings must be concluded, photos taken, and decorations removed by 4:00 PM in order to accommodate the Saturday Worship Service. Saturday evening weddings will have the Chapel Hall to decorate and begin photos after 6:45 PM. Anything placed in the Chapel Hall before or during the 5:30 Worship Service must be approved by the Wedding Director.
3. No wedding can begin later than 8:00 PM.
4. Before a date can be set, one of the pastors from Sierra Vista must be consulted and an officiating pastor agreed upon.
5. No wedding date should be announced until the church, the Pastor, and the Wedding Director have agreed on the date, time of Rehearsal, time of Wedding, and the signed reservation form along with the \$100 non-refundable fee is on file in the church office.
6. **Sanctuary and Chapel Hall fees include four hours of church facility usage, as well as Church Director, Sound Technician, and Church Custodial. Additional hours of use will accrue additional charges.**

Guidelines for Building Use

1. Altar furnishing may not be removed from the Sanctuary. The altar table must remain in the center, on the carpeted area with the cross and candles in place. Items to be placed on altar table during service must be approved prior to the ceremony.
2. Furniture, from any classroom or the Narthex, that is moved for the ceremony must be returned to its former place immediately following the ceremony.
3. No alcoholic beverages are allowed in the church buildings or on the premises at any time.
4. **No smoking or other tobacco products are allowed in church buildings.**
5. The organ and piano may not be moved.
6. Children and youth must be supervised at all times.
7. Nursery care may be requested for the time of the wedding. There is an additional fee to cover the cost of two (2) nursery attendants for two (2) hours. The Nursery must be requested no later than one week before the wedding. Additional fees will apply if more services are needed.
8. Only designated and reserved rooms will be available for use.
9. Wedding parties are expected to clean up after themselves, especially in the event of a spill or excess litter.
10. Rice, confetti, bird seed, bubbles, **flower petals**, etc., may not be thrown inside **ANY** part of the buildings. Outside use of such items must be enforced, and necessary clean-up is required.
11. Sierra Vista UMC is not responsible for the safekeeping of any personal valuables.

The Pastor

1. The Pastor is your guide in preparing a meaningful wedding.
2. The Pastor is IN CHARGE of the Rehearsal and the wedding.
3. If a Pastor other than one of the Sierra Vista UMC Pastors is desired, the couple must have approval of Sierra Vista's Pastor.
4. It is acceptable to use more than one clergy.
5. The officiating pastor must approve any changes to the wedding ceremony prior to the rehearsal.

Florist and Decorations Guidelines

1. The altar table must remain in the center of the carpeted area with the cross and candles in place. Nothing else may be placed on the altar table. Items to be placed on altar table during service must be approved prior to the ceremony.
2. The piano and organ may not be moved.
3. Nothing may be permitted to interfere with a full view of the cross, church symbols, or the wedding party.
4. No tacks, pins, nails, tape, or glue may be used to attach anything to any sanctuary furniture, including pews.
5. By order of the Fire Marshal, anything in the aisles should be kept to a minimum and must not impede exiting the pews from all directions.
6. Dripless candles must be used and carpet protection must be in place.
7. The florist should contact the Church Office or Wedding Director to set up times to decorate.
8. Decorations must be removed promptly after the service.
9. Any damage from wax is the responsibility of the bride or her designee.
10. Lit candles and lamps are not permitted on the chancel rail.

Photography Guidelines

1. Photos may be taken before and after the service.
2. No flash may be used in the Sanctuary after the bride has entered. Time exposures may be taken from the back of the Sanctuary, but should not be distracting.
3. A flash picture may be taken of the bride just as she enters and of the couple during the recessional.
4. Video cameras may be used from the rear of the Sanctuary. Other unmanned and hidden video cameras may be used with the approval of the Pastor & Wedding Director. The "no flash during the ceremony" rule applies to video, digital, and other cameras, as well.

Music Guidelines

1. Music is subject to the approval of the officiating pastor.
2. Musicians must be properly attired. Robes are available.
3. If the church accompanist is not retained to play for the service, replacements or visiting accompanists must be approved by the Music Director.
4. The fee for the accompanist includes a one-hour planning time with the bride, the one-hour rehearsal, a 20-minute prelude that may precede the service, and the wedding, also approximately one hour.
5. Extra time spent in working with soloists, instrumentalists, locating and copying music, etc., will be charged an additional \$50.
6. Notebooks containing musical selections are available from the accompanist. The accompanist may charge extra to learn new music.
7. The Bride must work with the Wedding Director as well as the accompanist to work out placement and order of the wedding music.
8. The accompanist fee must be paid at the Rehearsal.
9. The accompanist may be available for reception music at \$50 for a two-hour limit, either at the Church or another location.

Reception Guidelines

1. Only NON-ALCHOLIC beverages may be served on the premises.
2. The caterer is subject to approval by the Wedding Director.
3. The caterer or other sponsors of the reception are responsible for all kitchen cleanup, including washing dishes and any other items used for the event.
4. The Life Center kitchen may only be used under the direction of a Sierra Vista trained kitchen personnel.
5. No rice, confetti, bird seed, bubbles, etc., can be thrown inside **ANY** part of the building. The persons dispensing these items is responsible for being informed of and enforcing this rule to all guests.

Rehearsal Guidelines

1. The Rehearsal will begin on time.
2. The Rehearsal will not be conducted if any member of the wedding party is under the influence of alcohol or any other substances.
3. The Marriage License must be delivered to the Pastor at the rehearsal.
4. The Pastor and Wedding Director are in charge of the rehearsal.
5. The rehearsal shall be conducted in a dignified manner remembering that all present are in God's Sanctuary.

Wedding Director Duties

The Wedding Director at Sierra Vista UMC will

1. Ensure that premarital counseling with a pastor is scheduled and completed prior to the ceremony.
2. Guarantee that a meeting with the accompanist and the bride and/or the groom has been scheduled.
3. Make sure that the rehearsal is scheduled and the Wedding Director is available to assist the Pastor.
4. Obtain a sound technician and nursery workers, if needed.
5. Meet with the couple before the rehearsal date to coordinate the flow of people from the beginning to the end of the ceremony.
6. Coordinate the couples' subcontractors (eg. florists, photographers, etc.) at the Church.
7. Confirm that all Sierra Vista UMC guidelines and policies are understood and enforced by the couple.
8. Secure appropriate payment of fees in full on or before the rehearsal date by the couple.
9. Perform additional duties, as agreed upon by the Bride and the Wedding Director, realizing that added fees may be required.
10. Find a trained substitute to serve as Wedding Director if she is unavailable.

Notes:

Wedding Prices

Members

Sanctuary*	\$ 400
Auditorium^	\$ 250
Life Center^	\$ 300
Pastor	\$ Honorarium
Church Accompanist**	\$ 150
Nursery**	\$ 40

Deposit: \$100 per room reserved (non refundable) applied to the balance due no later than the Rehearsal.

* Includes four hours of church facility usage, as well as Church Director, Sound Technician, and Church Custodial. Additional hours of use will accrue additional charges.

^ Includes Church Director and Church Custodial.

**Nursery care may be requested for the time of the wedding. There is an additional fee to cover the cost of two (2) nursery attendants for two (2) hours. The Nursery must be requested no later than one week before the wedding. Additional fees will apply if more services are needed.

Wedding Prices

Non Members

Sanctuary*	\$ 700
Chapel Hall^	\$ 300
Life Center^	\$ 500
Pastor	\$ 200
Church Accompanist**	\$ 150
Nursery**	\$ 40

Deposit: \$100 per room reserved (non refundable) applied to the balance due no later than the Rehearsal.

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