

# ST. MATTHEW CUMBERLAND PRESBYTERIAN CHURCH (SMCPC) WEDDING GUIDELINES



Your WEDDING is the culmination of the sweetest, richest and happiest period of time you should have experienced to this point in your life. With the exception of your relationship to Jesus Christ, this is the beginning of the most lasting relationship you will ever have ... your MARRIAGE. It is our desire at SMCPC to make your wedding a beautiful and memorable occasion. For this reason, the following Wedding Guidelines of St. Matthew Cumberland Presbyterian Church ("SMCPC") have been established.

## **WEDDING AS WORSHIP**

The first and most important thing to remember about a church or Christian wedding is that the occasion is a worship service which glorifies God in the context of a man and woman becoming One in the Spirit of God. The selection of music and other items must *always* be considered in the context of a worship service.

## **WHO MAY CONDUCT WEDDINGS?**

Weddings are performed by the Senior Pastor or Associate Pastor of SMCPC. Couples who desire to use the church facilities, but prefer the services of another minister, must have approval by a pastor of SMCPC. This applies to all ceremonies held at SMCPC.

## **WHAT IS THE MAXIMUM FACILITIES SPACE AT SMCPC?**

Sanctuary – capacity 400   Fellowship Hall – capacity 200   ARC Dining Hall – capacity 300

**OFFICE WEDDING** – if there will be no rehearsal, no flowers, and no music, the bride and groom, with one attendant each may be married in the pastor's office. Wedding guests are limited to family and close friends. There is no charge for this service.

## **HOW DO WE SCHEDULE THE WEDDING DATE?**

A request for a reservation on the church calendar should be made through the Wedding Coordinator. If at all possible several dates should be provided for scheduling purposes.

The Wedding Ceremony/Reception Contract Form must be completed, signed and returned to the SMCPCC Wedding Coordinator with the necessary deposit before the wedding date is confirmed on the church calendar. You will be notified when your date has been put on the church calendar.

If SMCPCC is the church home (attends SMCPCC on a regular basis) for the bride, groom, or their parents, you may reserve anytime up to 1 (one) year in advance. If SMCPCC is not the church home, you may reserve up to one (1) year in advance; however, SMCPCC reserves the right to cancel your requested date up to six (6) months prior to the wedding date. This is necessary in order to be fair to our own members.

Wedding invitations should NOT be printed until facility reservations are confirmed.

Wedding rehearsals, and weddings are NOT scheduled on days when the church is closed or when worship services or church events are scheduled, including Sundays, Holy Week including Easter weekend, Memorial Day, Independence Day, Labor Day, Thanksgiving weekend, Christmas Eve, Christmas Day, other Christmas activities, New Year's Eve and New Year's Day.

### **WEDDING COORDINATOR RESPONSIBILITIES**

All weddings at SMCPCC require the services of our Wedding Coordinator. She is here to guide you through the logical steps of the wedding ceremony from the preliminary planning through the actual wedding day.

- † Meet with couple/parents before the wedding
- † Clarify church policies
- † Obtain names of all participants and professionals involved (including florist, caterers, decorators, etc.)
- † Available for questions relating to rehearsal, wedding and reception (if located at church)
- † Check the church facility prior to wedding
- † Facilitate the entrance of wedding party
- † Final check of church facilities

### **MUSIC**

Since the wedding is a service of worship and celebration before the Lord, great care should be taken that the music selected be of a worshipful nature. The Minister of Music is available to assist you in the selection of music and the presiding Minister will help you determine the appropriateness. It is your responsibility to contact the organist and make appointments with him/her concerning music selection and rehearsal date. Music selections performed by vocalists, instrumentalists and/or CDs should also be of a worshipful nature.

### **SOUND SYSTEM**

The sound system will be set up for the ceremony with the necessary microphones hooked up and put in place. You will need to contact the church to arrange to have one of our personnel operate the sound system for you. When taped music is used, the best way is to burn a CD and give it to the Wedding Coordinator or Sound Engineer prior to the wedding. A church authorized sound engineer must attend the rehearsal as well as the wedding.

### **FLORISTS, PHOTOGRAPHERS OR PERSON RESPONSIBLE FOR DECORATIONS**

All florists, photographers and person responsible for decorations must agree to abide by SMCPCC policies. Failure to abide by policies may result in not being allowed to provide services at SMCPCC in the future. It is your responsibility to see that each of these persons is notified of our policies.

## **INSTRUCTIONS TO FLORISTS OR PERSON RESPONSIBLE FOR DECORATIONS**

The amount of floral decoration in the church sanctuary will naturally vary with each wedding.

1. The florist and/or persons responsible for decorations should call the Wedding Coordinator to arrange the time of delivery and decorating of the church. The size of the sanctuary, especially the pulpit area will usually require only a minimum of decoration for a beautiful setting.
2. The platform is prepared by removing the chairs and pulpit. The altar is moved to the top of the platform and will always be present. No other furniture, i.e., baptismal, etc. may be moved or rearranged without specific permission by a SMCPD Pastor or the SMCPD Wedding Coordinator.
3. All fresh greenery and/or flower arrangements should be prepared prior to arriving at the church.
4. NO NAILS, TACKS, SCREWS, STAPLES, PIN, OR TAPE is to be used in any part of the building or on any furniture. Only ribbon or specially designed pew clips may be used to secure bows and flowers to pew ends.
5. We require that only dripless candles be used and that these be placed in a candelabra to prevent dripping on the floor or carpet. In the event of such dripping, you or your florist will be responsible for cleaning off the wax from the soiled places. It is required that a plastic sheeting be placed beneath any candles that might drip to avoid such occurrences, including the Unity candle.
6. Flowers need to be placed where there will be no water damage or other stains. No flowers shall be placed on the musical instruments or altar.
7. Removal of all decorations must begin immediately after the service. A crew sufficient to adequately remove decorations must be provided by you or the florist/decorator.

## **INSTRUCTIONS TO PHOTOGRAPHERS AND VIDEOGRAPHERS**

Because the wedding is a service of Christian worship, distractions during the service are discouraged. The couple is responsible for transmitting the following instructions to the photographer and to other persons who bring cameras to the wedding.

1. Photographers should be unseen, unheard, and unnoticed and should dress appropriately, keeping in mind that the wedding is a worshipful celebration. Photographs may be taken before or after the ceremony in any part of the building.
2. No flash photography or video lighting equipment may be used during the ceremony. Timed exposures (no flash) may be taken from the rear of the Sanctuary if it can be done quietly during the service. Flash photos may be taken of the mothers, grandmothers, bridesmaids, ring bearer, flower girl, bride and her father as they start down the aisle.
3. Flash photographs will be permitted for the kiss and as the couple comes down the aisle during the recessional or processional. The wedding party may return for photos after wedding guests have departed, if they wish.

4. No flood lights may be used in the Sanctuary for video photography.
5. Furniture may not be moved or used as a ladder for photography.

### **THE REHEARSAL**

Rehearsals are an important part of preparation before a wedding. The rehearsal helps the wedding to proceed smoothly and the participants to be more relaxed and confident. Unless otherwise noted, the wedding rehearsal will be held in the sanctuary of the church on the evening prior to the actual wedding service.

In most cases, the presiding pastor will have met with the couple to plan the service. This prior planning ensures that the rehearsal proceeds quickly and in an orderly fashion. The rehearsal should begin on time and last approximately one hour – from the time the rehearsal begins.

The following should be present for the rehearsal; the wedding party (Best Man, Matron/Maid of Honor, Bridesmaids, Groomsmen, Flower girls, Ring Bearers, etc.), both sets of parents, grandparents and ushers. All participants are reminded that the rehearsal is in preparation for a worshipful celebration, so conduct and dress should be in keeping with a reverent atmosphere.

No alcoholic beverages are allowed in the building or on the church grounds at any time. No one under the influence of alcohol or drugs will be allowed to participate in the rehearsal or wedding.

At SMCPC our Wedding Coordinator is happy to render assistance in your wedding plans. If you prefer, however, to use a professional consultant, their services on the wedding day will be strictly confined to helping and preparing the bride for the ceremony and she/he must be willing to comply with the wedding policies of SMCPC.

### **NURSERY**

Occasionally, the use of a nursery is desired for a wedding. Use of the nursery facility needs to be scheduled at the same time as the wedding. SMCPC will provide the staff for the nursery for weddings; however, it is your responsibility to pay the workers on the day of your wedding. The cost for childcare is \$30 per worker (minimum of 2 workers) for up to three hours and \$10 per childcare worker for each additional hour.

When you schedule childcare for your wedding, you will be contacted by the church's Nursery Coordinator. You must give her the number and ages of children that will require childcare with at least 2 (two) weeks notice and she will determine how many workers are needed, if more than two (2). Please note that there will always be at least two workers present.

### **USE OF WORSHIP FACILITIES**

Our main concern is that your wedding be lovely and meaningful. Accordingly, the principles listed below have been established to help assure the beauty, dignity and reverence which we all want to surround your wedding. The bride and groom and/or their families will be responsible to see that these principles are followed.

1. The church will be available three (3) hours prior to the time of the wedding, unless other arrangements have been made with the Wedding Coordinator. The Wedding Coordinator's fees include these stated hours. There will be an additional charge of \$25 per hour for each hour over the allotted times for the Wedding Coordinator.

2. Access to the church facilities is normally available Monday through Thursday, 8:00 a.m. to 4:00 p.m. and Fridays 8:00 a.m. – 12:00 p.m. (noon). You are strongly encouraged to have any person connected with your wedding use the facilities during these hours and/or any times pre-approved by the Wedding Coordinator.
3. If decorating must be done on Friday afternoon or Saturday morning or afternoon, the time must be pre-approved by the Wedding Coordinator. Three (3) allotted hours will be available for decorating the church. There will be an additional charge of \$25 per hour for each additional hour.
4. A dressing room for the bride and her attendants is available with an adjoining restroom.
5. The groom and his attendants may find it more suitable to arrive dressed for the wedding. A room is available for the groom and his attendants while they wait.
6. No alcoholic beverages or smoking are permitted in the building or on the grounds.
7. No rice, flower petals, potpourri, glitter, or confetti may be used inside or outside on the church property; birdseed may only be used outside.
8. Each wedding party is responsible for securing its own catering service and making arrangements for food service and decorations. Linens or tablecloths are not provided by SMPCPC.

Tables and chairs in Fellowship Hall and/or ARC are provided at no additional charge.

- † Chairs: 200 chairs
- † Tables: Seventeen 48" round tables.  
Two 60" round tables.  
Nine 6' tables.  
Four 8' tables.

† Arch may be used with prior approval.

9. Each wedding party is responsible for providing the people necessary to remove all decorations, food, drinks, etc. prior to departure. All trash must be placed in outside dumpster prior to departure. No rental items or decorations may be left in kitchen or building after services.

*SMPCPC is not responsible for delivery or storage of any property, items or material goods left in the facility.*



**THE COSTS AND FEES FOR USING ST. MATTHEW CUMBERLAND  
PRESBYTERIAN CHURCH FACILITIES ARE AS FOLLOWS:**

**SMCPC is your Church Home**

<u>Sanctuary</u>	<u>\$ 0</u>
<u>Coordinator (required)</u>	<u>\$150</u>
<u>Custodial (required)</u>	<u>\$ 75</u>
<u>Sound Technician (required)</u>	<u>\$ 75</u>
<u>Deposit (refundable)</u>	<u>\$100</u>
<u>Nursery worker (if requested)</u>	<u>\$30 ea.</u>
<u>Organist</u>	<u>\$100</u>
<u>Pianist</u>	<u>\$100</u>
<u>Pastor</u>	<u>\$</u>

**SMCPC is not your Church Home**

<u>Sanctuary</u>	<u>\$300</u>
<u>Coordinator (required)</u>	<u>\$150</u>
<u>Custodial (required)</u>	<u>\$ 75</u>
<u>Sound Technician (required)</u>	<u>\$100</u>
<u>Deposit (refundable)</u>	<u>\$300</u>
<u>Nursery worker (if requested)</u>	<u>\$30 ea.</u>
<u>Organist</u>	<u>\$100</u>
<u>Pianist</u>	<u>\$100</u>
<u>Pastor</u>	<u>\$150 (req'd)</u>

<u>Fellowship Hall</u>	<u>\$ 0</u>
<u>Coordinator (required)</u>	<u>\$ 75</u>
<u>Custodial (required)</u>	<u>\$ 75</u>
<u>Deposit (refundable)</u>	<u>\$100</u>

<u>Fellowship Hall</u>	<u>\$200</u>
<u>Coordinator (required)</u>	<u>\$ 75</u>
<u>Custodial (required)</u>	<u>\$ 75</u>
<u>Deposit (refundable)</u>	<u>\$300</u>

To confirm your reservation, a (\$100 - \$300) deposit is required at the time the reservation is made and will be refunded to you two weeks after the wedding if there is no damage or major clean up required (examples: damage to walls, carpets, ceilings, clean-up of birdseed, decorations, wax, etc.).

All other fees are due two (2) weeks before the wedding date.

- † Make all checks payable to St. Matthew Cumberland Presbyterian Church.
- † All fees are refundable if a cancellation notice is given two (2) weeks prior to the wedding.

**SUMMARY**

It is hoped that this packet will be informative and helpful. Should you have any questions concerning anything you see here, please contact Judy Gilbert, the SMCPC Wedding Coordinator @ 817-297-8716 (home) 817-578-5353 (cp) or judy.gilbert@stmattcpc.org or St. Matthew Cumberland Presbyterian Church @ 817-295-5832.



Florist/Decorator: \_\_\_\_\_

Photographer(s): \_\_\_\_\_

Caterer(s): \_\_\_\_\_

Musicians: \_\_\_\_\_

Attendants: \_\_\_\_\_

Reception at SMCP?  Yes  No If yes, # \_\_\_\_\_ Rehearsal at SMCP?  Yes  No

\*\*\*\*\*To be filled out by SMCP Wedding Coordinator\*\*\*\*\*

<b>FEES:</b>	\$	Sanctuary	\$	Fellowship Hall	\$	ARC
	\$	Wedding Coordinator	\$	Janitor	\$	Sound
	\$	Musician(s)	\$	Pastor	\$	Deposit
	\$	per hour ARC kitchen supv.	\$	Add'l. Fees	\$	Nursery worker

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◆ Fees include 3 hours for decorating, 2 hours for rehearsal, 4 hours for wedding and 3 hours for reception. There will be additional charges for hours beyond these times, i.e., decorating time more than 3 hours \$25 per hour, reception longer than 3 hours – \$50 per hour. Please see SMCP Wedding Coordinator for details.

Received by: \_\_\_\_\_ Date Received: \_\_\_\_\_

Total fees due by \_\_\_\_\_ Date Received: \_\_\_\_\_

Received by: \_\_\_\_\_

Return deposit to: \_\_\_\_\_

(If applicable)

Address: \_\_\_\_\_

I, \_\_\_\_\_, have read and understand the terms of this rental/reservation contract and shall comply with all policies and guidelines of Weddings, Rehearsals and Receptions located at St. Matthew Cumberland Presbyterian Church, 380 NW Tarrant Street, Burleson, TX 76028. Failure to abide by these rules will result in forfeiture of deposit.

\_\_\_\_\_  
**SIGNATURE** **DATE**

◆ A reservation is not confirmed until the rental fee is received and this contract is approved by the Pastor, Associate Pastor and/or the SMCP Wedding Coordinator.

Reservation request is approved by \_\_\_\_\_  
(REPRESENTATIVE OF SMCP) DATE